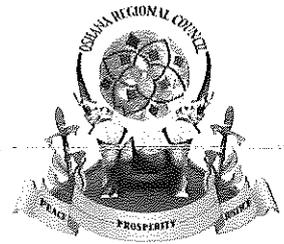


REPUBLIC OF NAMIBIA  
OSHANA REGIONAL COUNCIL



**SUB-DIVISION: WATER SUPPLY AND SANITATION COORDINATION**

Tel: +264 65 2288200  
Fax: +264 065- 221292  
Enquiries: Alma Kamulilo

Private Bag 5543  
Oshakati

**Request for Quotation (Works)**

**Replace Geyser**

**Procurement Reference No: W/IQ/ONARC/WSSC -179/2025/2026**

**CLOSING DATE: 12<sup>h</sup> March 2026**

**CLOSING TIME: 11H00**

**OPENING TIME: 11H00**

**TOTAL BID AMOUNT: .....**

**NAME OF BIDDER: .....**

**CONTACT PERSON: .....**

**TELEPHONE: .....**

## INFORMAL QUOTATION (WORKS)

Procurement Reference No: .....

To: All Prospective Bidders

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. **W/IQ/ONARC-WSSC-179/2025/2026**. Your quotation should reach Oshana Regional Council on or before the 12<sup>th</sup> March 2026 by 11h00 latest.



Alma Kamulilo  
Head of Procurement Management Unit:



### Price Activity Schedule

Item No.	Brief Description of Good	Qty	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1.	Replace Geyser	1	EA		
2.	(Bill of Quantity is Attached)				
Sub Total					
VAT @%					
Total					

- (a) Oshana Regional Council requested works completion period: within 15 day as from the date of placement of order.
- (b) Bidder's proposed completion period: within ..... days from date of placement of order.
- (c) Validity of offer: 15 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:*

## **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.



Ministry of Works and Transport

Maintenance Contract Control - Department of Works  
Building Construction - Bill of Quantity

Contractor: Service Request No: MOS16/1366/A/2026 Request Date: 26/02/2026 Date Printed: 26/2/2026  
Project No: 216 Constituency: Ongwediva  
Project Name: REPLACE GEYSER AT HOUSE NO 598, ONGWEDIVA

Key	Item Description	Quantity	Unit	Unit Rate	Amount
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Taking out and removing sanitary fittings and appliances, including taps and traps,  
including disconnecting piping from fittings and cutting back and sealing off all water

0131	Electric geyser of differing sizes from inside roof space including geyser tray	1.0	No		
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Moving total:

Vacuum breakers, relief valves, etc

1704	20mm Vacuum breaker	1.0	No		
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Moving total:

Vacuum breakers, relief valves, etc

1706	20mm Expansion relief valve (400kPa)	1.0	No		
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Moving total:



Ministry of Works and Transport

Maintenance Contract Control - Department of Works  
Building Construction - Bill of Quantity

Contractor: Service Request No: MOS16/1366/A/2026 Request Date: 26/02/2026 Date Printed: 26/2/2026  
Project No: 216 Constituency: Ongwediva  
Project Name: REPLACE GEYSER AT HOUSE NO 598, ONGWEDIVA

Key	Item Description	Quantity	Unit	Unit Rate	Amount
-----	------------------	----------	------	-----------	--------

Vacuum breakers, relief valves, etc

1708	20mm 'Masterflo' 400KPa pressure reducing valve with strainer and integral non-return valve	1.0	No		
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Moving total:

Brass taps

1715	15mm Stop tap	1.0	No		
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Moving total:

Hot water geysers to 600kPa

1760	100 Litre Geyser for horizontal or vertical installation	1.0	No		
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Moving total:



Ministry of Works and Transport

Maintenance Contract Control - Department of Works  
Building Construction - Bill of Quantity

Contractor: Service Request No: MOS16/1366/A/2026 Request Date: 26/02/2026 Date Printed: 26/2/2026  
Project No: 216 Constituency: Ongwediva  
Project Name: REPLACE GEYSER AT HOUSE NO 598, ONGWEDIVA

Key	Item Description	Quantity	Unit	Unit Rate	Amount
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Hard drawn thin walled class 0 copper pipes to SABS 460 including all straight joints and connectors

1840	15mm Pipe fixed or chased into walls	24.0	m		
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Moving total:

Hard drawn thin walled class 0 copper pipes to SABS 460 including all straight joints and connectors

1841	22mm Pipe fixed or chased into walls	6.0	m		
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Moving total:

Extra over class 0 copper pipes for brass compression fittings (conex)

1861	15mm Fittings (elbows, tees, reducing tees, adaptor couplings, etc)	20.0	No		
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Moving total:



Ministry of Works and Transport

Maintenance Contract Control - Department of Works  
Building Construction - Bill of Quantity

Contractor: Service Request No: MOS16/1366/A/2026 Request Date: 26/02/2026 Date Printed: 26/2/2026  
Project No: 216 Constituency: Ongwediva  
Project Name: REPLACE GEYSER AT HOUSE NO 598, ONGWEDIVA

Key	Item Description	Quantity	Unit	Unit Rate	Amount
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Extra over class 0 copper pipes for brass compression fittings (conex)

1862	22mm Fittings (elbows, tees, reducing tees, adaptor couplings, etc)	5.0	No		
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Moving total:

Extra over all excavations for

2161	Carting away surplus material from the excavations and/or stock piles on site to a dumping site to be located by the contractor	5.0	m3		
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Moving total:



Republic of Namibia

Ministry of Works and Transport

Maintenance Contract Control - Department of Works  
Building Construction - Bill of Quantity

Contractor: Service Request No: MOS16/1366/A/2026 Request Date: 02/26/2026 Date Printed: 26/2/2026  
Project No: 216 Constituency: Ongwediva  
Project Name: REPLACE GEYSER AT HOUSE NO 598, ONGWEDIVA

Item Description	Amount
Total Value of Building	
Value of Scheduled Items:	
Contingence at 0.05	
Sub Total:	
Escalation at 0.00	
Sub Total:	
Value of Non-Scheduled Items:	
Markup at 10 %	
Sub Total:	
District Factor %	
District Factor Allowance	
Sub Total:	
Preliminary Allowance:	
VAT 15 %	
Final Total:	

"The project with grand total above N\$1,700,000.00 to be done through normal public procurement!"