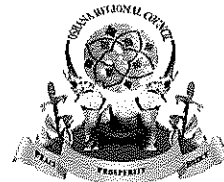




REPUBLIC OF NAMIBIA  
OSHANA REGIONAL COUNCIL



Tel.: (065) 228 8200  
Fax: (065) 221 292

Private Bag 5543  
Oshakati, Namibia  
Leo Shoopala Stree

Enquiries: Alma Kamulilo  
Email: PMU@oshanarc.gov.na

# Request for Quotations For Goods

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**SUPPLY AND DELIVERY OF GARDEN EQUIPMENTS FOR MICRO  
FINANCE PROGRAM: ONDANGWA URBAN CONSTITUENCY**

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**PROCUREMENT REFERENCE NO: G/RFQ/ONARC -163/ 2025/2026**

**CLOSING DATE : 06 NOVEMBER 2025**  
**CLOSING TIME : 11H00**

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

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

**CONTACT NUMBER: .....**

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

*Issued on: 21 October 2025*



REPUBLIC OF NAMIBIA  
**OSHANA REGIONAL COUNCIL**



Tel.: (065) 220 441 / 228 8200  
 Fax: (065) 221 292  
 Leo Shoopala Street

Private Bag 5543  
 Oshakati, Namibia

Our Ref.: .....

Your Ref: .....

Enquiries: Ms. Alma Kamulilo

## Letter of Invitation

**TO:** ALL Prospective Bidders

**PROCUREMENT REFERENCE NO: NCS/RFQ/ONARC- 163//2025/2026**

Dear Sir/Madam,

### **REQUEST FOR QUOTATIONS SUPPLY AND DELIVERY OF GARDEN EQUIPMENTS FOR MICRO FINANCE PROGRAM: ONDANGWA URBAN CONSTITUENCY**

The Oshana Regional Council invites you to submit your best quote for the goods described in detail hereunder.

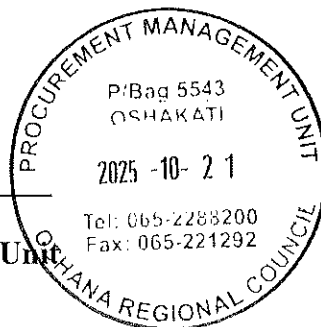
Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to Ms. Monika N. Nahanga (Administration) @ [264\(81\) 2703215](tel:264812703215) or e-mail your query at [PMU@oshanarc.gov.na](mailto:PMU@oshanarc.gov.na)

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,

**Ms. Alma Kamulilo**  
**Head of Procurement Management Unit**



## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of the Public Entity

The Oshana Regional Council reserves the right:

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

### 2. Purpose, Objectives Preparation of Quotations

The purpose of this bid (RFQ), is an invitation from the Oshana Regional Council (hereinafter referred to as "Public entity") to potential suppliers or service providers (hereinafter referred to as "bidders") being requested to quote for items mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration.
- (b) the Priced Activity Schedule in Section III
- (c) the Specifications and Compliance Sheet in Section IV; and
- (d) attach product performance and or datasheet and 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.

### 3. Validity of Quotations

The Quotation validity period shall be **60 days** from the date of submission deadline.

### 4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should provide the following documents:

- i. have a valid certified copy of Company Registration Certificate or
- ii. have an original or certified copy of valid Good Standing Tax Certificate;
- iii. have a valid original/certified Good Standing Social Security Certificate;
- iv. 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*;
- v. Submit signed Bid-Securing Declaration;
- vi. 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 submit a signed Bid Securing Declaration for this procurement process.

## 6. Delivery Period

Delivery shall be within **7 days** after acceptance/issue of the Purchase Order. Deviation in delivery period shall not be accepted.

## 7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to "*The Head, Procurement Management Unit, Oshana Regional Council, Leo Shoopala street, Oshakati*", with the Bidder's name and contact information at the back of the envelope.

## 8. Submission of Quotations

Quotations should be posted / hand delivered at the Bid Box located at the **PMU Office, Leo Shoopala Street, Oshakati** not later than **Thursday, the 6<sup>th</sup> November 2025 at 11H00**.

Quotations by post or hand delivered should reach Oshana Regional Council by the same date and time at latest. Late submissions will be rejected. Quotations received by e-mail or fax will NOT be considered.

## 9. Opening of Quotations

Quotations will be opened internally by the Oshana Regional Council immediately after the closing time referred to in instruction 8 above. Bidders or their representatives may attend the Bid Opening, if they choose to do so. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, will be made available to any bidder on request within three working days of the opening.

## 10. 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 price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

## 11. Specifications of goods to be delivered/ Technical Compliance

Bidders shall submit along with their quotation documents, product performance details, product technical specifications, catalogues or any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to the public entity's requirements.

The Specifications, Performance Requirements and Compliance Sheet detail the minimum specifications of the goods to be delivered. The specifications have to be met but no credit will be given for exceeding the specifications.

## 12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

### 13. 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.

$$A = MP \times BP$$

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%	<p>Submit a certified copy of a valid original <b>SME certificate</b>, duly certified by the Commissioner of Oaths as issued by the Ministry of Industrialization, Trade and SME Development</p> <p>Declaration indicating the percentage of Namibian SME ownership.</p> <p>Oshana Regional Council reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.</p>	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.
Women owned enterprise	1%	<p>Submit a certified copy of Identification Documents (IDs) of all shareholders</p> <p>Founding statement/company registration indicating ownership structure/shareholder certificate by the Commissioner of Oaths</p> <p>-declaration indicating the percentage of Namibian female ownership.</p> <p>Oshana Regional Council reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.</p>	A bidder who is a woman or whose minimum equity is 51% owned by Namibian women.
Youth Owned Enterprise	2%	<p>Submit a certified copy Identification Documents (IDs) of all shareholders</p>	A bidder who is a youth or whose minimum equity is

		<p>-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. 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 35. The age of an individual will be determined based on their Identification Document (ID).</p> <p>Declaration indicating the percentage of Namibian youth ownership.</p> <p>Oshana Regional Council reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.</p>	51% owned by Namibian youths
<b>Suppliers providing employment to Namibian</b>	1%	<p>Declaration that the bidder employs 50% or more Namibian citizens</p> <p>Oshana Regional Council reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.</p>	A bidder who employs 50% or more Namibian citizens.
<b>Total margin of preference</b>	<b>5%</b>		

**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.**

#### **14. Award of Contract**

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services 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.

#### **15. Notification of Award and Debriefing**

The Oshana Regional Council 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 within 7 days. Furthermore, Oshana Regional Council shall attend to all requests for debriefing made in writing within 7 days of the unsuccessful bidders being informed of the award.

#### **16. Performance Security**

Not Applicable.

## 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 Price list and documents requested above. A signature and authorization on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorized, it will be rejected.**

Quotation addressed to:	
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, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your 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: Instruction to Bidders.

We undertake to abide ethical conduct 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 to *[forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

The validity period of the Quotation is \_\_\_\_\_ days from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price 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 Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

### Quotation Authorized by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorizing the Quotation:	Position:	Signature:	
Date	Phone No./Fax		

**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, the 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

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*

*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: LIST OF GOODS AND PRICE SCHEDULE**  
**Procurement Réf. : G/RFQ/ONARC -163/ /2025/2026**

INSTRUCTIONS TO EMPLOYER		INSTRUCTIONS TO BIDDERS							
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity		<p align="center"><u>Bidders shall fill-in columns E - I and fill the total</u></p> <p>E = mark with a *if an equivalent is quoted</p> <p>F = Rate per unit G =Total price for one item (C x F)</p> <ul style="list-style-type: none"> <li>If an equivalent is quoted, please attach to your quote appropriate technical information &amp; specification</li> <li>Bidders shall fill in and sign the bottom section of this page</li> </ul>							
A	B	C	D	E	F	G	H	I	
ITEM NO.	DESCRIPTION OF GOODS & WORKS / SERVICES	QUANTITY REQUIRED	UNIT OF MEASURES	*	PRICE PER UNIT NAD <sup>1</sup>	TOTAL PRICE WITHOUT VAT NAD	VAT: NAD	TOTAL PRICE INCLUDING VAT NAD	DELIVERY (WEEKS / DAYS/MONTH)
1.	Seed Tomato Roma VF 100G	1	Each						
2.	Seed Swiss Chard FO/G 100G	1	Each						
3.	Seed Squash Waltham 100G	1	Each						
4.	Pole R CR 3.6mx75-100mm	20	Each						
5.	SH/ Cloth 40% Green P/M	150	Each						
6.	Tank Water Hor 5000L 200Kg	1	Each						
7.	Wire Steel L/G 2.24 mm 50kg 1650M	1	Roll						
8.	Gate 2100x1200 Medium 34x1.6mm	1	Each						
9.	Drippipe 16mmx30cmx4.0L- 500m	2	Each						

10.	DK Fer Calci-K 95 Ws 25Kg	1	Each				
11.	Drip Tape Starter connect 16mm	80	Each				
12.	Drip Punch 8mm	1	Each				
13.	Nutrigro Seedling Blend 100DM	5	Each				
14.	Fert Amm/Sulf (21) FYN 50KG	1	Each				
15.	Wire P L/G 2.0mm 5kg 14 200m	3	Each				
16.	Seedling Tray M288	5	Each				
17.	Addis Watering can Rose 10L	2	Each				
18.	Pipe Poly LDPE 25mmxCL3 P/M	100	Each				
19.	Kauf Knapsack Sprayer 16L	1	Each				
20.	Cypermethrin EC 1L	1	Each				
21.	Lasher WB Falc Conc Poly Wheel	1	Each				
22.	Lasher Hoe Head R/Neck 900G	3	Each				
23.	Malasol 500ml	1	Each				
24.	Wire Barb S/ST L/G2.00mm 845m	2	Roll				
25.	Seed Veg Ass S/P	10	Each				
<b>TOTAL</b>							

NAME:	POSITION:	SIGNATURE:
NAME OF BIDDER:	ADDRESS:	DATE:

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency: ..... Exchange Rate: .....

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: NA=NOT APPLICABLE, NQ=NO QUOTE

## SECTION IV: SPECIFICATIONS, PERFORMANCE AND COMPLIANCE SHEET

**Procurement Reference Number: G/RFQ/ONARC -163/ /2025/2026**

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

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	Seed Tomato Roma VF 100G		
2	Seed Swiss Chard FO/G 100G		
3	Seed Squash Waltham 100G		
4	Pole R CR 3.6mx75-100mm		
5	SH/ Cloth 40% Green P/M		
6	Tank Water Hor 5000L 200Kg		
7	Wire Steel L/G 2.24 mm 50kg 1650M		
8	Gate 2100x1200 Medium 34x1.6mm		
9	Drippipe 16mmx30cmx4.0L 500m		
10	DK Fer Calci-K 95 Ws 25Kg		
11	Drip Tape Starter connect 16mm		
12	Drip Punch 8mm		
13	Nutrigro Seedling Blend 100DM		
14	Fert Amm/Sulf (21) FYN 50KG		
15	Wire P L/G 2.0mm 5kg 14 200m		
16	Seedling Tray M288		

Section VII Special Conditions of Co 15

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
17	Addis Watering can Rose 10L		
18	Pipe Poly LDPE 25mmxCL3 P/M		
19	Kauf Knapsack Sprayer 16L		
20	Cypermethrin EC 1L		
21	Lasher WB Falc Conc Poly Wheel		
22	Lasher Hoe Head R/Neck 900G		
23	Malasol 500ml		
24	Wire Barb S/ST L/G2.00mm 845m		
25	Seed Veg Ass S/P		

**Specifications and Compliance Sheet Authorized by:**

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

## SECTION V: 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. G/RFQ-GCC as attached.

## SECTION VI: 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/Services except where modified by the Special Conditions below.

## SECTION VII: SPECIAL CONDITIONS OF CONTRACT

**Procurement Reference Number: G/RFQ/ONARC -163/ /2025/2026**

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Oshana Regional Council
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is Ondangwa Urban Constituency Office
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the Oshana Regional Council, Private Bag 5543, Oshakati, and the contact name shall be: <b>Ms. Alma Kamulilo</b> For the Supplier, the address and contact name shall be: _____
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: N/A _____
Delivery and Documents GCC 13.1	The Goods are to be delivered within 7 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed collection/ delivery note

Section VII Special Conditions of Co 17

Subject and GCC clause reference	Special Conditions
<b>Terms of Payment GCC 16.1</b>	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
<b>Terms of Payment GCC 16.3</b>	Payments shall be made not later than thirty (30) days after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment GCC 16.4 (a)</b>	The price shall not be adjustable to the fluctuation in the rate of exchange.
<b>Payment Period GCC 16.5</b>	<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 thirty (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) supported by the Acceptance Certificate issued by the Purchaser.</p>
<b>Inspection and Test GCC 26.1</b>	The inspection and tests shall be: done during delivery of the items to ascertain damages, missing items and correctness of the items ordered.
<b>Location of Inspection and Tests GCC 26.2</b>	The inspections and tests shall be conducted at: at the Ondangwa Urban Constituency office with the supplier
<b>Repair and Replacement GCC 28.5</b>	The period for repair or replacement shall be: 20 day(s)

**SCHEDULE 3**

**QUOTATION CHECKLIST SCHEDULE**

**Procurement Reference No.: G/RFQ/ONARC-163/2025/2026**

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 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.		

**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.*

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