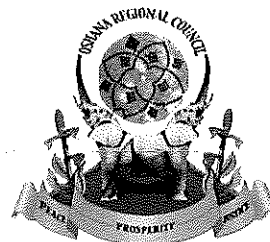


REPUBLIC OF NAMIBIA
OSHANA REGIONAL COUNCIL



Tel: 065 – 221447
Fax: 065- 221449

Private Bag 5540
Oshakati

SUB-DIVISION: WATER SUPPLY AND SANITATION COORDINATION

**Request for Quotation
Goods**

Supply and delivery of Civil Materials

Procurement Reference No: G/IQ/ONARC/WSSC -136/2025/2026

CLOSING DATE: 27 November 2025

CLOSING TIME: 11H00

OPENING TIME: 11H00

TOTAL BID AMOUNT:

NAME OF BIDDER:

CONTACT PERSON:

TELEPHONE:

INFORMAL QUOTATION (GOODS)

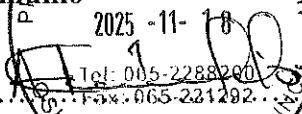
Procurement Reference No:

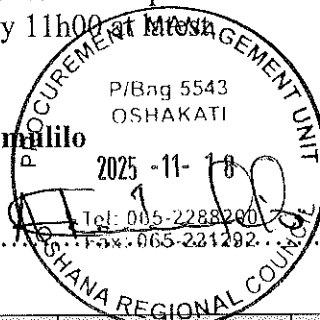
To

The Oshana Regional Council hereby invites you to submit your quotation for the service listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be sent to the Oshana Regional Council, Private Bag 5543, Oshakati, Namibia or hand deliver to Oshana Regional Council, Leo Shoopala Street, Oshakati in a sealed envelope marked. Quotation Reference NO. **G/IQ/ONARC-WSSC-136/2025/2026**. Your quotation should reach Oshana Regional Council on or before the 27 November 2025 by 11h00 at Mosh.

Full Name of Head of Procurement Management: Alma Kamulilo

Date: 18 Nov 2025

Signature: 



Item No	Description	Quantity *	Unit of Measure	Rate NS	Amount without VAT NAD	VAT
1.	Copper Pipe 15mm x5.5m	1	EA			
2.	Plasson elbow female 20mmx1/2	2	EA			
3.	Plasson Tee Female 20mmx3/4mm	1	EA			
4.	Copper Equal tee 22mm	1	EA			
5.	Copper Coupler male 15mmx1/2	2	EA			
6.	Copper Elbow compression 15mm	5	EA			
7.	Copper Tee Equal compression 15mm	4	EA			
8.	Copper Elbow compression female 15mmx1/2	4	EA			
9.	Paint High Gloss Pearl Grey Neo HG5.12 5L	1	EA			
10.	Brush Paint Millennium Bee 50mm	1	EA			
11.	Paint Roller Radiator 70mm	2	EA			
12.	Paint Tray Deep	1	EA			
13.	Paraffin 750ml	2	EA			
14.	Eurolox Cord Extension Reel 30m	2	EA			

15.	Eurolux Cord Extension lead 10m	3	EA			
16.	Eurolux Cord Extension lead 5m	6	EA			
17.	Eurolux Multi Plug 8 ways with USB port	12	EA			
Total:						

(a) Oshana Regional Council requested delivery period: within 7 day as from the date of placement of order.

(b) Bidder's proposed delivery period: within days from date of placement of order.

(c) Validity of offer: 30 days as from closing date set for submission of quotations.

Remark:([if any from Bidder]:
.....
....

I/We agree to supply the abovementioned good(s) at price(s) quoted by me/us and subject to conditions specified overleaf.

Date.....

Bidder's signature and seal

BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))

Date:

Procurement Ref No.....

To:

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

- (a) **a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**
- (b) **refusal by a bidder to accept a correction of an error appearing on the face of a bid;**
- (c) **failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or**
- (d) **failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

Signed:

.....
[insert signature of person whose name and capacity are shown]

Capacity of:

[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:

.....
[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:

Procurement Description:

.....

.....

Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:

.....

3. UNDERTAKING

I[insert full name], owner/representative

of[insert full name of company]

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:.....

Please take note:

- 1. A labour inspector may conduct unannounced inspections to assess the level of compliance*
- 2. This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

General Terms and Conditions Applicable

1. Purchaser

The Public Entity inviting the Informal Quotation is the Purchaser for the purpose of entering into contract with the successful bidder.

2. Supplier

The Bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award of contract and referred to as the Supplier.

3. Rights of the Public Entity

The Purchaser shall have the right to

- (a) Ask for clarifications at time of evaluating quotations,
- (b) Split the contract on an item basis or
- (c) Reject all quotations.

A Purchaser shall not be bound to accept the lowest or any quotation.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- (a) **have a valid company certified copy of Registration Certificate;**
- (b) **have a valid original/certified copy of Good Standing Tax Certificate;**
- (c) **have a valid original/certified copy of Good Standing Social Security Certificate;**
- (d) **have a valid original/certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;**
- (e) Submit signed Bid-securing Declaration.

5. Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in Schedule 1 of this document

6. Prices

Prices shall be quoted in Namibian dollars. Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

7. The Contract

The letter of Acceptance/Purchaser Order Form as the case may be together with this Informal Quotation form shall constitute the contract between the Public Entity and the Supplier.

8. Purchase order

A supplier to whom a purchase order is issued must confirm the purchase order within three days of receipt of the purchase order and;

- (a) may not change or alter the terms of the purchase order; and
- (b) must undertake to deliver the goods on or before the date set in the purchase order for delivery of the goods.
- (c) the purchase order shall be valid for 60 days only and will be cancelled thereafter.

9. General Conditions of Contract

The general terms and conditions shall be as per the General Conditions of Contract (Goods) Ref. No.- G/RFQ-GCC posted in the website of the Policy Unit and on the [insert public entities name] website.

10. Warranty

- (a) The Supplier warrants that the goods shall conform to the standards, specifications and related services as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the Supplier in its response to the Purchaser's Invitation for Informal Quotation.
- (b) The Supplier undertakes to make good, at its own cost and promptly, any deficiency in the supply of goods items and related services.
- (c) The Supplier warrants that the goods items to be supplied are new and unused and that it shall attend promptly to any defect in the good items as per the warranty conditions mentioned in its offer.

11. Payment

The Purchaser undertakes to effect payment within 30 days after supply of the goods items to the satisfaction of the Purchaser and subject to the Supplier submitting all required documents. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

12. Margin of Preference

PRICE AND MARGIN OF PREFERENCE

The Margin of Preference on Price offered will be applied to the qualifying Bidders in accordance with the **Code of Good Practice on Preference**, issued by the Ministry of Finance and Public Enterprises through the Procurement Policy Unit (PPU). The lowest evaluated bid price will be determined after the margin of preferences has been applied where applicable.

If a bidder qualifies for margins of preferences on more than one basis, all such margins of preferences must be granted to the bidder and, when considering the bid, the bid price shall be reduced with the amount determined in accordance with the formula below for the price evaluation purposes.

$$\underline{A = MP \times BP}$$

100

in which formula

- (a) "A" represents the amount to be determined:

- (b) “MP” represents the total percentage of all margins of preferences granted in respect and
(c) “BP” represents the bid price.

CATEGORIES OF BIDDERS	MARGIN OF PREFERENCE	DOCUMENT EVIDENCE TO BE SUBMITTED	CRITERIA
Small and Medium Enterprise	1%	Submit a certified copy of a valid original SME certificate, duly certified by the Commissioner of Oaths as issued by the Ministry of Industrialization, Trade and SME Development Declaration indicating the percentage of Namibian SME ownership. Oshana Regional Council reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.	A bidder who is an SME, means an enterprise that has a valid Micro, Small and Medium Enterprise certificate issued by the Ministry responsible for trade, whose minimum equity is 51 % owned by Namibians.
Suppliers providing employment to Namibian	1%	Declaration that the bidder employs 50% or more Namibian citizens’ Oshana Regional Council reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.	A bidder who employs 50% or more Namibian citizens.
Total margin of preference	2%		