



REPUBLIC OF NAMIBIA  
OSHANA REGIONAL COUNCIL



*OSHANA REGIONAL COUNCIL*

# Request for Quotations For Works

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Construction of Boundary Wall at  
Oshana Regional Council Head Office.  
Phase 3

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**Procurement Reference No: *W/RFQ/ONARC-268/2025/2026***

NAME OBIDDER: .....

BID AMOUNT.....

CONTACT PERSON.....

CONTACT NO: .....

CLOSING DATE: 12 February 2026

CLOSING TIME: 11H00



REPUBLIC OF NAMIBIA  
OSHANA REGIONAL COUNCIL

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

Private Bag 5543  
Oshakati, Namibia

Our Ref.....

Your Ref.....

Enquires:

03 February 2026

*To: All Prospective Bidders*

*Procurement Reference Number: W/RFQ/ONARC-268/2025/2026*

Dear Sir/Madam

**Construction of Boundary Wall at Oshana Regional Council Head Office-Phase 3**

The Oshana Regional Council invites you to submit your best quote for the works 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 **Alma Kamulilo- 065-2288200/ B. Negongo 065-221197**

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Your Faithfully,  
  
P/Bag 5543  
OSHAKATI  
2026-02-03  
Tel: 065-2288200  
Fax: 065-221292  
**MS. ALMA KAMULILO**  
HEAD OF PMU



## 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 works 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 certified 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 Securing Declaration

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

### 6. Works Completion Period

The completion period for works shall be 60 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 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 PMU Office*, not later than **Thursday the 12 February 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 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.

## 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, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

**Only Bidders that are within 5% variance of the Public Entity's price estimate will be considered**

## 11. Technical Compliance

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

## 13. Margin of Preference

### **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.

$$\underline{A=MP \times BP}$$

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 <b>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>	<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.</p>
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>	<p>A bidder who is a woman or whose minimum equity is 51% owned by Namibian women.</p>
Youth Owned Enterprise	2%	<p>Submit a certified copy Identification Documents (IDs) of all shareholders</p>	<p>A bidder who is a youth or whose minimum equity is 51% owned by Namibian youths</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>	
<b>Total margin of preference</b>	<b>4%</b>		

**14. 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.

**15. Performance Security**

*N/A*

**16. 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 and post a notice of award on its website within 7 days. Furthermore, the 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.

## 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 Works 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 I: 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.

Works will commence within 7 days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within 60 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		

Appendix to Quotation Letter

**BID SECURING DECLARATION**  
(Section 45 of Act)  
(Regulation 37(1) (b) and 37(5))

Date: .....

Procurement Ref No: W/RFQ/ONARC-268/2025/2026

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.

## A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

CONSTRUCTION OF BOUNDARY WALL OF OSHANA REGIONAL COUNCIL HEAD OFFICE-  
PHASE 3

### SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: W/RFQ/ONARC-268/2025/2026

CONSTRUCTION OF BOUNDARY WALL OF OSHANA REGIONAL COUNCIL HEAD OFFICE-  
PHASE 3

#### BILL OF QUANTITIES

SCHEDULE	DESCRIPTION	ESTIMATE AMOUNT N\$			
		QTY	Unit	Unity Rate	Amount
	<b>EXCAVATION IN THE EARTH NOT EXCEEDING 1M DEEP</b> Trenches and holes	20.0	3 <sup>m</sup>		
	<b>25MPA/19MM CONCRETE</b> Footing, bases and ground beams	15.0	m3		
	<b>BRICKWORK OF 7MPA CEMENT BRICKS IN CLASS I MORTAR</b> One brick wall	161.0	m2		
	<b>GALVANIZED BRICK REINFORCEMENT</b> 150mm wide reinforcement built in horizontally (extra for brick lintols or bands)	212.0	m		
	<b>ONE COAT CEMENT PLASTER WOOD FLOATED SMOOTH ON BRICKWORK TO WALL</b> Wall	255.0	m2		
	<b>ONE COAT ALKALI-RESISTANT PLASTER PRIMER AND TWO COATS ACRYLIC PVA PAINT</b> On external smooth plastered walls	255.0	2 <sup>m</sup>		
	<b>EARTH FILLING OBTAINED FROM THE EXCAVATIONS AND /OR PRESCRIBED STOCK PILES ON SITE COMPACTED TO 93% Mod AASHTO DENSITY</b> Backfilling to trenches, holes, etc.	13.0	m <sup>3</sup>		
	<b>SUB-TOTAL</b>		N\$		
	Contingencies 5%		N\$		
	<b>SUB-TOTAL</b>		N\$		
	Add 15% Value Added Tax (VAT)		N\$		
	<b>TOTAL</b>		N\$		

#### 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: \_\_\_\_\_

[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)
A*	B*	C	D
1	CONSTRUCTION OF BOUNDARY WALL OF OSHANA REGIONAL COUNCIL HEAD OFFICE.PHASE 3		

\* 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 **WORK W/RFQ/ONARC-268/2025/2026** 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: \_\_\_\_\_

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>Employer</b> GCC 1.1(r)	<i>Oshana Regional Council</i>
<b>Intended Completion Date</b> GCC	The intended completion date is: 60 days after receiving the Purchase Order.
<b>Project Manager</b> GCC 1.1(y)	The Project Manager is: B. Negongo
<b>Site</b> GCC 1.1(aa)	The Site is located at Oshana Regional Council Head office and is defined in Drawings Nos: _____
<b>Start Date</b> GCC 1.1(dd)	The Start Date shall be February 2026.
<b>The Works</b> GCC 1.1(hh)	<b>Construction of Boundary wall at Oshana Regional Council Head Office. Phase 3</b>
<b>Interpretation</b> GCC 2.2	The project will be completed in the following date: 60 days after receiving purchase order.
<b>Interpretation</b> GCC2.3	The following additional documents shall form part of the contract:  Bid Document.
<b>Language and Law</b> GCC 3.1	The language of the contract is English  The law that applies to the Contract is the law of Namibia.
<b>Project Manager's Decisions</b> 4.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension

GCC Clause Reference	Special Conditions
	of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation GCC 5.1	The Project Manager may delegate his/her duties.
Notices GCC 6	<p>Any notice shall be sent to the following addresses:</p> <p>For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be Oshana Regional Council Private Bag 5543 Oshakati, Ms. Alma Kamulilo: (065) 2288200.</p> <p>For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be:</p>
Insurance GCC 13.1	<p>Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be:</p> <p style="text-align: center;">N/A</p>
Site Date GCC 14.1	The site Date shall be: N/A
Possession of the Site GCC 20.1	The Site Possession Date shall be February 2026.
Procedure for Disputes GCC 24	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 25.1	The Contractor shall submit for approval a Program for the Works within 7 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates <i>shall not</i> be required.
Defects Liability Period GCC 33.1	The Defects Liability Period is: N/A
Payment Certificates GCC 39.7	"A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor".
Payments GCC 40	<p>The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by:</p> <p style="text-align: center;">(a) the payment certificate; and</p>

GCC Clause Reference	Special Conditions
	(b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (1)	<i>Applicable</i>
Price Adjustment GCC 44.	The Contract <i>is not</i> subject to price adjustment.
Retention GCC 45.	(i) Proportion of any payments shall be retained* or 0% of payment certificate and the defect period is:0 months.
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are \$200 per day. The maximum amount of liquidated damages for the whole of the Works is \$50 000.00.
Bonus GCC 47.1	The rate for the Bonus per calendar day is: _____ N/A _____
Advance Payment GCC 48.1	(i) No advance payment shall be made
Performance Security GCC 49.1	(i) No Performance Security is required
GCC 56.1	"As built" drawings or operating and maintenance manuals [ <i>insert are or are not</i> ] required.
GCC 59.1	The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works, is: [20%]

## SCHEDULE 2

## 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-268 /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.		