



REPUBLIC OF NAMIBIA
OSHANA REGIONAL COUNCIL



Tel: (+264) 65 209315
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Private Bag 5518
Oshakati

Request for Quotations For Works

Construction of a shade structure for education Arts and Culture Offices

Procurement Reference No: W/RFQ/ONARC DEAC -51/2025/2026

Name of Bidder:.....

Email of Bidder:.....

Bidder contact No:.....

Bid Amount:.....

Due Date: 19 June 2025

Time: 11h00



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Letter of Invitation

.....

Procurement Reference No: W/RFQ/ONARC DEAC -51/2025/2026

Dear Sirs,

Subject: Construction of a shade structure for education Arts and Culture Offices

The Oshana Regional Council invites you to submit your best quote for the items described in detail hereunder. Any resulting contract shall be subject to the terms and conditions referred to in the document.

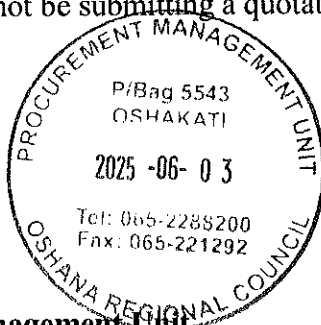
Queries, if any, should be addressed to Alma Kamulilo, Head of Procurement Management Unit @ 065 2288265, and Mr. B Negongo @ 065 229800 or Mr Risto Iita @ 0812944526, Private Bag 5543, Oshakati.

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

Alma Kamulilo

Head of Procurement Management Unit



SECTION I: INSTRUCTIONS TO BIDDERS

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 contract shall be awarded to the lowest substantially responsive bids, subject to margin of Preference where applicable.

3. Rights of 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) to accept or reject any quotation; and
- (d) to cancel the quotation process and reject all quotations at any time prior to contract award.

4. Preparation of Quotations

You are requested to quote for the items mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Security
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

5. Validity of Quotations

The Quotation validity period shall be 180 days from the date of submission deadline.

6. Eligibility Criteria

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

- (a) have a valid certified copy of company Registration Certificate;
- (b) have an original/ certified copy of valid good Standing Tax Certificate;
- (c) have an original/certified copy of valid 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;

- (e) have a certificate indicating SME Status (for Bids reserved for SMEs)
- (f) Submit bid valid security/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 its awarded the contract or part thereof;
- (h) One valid (with company seal) reference letter of experience in construction works.

7. Bid Securing Declaration

Bidders are required to submit a Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation.

8. Works Completion Period

The completion period for works shall be 180 Days *after* issue of Purchase Order and site handover. Deviation in completion period shall be considered if such deviation is reasonable.

NB: For a structure layout, please refer to the annexure of a design plan attached and take note that all the materials are being provided by the ministry.

9. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name at the back of the envelope.

10. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located Oshana Regional Council, Leo Shoopala Street, Private Bag 5518, Oshakati, not later than **19 June 2025 at 11h00**. Quotations by post or hand delivered should reach Oshana Regional Council by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered.

11. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted shall be available to any bidder on request within three working days of the Opening.

12. Evaluation of Quotations

The Oshana Regional Council shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared during evaluation. The contract will be awarded to the lowest substantially responsive bid, subject to margin of Preference where applicable. The budget for this project is N\$ 50 000.00.

13. Technical Compliance

The Specifications and Compliance Sheet details the minimum specifications of the works to be carried out. The specifications have to be met, but no credit will be given for exceeding the specifications.

12. Qualification Criteria

Bidder should submit document in respect of the following

14. Prices and Currency of Payment

Prices for the execution of works shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works, and shall include all duties. The whole cost of performing the works shall be included in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted.

15. Margin of Preference

N/A

16. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the works shall be selected for award of contract. Award of contract shall be by issue a Purchase order in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

17. Performance Security

N/A

18. Notification of Award and Debriefing

The Public Entity shall after award of contract shall post a notice of award on its website.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

*A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it will be rejected***

Quotation addressed to: [name of Public Entity]	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to execute the Works detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instructions to Bidders

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead ***disqualification on the grounds mentioned in the BDS***

The validity period of our Quotation is _____ days from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the quotation validity.

Works will commence within _____ days from date of issue of an award letter and a Purchase Order.

Works will be completed within _____ days from date of issue of an award letter/ a Purchase Order and Commence date.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./E-mail	

Appendix to Quotation Letter

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

Date:[Day | month | year]

Procurement Ref No.:

To: Oshana Regional Council, Private Bag 5518, Oshakati

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

Witten 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.*

SECTION III: STATEMENT OF REQUIREMENTS

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

1. Construction of a shade structure for education Arts and Culture Offices
2. Bidder are encouraged to familiarise themselves with the site at Arts and Culture Office near Oshakati circuit office.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/RFQ/ONARC DEAC -51/2025/2026**

[Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below.]

The quantities shown below are approximate and not subject to re-measurement for payment purposes.

NB: For a structure layout, please refer to the annexure of a design plan attached and take note that all the materials are being provided by the ministry.

Item No/ KEY	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	Digging, backfilling and compacting of holes for columns				
2	Assembling and roof covering				
				Sub-Total	
				VAT 15 %	
				Grand-Total	

*Columns A to D to be completed as applicable by the Public Entity

Priced Activity Schedule Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **W/RFQ/ONARC DEAC 51/2025/2026**

[Bidders should complete columns C and D with the specifications and performance of the Works offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications offered in the signature block below]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	Construction of a shade structure for education Arts and Culture Offices		

* Columns A and B to be completed by Public Entity.

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of an award Letter and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Works except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: W/RFQ/ONARC DEAC-51/2025/20256

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract.

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	Oshana Regional Council, Directorate of Education, Arts and Culture
Intended Completion Date GCC	The intended completion date is: (3 months , from the site handover)
Project Manager GCC 1.1(y)	The Project Manager is: Mr B Negongo (Cell: 065-229800)
Site GCC 1.1(aa)	The Site is located at, Oshana Region
Start Date GCC 1.1(dd)	The Start Date shall be: within 7 calendar days after receiving the purchase order
The Works GCC 1.1(hh)	The Works consist of: Construction of a shade structure for education Arts and Culture Offices
Interpretation GCC 2.2	The project will be completed in the following sections: _____ N/A
Interpretation GCC2.3	The following additional documents shall form part of the contract: _____ N/A
Language and Law GCC 3.1	The language of the contract is English The law that applies to the Contract is the law of Namibia.
Project Manager's	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract, which in the Project Manager's opinion will cause the amount finally due under the

GCC Clause Reference	Special Conditions
Decisions 4.1	Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation GCC 5.1	The Project Manager <i>[may]</i> delegate his/her duties.
Notices GCC 6	<p>Any notice shall be sent to the following addresses:</p> <p>For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be Oshana Regional Council, Leo Shoopala Street</p> <p>For the Contractor, the address shall be as given on the first page of the Purchase Order and the contact name shall be _____</p>
Insurance GCC 13.1	<p>Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be:</p> <ul style="list-style-type: none"> (a) for the Works, Plant and Materials: <i>(for the full amount of the works including removal of debris, professional fee etc...)</i> (b) for loss or damage to Equipment: <i>(for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer.</i> (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well).</i> (d) for personal injury or death: <ul style="list-style-type: none"> (i) of the Contractor's employees: <i>[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</i> (ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i> (e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable.

GCC Clause Reference	Special Conditions
	The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the Contractor's All Risks coupled with the Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.
Site Data GCC 14.1	Site book shall be Available
Possession of the Site GCC 20.1	The Site Possession Date shall be: Within 7 calender days after receiving the purchase order.
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within 5 days from the date of the issue of award letter and Purchase Order Agreement.
GCC 25.3	Program updates <i>is</i> required
Defects Liability Period GCC 33.1	The Defects Liability Period is: N/A
Payment Certificates GCC 39.7	Payment shall be made as per progress of works.
Payments GCC 40	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (I)	<i>Excessive Weather</i>
Price Adjustment GCC 44.	The Contract <i>is not</i> subject to price adjustment.
Retention	

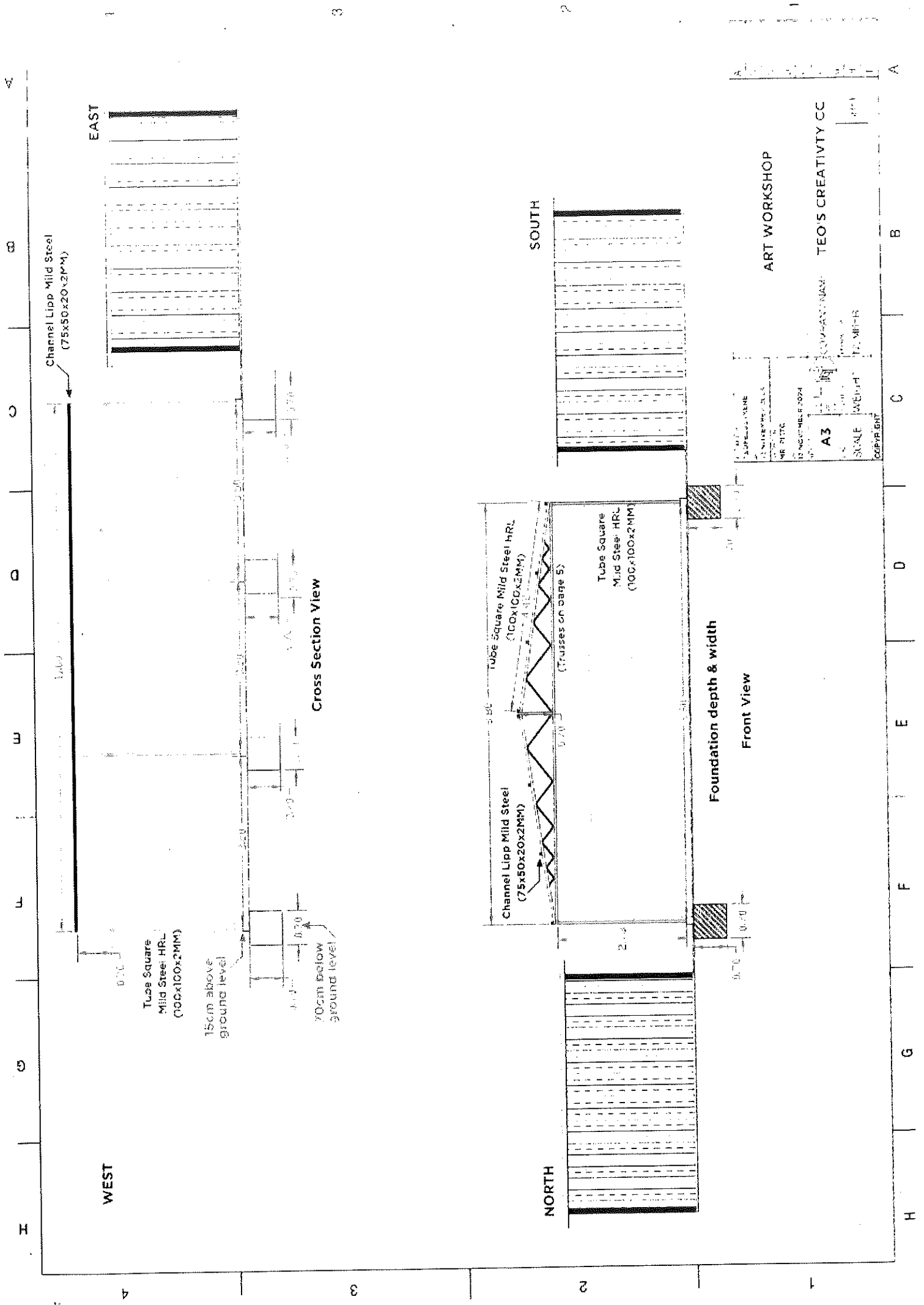
GCC Clause Reference	Special Conditions
GCC 45.	(ii) 10 % of the amount shall be retained from any payment. Half of the retention money will be released after formal taking over of the Works and the remaining shall be released after the Defect Liability Period subject to the Contractor making good all defects.* N/A
Liquidated Damages GCC 46.1	Not Applicable
Bonus GCC 47.1	The rate for the Bonus per calendar day is: _____ Not Applicable _____
Advance Payment GCC 48.1	(i) No advance payment shall be made
Performance Security GCC 49.1	(i) A Performance Security in the form of a Bank Guarantee representing 10% of the final contract price shall be required.* Not Applicable
GCC 56.1	"As built" drawings or operating and maintenance manuals <i>are</i> required.
GCC 59.1	The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works, is: 15 %

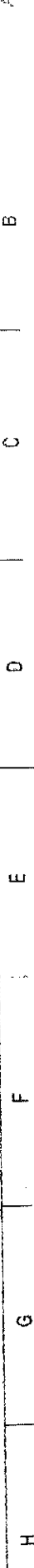
SCHEDULE 1:**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No. W/RFQ/ONARC DEAC- 51/2025/2026**

Description	Attached	Not Attached
Quotation letter		
Priced Bill of Quantities		
Specification and Compliance Sheet		
Bid Declaration		
Certified Copy of Company Registration Certificate		
Original or Certified Copy of Good Standing Tax Certificate		
Original or Certified Copy of Good Standing Social Security Certificate		
Certified Copy of Affirmative Action compliance Certificate		
Two Reference letters		

Disclaimer: The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.







TEO'S CREATIVITY CC

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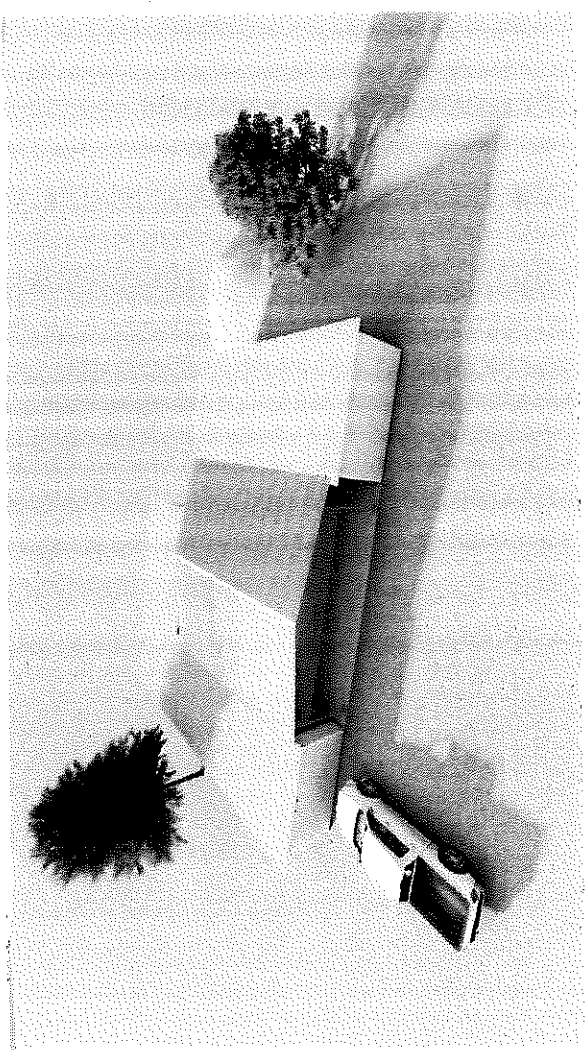
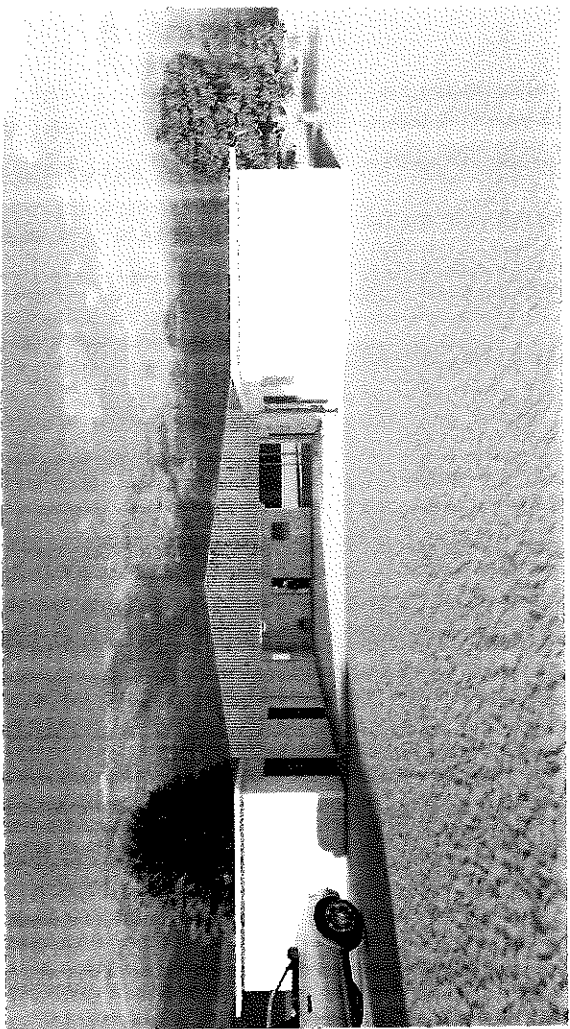
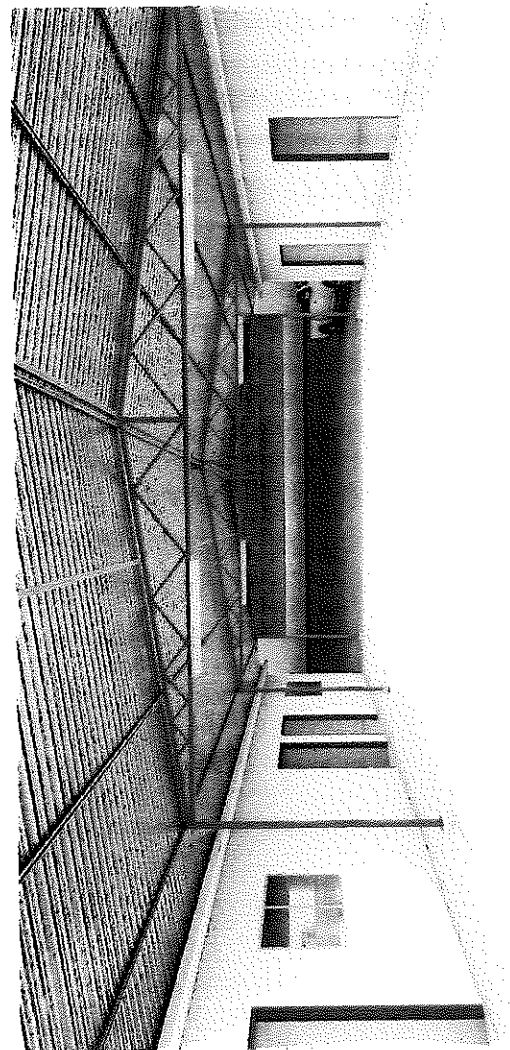
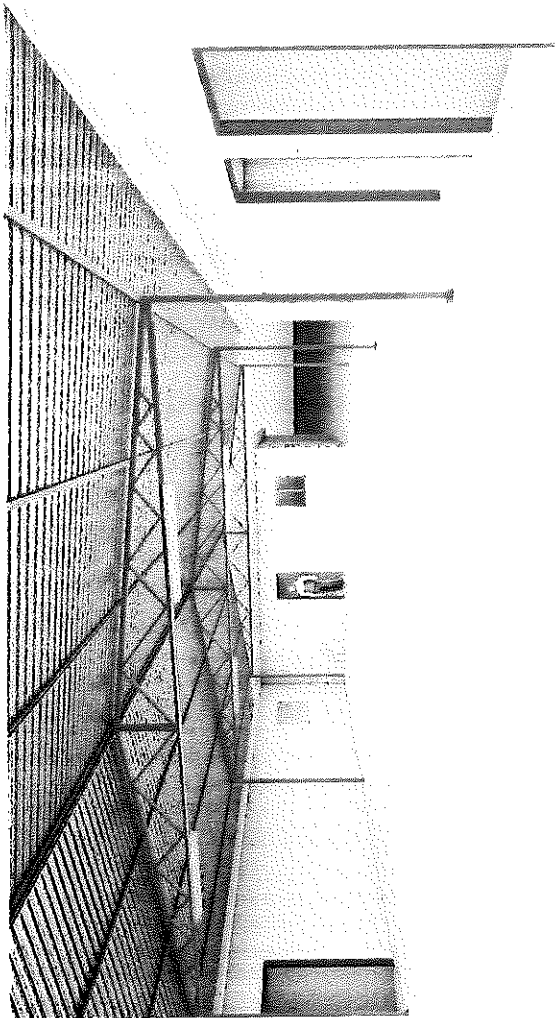
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ANNEXURE

Copyright

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A black and white photograph of a modern building's exterior. On the left, a large, dark, triangular structural element, possibly a canopy or a large window frame, dominates the foreground. It has a grid-like pattern of lines. To the right, a series of horizontal lines, likely part of a facade or a walkway, extend across the frame. The background shows a bright, possibly overexposed, area of the building.

75x50x20x2MM

A black and white photograph of a modern building's exterior. The image shows a large glass facade reflecting the sky and surrounding environment. On the left side, there is a prominent metal structure, possibly a staircase or a decorative element, with a grid-like pattern. The building appears to be a multi-story structure with a clean, minimalist design. The lighting suggests it might be daytime, with some shadows visible on the building's surface.

0.47MM Z150 4.8M 556MM 10.5

Dimension and thickness

Angle Mild Steel 50x50x3MM

2