



REPUBLIC OF NAMIBIA
OSHANA REGIONAL COUNCIL



Request for Informal Quotations (IQ) for Goods

Supply and Delivery of Staff Refreshment

Procurement Reference No: G/IQ/ONARC-ORDC-06/2026/2027

Closing Date: 30 April 2026

Closing Time: 11h00

NAME OF BIDDER.....

CONTACT NUMBER OF BIDDER.....

E-MAIL ADDRESS OF BIDDER.....

AUTHORISED REPRESENTATIVE.....

SIGNATURE.....

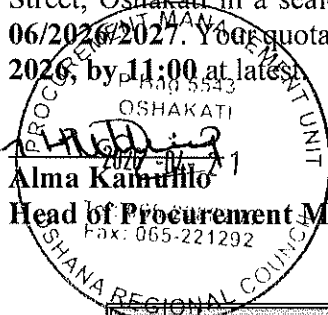
BID AMOUNT:

INFORMAL QUOTATION (GOODS)

Procurement Ref. No. G/IQ/ONARC-ORDC-06/2026/2027

To All Prospective Bidders

The Oshana Regional Council hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be addressed to Mr. A, Kamulilo, Oshana Regional Council, Leo Shoopala Street, Oshakati in a sealed envelope marked Quotation Reference No **G/IQ/ONARC-ORDC-06/2026/2027**. Your quotation should reach the Oshana Regional Council on or before the **30 April 2026**, by **11:00** at latest.



Alma Kamulilo
Head of Procurement Management Unit

Date 21-04-2026

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1	Ricoffy 750g	2	Each		
2	Marathon sugar 5kg	3	Each		
3	Cremora 750g	3	Each		
4	Brown sugar 5kg	3	Each		
5	Rooibos fresh pack 80s	2	Each		
				Sub Total	
				VAT 15%	
				TOTAL	

- (a) The Oshana Regional Council requests delivery within 15 days as from the date of placement of order.
- (b) Delivery Date: within (*Bidders proposed delivery period*)..... days from date of placement of order.
- (c) The following tests and inspections will be carried conducted on the goods at delivery:
Quality and Quantity
- (d) Validity of offer: **60 days** as from closing date set for submission of quotations.

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 _____, _____
[insert date of signing]

Corporate Seal (where appropriate)

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

**delete if not applicable / appropriate*



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. This contract shall be awarded to the lowest substantially bidder, subject to margin of preference were applicable.

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 certified copy company Registration Certificate;
- (b) have an original valid or certified copy of good Standing Tax Certificate;
- (c) have an original valid or certified copy of good Standing Social Security Certificate;
- (d) have a valid 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;
- (f) Submit signed Bid-securing Declaration.
- (g) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;

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 I 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.

PRICE AND MARGIN PREFERENCE

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

If a bidder qualifies for margin of preferences on more than one basis, all such margins of preference 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.

$$A = \frac{MP \times BP}{100}$$

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.

CATAGORIES OF BIDDERS	MARGIN OF PREFERENCE	DOCUMENT EVIDENCE TO BE SUBMITTED	CRETERIA
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,	A bidder who is an SME, means an enterprise that has a valid micro, Small and Medium Enterprises certificate issued by the Ministry

		Trade and SME Development Declaration indicating the percentage of Namibian SME ownership. Oshana Regional Council reserves the rights to inspect and confirm the authenticity in the declaration.	responsible for trade, whose minimum equity is 51% owned by Namibians.
Women Owned enterprise	1%	Submit a certified copy of Identification Documents (IDs) of all shareholders Founding statement/ company registration indicating ownership Structure by the Commissioner of Oaths declaration indicating the percentage of Namibian female ownership. Oshana Regional Council reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.	

<p>Youth owned Enterprise</p>	<p>2%</p>	<p>Submit a certified copy Identification Documents (IDs) of all shareholders Founding statement/company registration indicating ownership structure/ shareholder certificate by the Commissioner of Oaths in Namibian. Individuals between the ages of 16 and 35 are classified as youth. According to Section 1 of the National Youth Council Act, 2009 Act 3 of 2009, ‘youth’ refers to a person who is between the ages of 16 and 235. The age of an individual will be determined based on their Identification indicating the percentage of Namibian youth ownership. Oshana Regional Council reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.</p>	<p>A bidder who is a youth or whose minimum equity is 51% owned by Namibian youths</p>
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Suppliers provided employment to Namibian	1%	Declaration that the bidder employs 50% or more Namibian citizen' Oshana Regional Council reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.	
Total margin of preference	5%		

Award will be given to a bidder whose price is substantially responsive in accordance with the least cost selection method after applying the code of good practices.

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 **30 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 Oshana Regional Council 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.