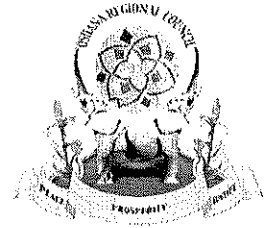


REPUBLIC OF NAMIBIA
OSHANA REGIONAL COUNCIL



Request for Quotation for Non-Consultancy Services

Procurement Reference No: NCS/RFQ/ONARC-WSSC-53/2025/2026

**REPAIR OF GRN 18135 TOYOTA VVTI, VIN NO: AHTCW12G104029255
WATER SUPPLY & SANITATION COORDINATION (WSSC)**

CLOSING DATE : 3 July 2025

CLOSING TIME : 11h00

OPENING TIME : 11h00

NAME OF BIDDER : _____

CONTACT PERSON : _____

BID AMOUNT : _____

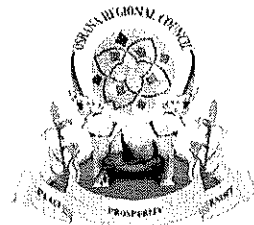
CONTACT NO : _____

**Oshana Regional Council, Private Bag 5543, Oshakati Leo
Shoopala Street**

**Phone: +264 65 2288200, Fax +264 65 221292,
mmatatias@oshanarc.gov.na**



REPUBLIC OF NAMIBIA
OSHANA REGIONAL COUNCIL



Letter of Invitation

NCS/RFQ/NARC-WSSC-53/2025/2026

Dear Sir/Madam,

Request for Quotations for *works*

**REPAIR OF GRN 18135 TOYOTA VVTI, VIN NO: AHTCW12G104029255
for WSSC Oshana**

The Oshana Regional Council invites you to submit your best quote for the services 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. Elina Hanghuwo (Administration) 065-221447** or **Mr. Absalom Iipinge (Technical) 065-221447**.

Please prepare and submit your quotation per the instructions 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 services 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 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 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. The Bidder shall furnish as part of its quotation.

6. Services Completion Period

The completion period for works 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. Documents to be submitted

Bidders shall submit along with their quotations documents giving company's profile, past experience and evidence of similar services provided together with customer's reference details. N/A

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 **03 July 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. The contract will be awarded to the substantially responsive lowest bidder, subject to Margin of Preference where applicable. The budget for this project is **N\$ 29 000.00**

12. Technical Compliance

The Specifications and Compliance Sheet details the minimum specifications of the services to be carried out. 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 services 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 services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

14. Margin of Preference

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

14.1. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: 10% of the Entity estimate.

15. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the services required, and 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

N/A

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 execute the services 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 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 Purchase Order/ Letter of Acceptance.

Works will be completed within _____ 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: *[Day..... | month..... | year.....]*

Procurement Ref No.: NCS/RFQ/ONARC-WSSC-53/2025/2026

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)

[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, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

REPAIR OF GRN 18135 TOYOTA VVTI, VIN NO: AHTCW12G104029255

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/ONARC-WSSC 53/2025/2026

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 Services	Quantity	Unit of Measure	Unit Price (NS)	Total Price (NS)
A*	B*	C*	D*	E	F
	Goods (Parts) & Services				
1.	Replace Stabilizer link both sides	1	Each		
2.	Replace Brakes pin and Spring RH	1	Each		
3.	Replace Bull Bar Support	1	Each		
4.	Replace Brakes Shoes	1	Each		
	Major Service	1	Each		
5.	Engine Oil 5L	1	Each		
6.	Air Filter	1	Each		
7.	Fuel Filter	1	Each		
8.	Oil Filter	1	Each		
9.	Sparks Plug	4	Each		
10.	Labour				
				Subtotal	
				Contingency 5%	
				VAT @ %	
				Total	

Enter 0% VAT rate if VAT exempt.

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

Priced Activity Schedule Authorised By:

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD 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: **NCS/RFQ/ONARC- WSSC 53/2025/2026**

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>
	Goods (Parts) & Services		
1.	Replace stabilizer link both sides		
2.	Replace Brakes pin and Spring RH		
3.	Replace Bull Bar Support		
4.	Replace Brakes Shoes		
	Major Service		
5.	Engine Oil 5L		
6.	Air Filter		
7.	Fuel Filter		
8.	Oil Filter		
9.	Spark Plugs		

* 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 except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/ONARC-WSSC 53/2025/2026**

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
Definitions GCC 1.1(a)	Adjudicator is NOT Applicable for this contractor
Definitions GCC	The Member is: Oshana Regional Council
Definitions GCC 1.1(o)	The Service Provider is:
Notices GCC 1.4	A notice shall be sent to the following addresses: Oshana Regional Council Procurement Management Unit, Private Bag 5543, Oshakati Tel: 065 2288200 or Fax 065 221292 Enquiries: Mr A T Iipinge (Technical) & Ms E Hanghuwo (Administration), Kwame Nkrumah street, Oshakati East, Tel:065-221447
Authorised Representatives	The Authorised Representative are: For the Public Entity: Ms Teopolina Hamutumua

GCC Clause Reference	Special Conditions
GCC 1.6	For the Service Provider (to be inserted at Contract signing).
The Services GCC 1.7	REPAIR OF GRN 18135 TOYOTA VVTI, VIN NO: AHTCW12G104029255
Effectiveness of Contract GCC 2.1	The date on which this Contract shall come into effect is the date of issuing of Purchase Order:
Starting Date GCC2.2.2	The following additional documents shall form part of the contract: Bid Document and Purchasing Order.
Intended Completion Date GCC 2.3 (c)	The intended Completion date is _____ 30days _____.
Prohibition GCC 3.2.3 (c)	List of Activities _____.
Service Providers Action Requiring Public Entity's Prior approval G.C.C 3.7 (c)	The other actions are _____.
Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9	Restrictions on the use of documents prepared by the Service Provider are: N/A
Payments of Liquidated Damages GCC 3.10.1	Liquidated damages for the whole contract are (insert percentage of the final contract price) per week. The maximum amount of Liquidated damages for the whole contract is (insert percentages) of the final contract price. N/A
Lack of Performance Penalty GCC 3.10.3	The percentage ___ N/A ___ to be used for the calculation of lack of Performance Penalty (ies) is ___ N/A ___ (Where Applicable)
Performance Security GCC 3.11	(i) No Performance Security is required* or N/A

GCC Clause Reference	Special Conditions
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.
Insurance GCC 13.1	N/A
Assistance & Exemptions GCC 5.1	The assistance and exemptions provided to the Service Provider are (where applicable)
Contract Price GCC 6.2 (a)	The amount in local currency is _____.
Terms and conditions of Payment GCC 6.4	Insert the payment terms in line with GCC.
Interest on Delayed Payments GCC 6.5	Payment shall be made within 30 days of receipt of the invoice and the relevant documents. The interest rate is ____ N/A ____.
Price Adjustment GCC 6.6.1	Price adjustment is not applicable
Identifying Defects	The following inspections shall be carried out: ____ N/A ____. The defect liability period is: ____ N/A ____.
Procedure for Disputes GCC 8.2	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	The Contractor shall submit for approval a Program for the Services within 7 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
Advance Payment GCC	No advance payment shall be made.
Performance Security GCC	(i) No Performance Security is required.

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.: NCS/Rfq/ONARC-WSSC 53/2025/2026

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.