



REPUBLIC OF NAMIBIA
OSHANA REGIONAL COUNCIL



Tel: 065 209315
Fax: 065 222588

Private Bag
P/Bag 5518

Request for Sealed Quotations For Goods

Supply of Toners and Cartridges

Procurement Reference No: *G/RFQ/ONARC DEIYSAC-53/2026/2027*

Name of Bidder:.....

Email of Bidder:.....

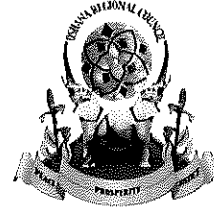
Bidder contact No:.....

Bid Amount:.....

Due Date: 18 June 2026



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To: All respective bidders

Procurement Reference Number: G/RFQ/ONARC DEIYSAC-53/2026/2027

Dear Sir/Madam,

Subject: Supply of Toners and Cartridges

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 Head of PMU @ 065 2288200 or Eseguel Ekandjo @ 065 209329, 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 30 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) Submit signed Bid-securing declaration
- (f) 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;

(g) a valid reference letter/certified copy from a recognized institution in supply of toners/cartridges or IT equipment not older than 2 years.

(h) Attach detailed quotation/product data sheet for each item quoted for.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Oshana Regional Council with the Bidder's name and contact information at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Oshana Regional Council, Leo Shoopala Street, and Private bag 5518, Oshakati not later than **18 June 2026 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.

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. A record of the Quotation Opening stating the name of the bidders, the amount quoted, 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 evaluated cost. The contract will be awarded to the substantially responsive bid, subject to margin of preference where applicable.

The lowest substantially responsive bid shall be awarded a contract. **Only bidder that are within 10 % variance of the public entities price estimate will be considered for award.**

11. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Oshana Regional Council 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.

12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13. 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 SME certificate, 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>	A bidder who is a woman or whose minimum equity is 51% owned by Namibian women.

		Oshana Regional Council reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.	
Youth Owned Enterprise	2%	<p>Submit a certified copy Identification Documents (IDs) of all shareholders</p> <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>	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'</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.
Total margin of preference	5%		

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/Award Letter in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

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 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, *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 Security attached hereto and subscribe fully to the terms and conditions contained therein.

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 is as 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./Fax	

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:.....
.....
[insert complete name of Public Entity and address]

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)



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:

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: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Supply of Toners and Cartridges

Procurement Ref No: G/RFQ/ONARC DEIYSAC-53/2026/2027

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS				
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.				Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G= Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page				
A	B	C	D	E	F	G	H	
Item no.	Description of Goods	Quantity required	Unit of measures	Price per unit NAD ¹	Total price without VAT NAD	Total price with VAT	Delivery weeks) (days/month	Country of Origin
1.	Riso Ink Type SF-II SF/EZ/RZ Black	50	Each					
2.	Riso Master A4 Type F-II SF/EZ/RZ	50	Each					
3.	HP 410 LaserJet Toner Cartridge Cyan	40	Each					
4.	HP 410 LaserJet Toner Cartridge Yellow	40	Each					
5.	HP 410 LaserJet Toner Cartridge Magenta	40	Each					
6.	HP 410 LaserJet Toner Cartridge Black	40	Each					
7.	HP 80A Black Toner Cartridge	10	Each					
8.	HP 136A Original LaserJet Toner Cartridge Black	30	Each					
9.	Samsung MLT-D205L High Yield Toner Cartridge Black	10	Each					
10.	HP 49A LaserJet Toner Cartridge	10	Each					
11.	Hp 305 LaserJet Toner Cartridge	10	Each					
12.	Toshiba T-2323p	30	Each					

13.	HP cartridge 05A	50	Each				
14.	Image drum CHP Jet Printer CE314A	30	Each				
15.	HP LaserJet M236sdw (136A)	30	Each				
16.	HP LaserJet Tank MFP 2602Sdw (158A)	30	Each				
17.	HP DeskJet 4276	10	Each				
18.	HP LaserJet Tank MFP 2602sdw	10	Each				
19.	HP deskJet ink advantage 4276	10	Each				
20.	Brother toner cartridge TN 2280	10	Each				
						SUB TOTAL	
						VAT 15%	
						TOTAL	
NAME:		SIGNATURE		DATE			
NAME OF BIDDER:		POSITION:		ADDRESS:			

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

Currency : Namibian Dollars Only Exchange Rate: N/A

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

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

1.	Riso Ink Type SF-II SF/EZ/RZ Black
2.	Riso Master A4 Type F-II SF/EZ/RZ
3.	HP 410 LaserJet Toner Cartridge Cyan
4.	HP 410 LaserJet Toner Cartridge Yellow
5.	HP 410 LaserJet Toner Cartridge Magenta
6.	HP 410 LaserJet Toner Cartridge Black
7.	HP 80A Black Toner Cartridge
8.	HP 136A Original LaserJet Toner Cartridge Black
9.	Samsung MLT-D205L High Yield Toner Cartridge Black
10.	HP 49A LaserJet Toner Cartridge
11.	Hp 305 LaserJet Toner Cartridge
12.	Toshiba T-2323p
13.	HP cartridge 05A
14.	Image drum CHP Jet Printer CE314A
15.	HP LaserJet M236sdw (136A)
16.	HP LaserJet Tank MFP 2602Sdw (158A)
17.	HP DeskJet 4276
18.	HP LaserJet Tank MFP 2602sdw
19.	HP deskJet ink advantage 4276
20.	Brother toner cartridge TN 2280

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

As per the price list schedule.

Procurement Reference Number: **G/RFQ/ONARC DEIYSAC -53/2026/2027**

[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. Authorise the specification offered in the signature block below.]

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

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.	AS PER THE PRICE LIST SCHEDULE.		

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 and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods - Ref. **G/RFQ-GCC** on the website of the Oshana Regional Council Email address: **PMU@oshanarc.gov.na** except where modified by the Special Conditions below.

SECTION VI: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/ONARC DEIYSAC-53/2026/2027**

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, Directorate of Education Innovation, Youth, Sport, Arts and Culture
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is Oshana Regional Council, Directorate of Education, Innovation, Youth, Sport, Arts and Culture,
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the Oshana Regional Council the address and the contact name shall be: Procurement Management unit, Oshana Regional council, Leo Shoopala Street, Private bag 5518, Oshakati, Tel; 065 228203
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: Shall be in writing and addressed to PMU
Delivery and Documents GCC 13.1	The Goods are to be delivered within thirty (30) days from the date of Purchase Order. The documents to be furnished by the Supplier are: (a) signed and stamped/sealed delivery note, original invoice, original purchase order

Subject and GCC clause reference	Special Conditions
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed shall be fixed.
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 (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) 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>
Performance Security GCC 18.1	(i) No performance security is required*or
Discharge of Performance Security GCC 18.4	N/A
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: Procurement Management Unit, Oshana Regional Council, Leo Shoopala Street, Private bag 5518, Oshakati, Telephone: 065 209315 and Procurement Reference Number: G/RFQ/ONARC DEIYSAC-53/2026/2027
Insurance GCC 24.1	N/A
Transportation GCC 25	The Goods shall be delivered: Oshana Regional Council, Directorate of Education, Innovation, Youth, Sport, Arts and Culture
Inspection and Test GCC 26.1	The inspection and tests shall be done during delivery

Subject and GCC clause reference	Special Conditions
Location of Inspection and Tests GCC 26.2	The inspection and test shall be conducted at During Delivery at Oshana Regional Council, Directorate of Education, Innovation, Youth, Sport, Arts and Culture.
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 DEIYSAC - 53/2026/2027

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Bid Securing Declaration		
have a valid certified copy company Registration Certificate;		
have an original valid or certified copy good Standing Tax Certificate;		
have an original valid or certified copy good Standing Social Security Certificate;		
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;		
a valid reference letter/certified copy from a recognized institution in supply of toners/cartridges or IT equipment not older than 2 years.		
Attach detailed quotation/product data sheet for each item quoted for.		

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.