



REPUBLIC OF NAMIBIA
OSHANA REGIONAL COUNCIL



PROCUREMENT MANAGEMENT UNIT

Tel.: (065) 228 8200

Fax: (065) 221 292

E-mail: PMU@oshanarc.gov.na

Enquiries: Alma Kamulilo

Private Bag 5543

Oshakati, Namibia

Request for Quotations for Goods

Supply and delivery of additional materials for Oshekasheka
Crossing Point: Okaku Constituency

Procurement Reference No: G/RFQ/ONARC-197/2025/2026

NAME OF BIDDER : _____

CONTACT PERSON : _____

CONTACT NO : _____

E-MAIL ADDRESS : _____

TOTAL BIDDING AMOUNT: N\$ _____

CLOSING DATE : 27 November 2025

CLOSING TIME : 11h00

OPENING TIME : 11h00



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Private Bag 5543
Oshakati, Namibia

Letter of Invitation

To: All Prospective Bidders

Procurement Reference Number: G/RFQ/ONARC-197/2025/2026

Dear Sir/Madam,

Request for Quotations for goods

**Subject: Supply and Delivery of additional materials for Oshekasheka Crossing Point:
Okaku Constituency**

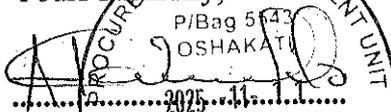
The Oshana Regional Council invites you to submit your best quote for the goods described in detail hereunder.

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

Queries, if any, should be addressed to **Mr. Fillemon Jatileni (Administration) 081 249 6872** or **Mr. Kalunde (Technical Services) 081 860 8097**.

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,


P/Bag 5543
OSHAKATI
2025-11-11
Alma Kamulilo
5-2288200
Fax: 065-221292
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 item, or lot; and
- (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. 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;
- (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 within 60 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 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 Completion Period

The delivery period for goods 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.

7. 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.

8. 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 27th of November 2025 at or before 11h00**. Quotations by post, courier or hand delivered should reach the 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.**

9. Opening of Quotations

Quotations will be opened internally by the Oshana Regional Council PMU members immediately after the closing time referred to in section 9 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 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 evaluated cost to determine the lowest evaluated quotation.

11. Technical Compliance

The Specifications and Compliance Sheet details the minimum specifications of the goods to be carried out. 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. Margin of Preference

1.1. The applicable margins of preference and their application methodology are as follows: (MSMEs 1% and Women 1%)

Formula to calculate margins of preference:

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

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 of the bid; and
- (c) "BP" represents the bid price.

1.2. Bidders applying for the Margin of Preference shall submit, evidence of:

CATEGORIES OF BIDDERS	MARGIN OF PREFERENCE	DOCUMENTARY EVIDENCE
Micro, Small and Medium Enterprise	1%	-Attach SME registration certificate -Attach Declaration indicating the percentage of Namibian MSME ownership
Women owned enterprise	1%	- Attach IDs of all shareholders - Attach Founding statement/company registration indicating ownership structure/shareholder certificate - Attach declaration indicating the percentage of Namibian female ownership
TOTAL	2%	

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply and deliver the goods 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.

Performance Security: *N/A*

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

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 deliver the goods 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 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.

Delivery will commence within _____ [insert number] days from date of issue of Purchase Order/ Letter of Acceptance.

Delivery will be completed within _____ [insert number] days from date of issue of Purchase Order/ Letter of acceptance.

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	

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]

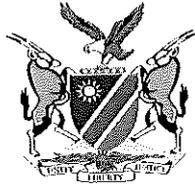
Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

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

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: SCOPE OF SERVICES

[insert (a) a brief description of the services; and (b) the performance requirements and specifications of services and location where services should be performed. It is recommended to describe outputs and performances, rather than inputs, wherever possible.]

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **G/RFQ/ONARC- 197/2025/2026**

*[Complete the unit and total prices for each item listed below in Namibian dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be re-designed and customized as per the type of services required]. * Columns A to D to be completed as applicable by Public Entity*

Priced Activity Schedule

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1	Reinforce mesh ref 193 SABS 2.4 m x 6m	4			
2	Cements 42.5 N 50kg	20			
3	Culvert pipes P750-75 D x 2.5m long IJ	4			
Sub Total					
VAT @%					
Total					

Priced Activity Schedule Authorised By: *[insert company seal]*

SECTION IV: 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-197/2025/2026**

[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	Additional materials for Oshekasheka Crossing Point: Okaku Constituency		

* 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 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) available on the website of the Public Entity except where modified by the Special Conditions below

SECTION VI: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/ONARC-197/2025-2026**. 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 collection of the Goods is at the supplier
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: Alma Kamulilo 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 collected within 30 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed collection note
Terms of Payment GCC 16.1	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
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.

Subject and GCC clause reference	Special Conditions
Terms of Payment GCC 16.4 (a)	The price <i>shall not be</i> 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) On Acceptance: 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>
Inspection and Test GCC 26.1	The inspection and tests shall be: done at the collection point to ascertain damages, missing items and correctness of the items ordered.
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: the supplier
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 20 day(s)

SCHEDULE 1:

QUOTATION CHECKLIST SCHEDULE

[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

Procurement Reference No.: W/RFQ/ONARC-197/2025/2026

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.		

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.*