

REPUBLIC OF NAMIBIA  
OSHANA REGIONAL COUNCIL

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## Request for Sealed Quotation for Goods

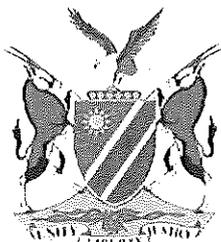
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### Supply and delivery of Microfinance Projects materials for Uuvudhiya Constituency

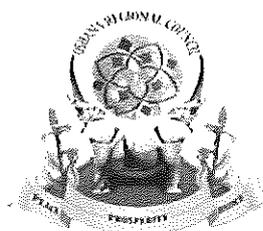
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Procurement Reference No: G/RFQ/ONARC-156/2025/2026

CLOSING DATE : 06 November 2025  
CLOSING TIME : 11h00  
BID AMOUNT : \_\_\_\_\_  
NAME OF BIDDER : \_\_\_\_\_  
CONTACT PERSON : \_\_\_\_\_  
CONTACT NO : \_\_\_\_\_



REPUBLIC OF NAMIBIA  
OSHANA REGIONAL COUNCIL



Tel: 065-2288200 Fax: 065-221292  
E-mail: [pmu@oshanarc.gov.na](mailto:pmu@oshanarc.gov.na)  
Enquires: A. Kamulilo

Private Bag 5543  
Oshakati, Namibia

21 October 2025

Letter of Invitation

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Procurement Reference Number: G/RFQ/ONARC-156/2025/2026

**SUBJECT: SUPPLY AND DELIVERY OF MICROFINANCE PROJECTS MATERIALS FOR UUVUDHIYA CONSTITUENCY**

Dear Sir/Madam,

The Oshana Regional Council invites you to submit your best quote for the supply of 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 Ms. Alma Kamulilo PMU Head, Oshana RC.

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. Rights of Public Entity

The Oshana Regional Council reserves the right:

- (a) to split the contract as per the lowest evaluated cost per lot; and
- (b) to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

## 2. 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 Securing Declaration, where applicable;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment as deemed appropriate

You are advised to carefully read the complete Request for 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.

## 3. Validity of Quotations

The quotation validity period shall be 90 days from the date of bid submission deadline.

## 4. 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 valid good Standing Tax Certificate;
- (c) have an original / certified copy 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) Submit signed Bid-securing Declaration.

## 5. Bid Security/Bid Securing Declaration

Bidders are required **subscribe to a Bid Securing Declaration** for this procurement process.

**6. Delivery**

7. Delivery shall be within 30 days after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

**8. 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.

**9. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at PMU Office, Oshana Regional Council, Leo Shoopala Street, not later than **6<sup>th</sup> November 2025 at or before 11h00**. Quotations by post or hand delivered should reach the same address by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered.

**10. Opening of Quotations**

Quotations will be opened internally by the Oshana Regional Council 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, the presence or absence of a Bid Security/Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

**11. 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 on the basis of evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

**12. Technical Compliance**

Bidders shall submit along with their quotation documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

The specifications, Performance requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

**13. Prices and Currency of Payment**

Prices for the execution of works shall be fixed in Namibian Dollars as quoted.

#### 14. Margin of Preference

14.1. The applicable margins of preference and their application methodology are as follows:

The Margin of preference on price offered will be applied to the qualifying Bidders in accordance with the Code of Good practice of preferences, 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 Margin of Preferences on more than 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.  $A = (MP \times BP) / 100$

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.

14.2. Bidders applying for the Margin of Preference shall submit, upon request, evidence of:

CATEGORIES OF BIDDERS	MARGIN OF PREFERENCES	DOCUMENT EVIDENCE TO BE SUBMITTED	CRITERIA
Small and medium Enterprises	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 and 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 Enterprises certificate issued by the Ministry responsible for trade, whose minimum equity is 51% owned by Namibians.
Women owned Enterprises	1%	Submit a certified copy of Identification Documents (IDs) of all shareholders Founding statement/company registration indicating ownership structure / shareholder	A bidder who is a woman or whose minimum equity is 51 %

		<p>certificate by the commissioner of Oaths — declaration indicating the percentages of Namibian female ownership.</p> <p>Oshana Regional Council reserves the rights to inspect and confirm and authenticity of the information provided in the declaration</p>	owned by Namibian women.
Youth Owned Enterprises	2%	<p>Submit a certified copy of identification Documents (IDs) of all shareholders Founding statement/company registration indicating ownership structure / shareholder certificate by the commissioner of Oaths.</p> <p>In Namibia, Individuals between the ages of 16 and 35 are classified as youth.</p> <p>According to Section I of the National Youth Council Act, 2009 Act 3 of 2009, "youth refer to a person who is between the of 16 and 35. The age of an individual will be determined based their Identification Document (ID). Declaration indicating the percentages of Namibian Youth ownership.</p> <p>Oshana Regional Council reserves the rights to inspect and confirm and authenticity of the information provided in the declaration.</p>	A bidder who is a youth or whose minimum equity is 51% owned by Namibian youths
Suppliers providing employment to Namibian	1%	<p>Declaration that the bidder employs 50% or more Namibian citizens. Oshana Regional Council reserves the rights to inspect and confirm and authenticity of the information provided in the declaration.</p>	A bidder who employs 50% or more Namibian citizens.
Total margin of reference	5%		

### 15. 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 of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

### 16. Performance Security

*Not Applicable*

### **17. Notification of Award and Debrief**

The Public Entity shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

## SECTION II: QUOTATION LETTER

(to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. 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: <i>[ name of Public Entity]</i>	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications and, in accordance with the term and conditions stated in you Request for 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 Security/Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

The validity period of our Quotation is \_\_\_\_\_ days *[insert number of 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.

The delivery period offered from the date of issue of Purchase Order/Letter of Acceptance is a shown in the List of Goods items and Price Schedule.

**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:.....

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.]



**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 ..... owner/representative  
of .....

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 IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **G/RFQ/ONARC-156/2025/2026**

*[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.*

Item No	Brief Description of Goods	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1.	Industrial Sewing Machine	2	Each		
2	Industrial Overlock Machine	1	Each		
3	Braai Build in 120mm	1	Each		

\*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

*[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]*

Procurement Reference Number: **G/RFQ/ONARC-156/2025/2026**

*[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.	Industrial Sewing Machine		
2.	Industrial Overlock Machine		
3.	Braai Build in 120mm		

\* 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 a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (Ref. **W/RFQ-GCC**) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below

## SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/ONARC-156/2025/2026**

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

GCC Clause Reference	Special Conditions
<b>Purchaser GCC 1.1(h)</b>	The purchaser is: <b>Oshana Regional Council</b>
<b>Site GCC 1.1 (m)</b>	The site/Final destination for delivery of the goods <b>Oshana Regional Council</b>
<b>Incoterms Edition GCC 4.2 (b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices GCC 8.1</b>	Any notice shall be sent to the following addresses: For the Oshana Regional Council, the address and the contact's name shall be: <b>Procurement Management Unit, Oshana Regional Council, Leo Shoopala Street, Private Bag 5543, Oshakati, Tel; 065 2288200</b>
<b>Disputes GCC 8.1</b>	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: Shall be in writing and addressed to <b>PMU</b>
<b>Delivery and documents GCC 13.1</b>	The goods are to be delivered within <b>thirty (30)</b> days from the date of the Purchase Order. The documents to be furnished by the supplier are: (a) Signed and stamped/sealed delivery note, original invoice, original purchase order
<b>Price Adjustment GCC 15.1</b>	The price charge for the Goods supplied and the related Services performed shall be fixed.
<b>Terms of Payment GCC 16.1</b>	The structure of the payments shall be: full payment following delivery of the Supplies and submission of an invoice and documents listed I clause 13.1

GCC Clause Reference	Special Conditions
Terms of Payment GCC 16.3	Payments shall be made not later than thirty (30) days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price shall not be adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>(i) <b>On Acceptance:</b> The Contract Price of goods received shall be paid no later than (30) days of receipt of the goods upon submission of an invoice (Showing Purchaser's name; the Procurement reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal)</p>
Performance Security GCC 18.1	No performance security is required.
Discharge of Performance Security GCC 18.4	N/A
Packing GCC 23.2	The packaging, marking and documentation within and outside the packages shall be: <b>Procurement Management Unit, Oshana Regional Council, Leo Shoopala Street, Private Bag 5543, Oshakati. Tel; 0652288200 and Procurement Reference No: G/RFQ/ONARC-156/2025/2026</b>
Insurance GCC 24.1	N/A
Transportation GCC 25	The goods shall be delivered: <b>Oshana Regional Council, Rural Services Division</b>
Inspection and Test GCC 26.1	The inspection and tests shall be <b>done during delivery</b>
Liquidated Damages GCC 27.1	N/A
Warranty GCC 28.3	N/A
Repair and Replacement GCC 28.5	N/A

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/ONARC-156/2025/2026

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Certified copy of Company Registration Certificate		
Original or certified copy of valid Good Standing Tax Certificate		
Original or certified copy of valid Good Standing Social Security Certificate		
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;		
Submit signed Bid-securing Declaration.		
All pages are initialized		