



Otjozondjupa Regional Council



Tel: (067) 303702/303619/304168
Fax: (067) 302760/302742

P.O. Box 1682
Otjiwarongo
NAMIBIA

Request for Sealed Quotations For Goods

Procurement Reference No:
G/RFQ/OTRCED-23/2025/2026

DESCRIPTION OF GOODS

**SUPPLY AND DELIVERY OF CARPETS FOR THE PRE-PRIMARY
CLASSES IN OTJOZONDJUPA REGION**

Name of Bidder:

Contact Number of Bidder:

Email Address of Bidder:

Authorized Representative:

Total price:

Signature:

Closing Date & Time: 15th October 2026; 10h00

Procurement Management Unit
Otjozondjupa Regional Council
P.O. Box 1682
Otjiwarongo
Namibia



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Letter of Invitation

Bidder's name

Contact number

Procurement Reference Number: G/RFQ/OTRCED-23/2025/2026

Dear Sir/Madam,

Otjozondjupa Regional Council, invites you to submit your best quote for the items described in detail hereunder.

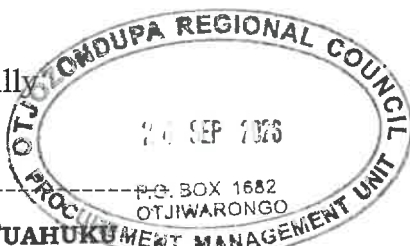
Supply and Delivery of Carpets for the Pre-Primary Classes in Otjozondjupa Region

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

Queries, if any, should be addressed to **Ms E. Uahupirapi** via email enuahupirapi@gmail.com

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



MRS S.M.K. TUAHUKU
HEAD: PROCUREMENT MANAGEMENT UNIT.

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

Otjozondjupa Regional Council reserves the right:

- (a) To split the contract as per the lowest evaluated cost per item, 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.
- (c) To return all the products that does not meet the standard and such products to be replaced at the cost of the supplier.

2. Preparation of Quotations

You are requested to quote for the goods 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 Performance Standards 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 Contract Data Sheet 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 for **90 days** from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- (a) have a valid certified copy of Founding Statement for any of the followings:
 - i. *an entity incorporated or registered under the company or close corporation laws in Namibia;*
 - ii. *co-operative registered under the laws regulating co-operatives in Namibia;*

- iii. *document serving as of registration as a Trust and Trust deed for a trust registered under laws regulating trusts in Namibia;*
- (b) have valid original or certified copy of Good Standing Tax Certificate;
- (c) have valid original or certified copy of Good Standing Social Security Certificate;
- (d) have a valid certified copy of Affirmative Action Compliance Certificate or 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) have or sign a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- (f) sign the Bid Securing Declaration
- (g) original or certified copy of partnership agreement in the case of partnership, a valid joint venture agreement in the case of a joint venture or valid agreement in case of other similar arrangement.
- (h) Range of Bids: Bids below 4% and 5% above the Ministry's Estimate shall be disqualified
- (i) Sign/Initial the whole document.
- (j) Quotation letter is completed in full and signed by the person authorised to sign the bid.
- (k) Section III; List of Goods and Price Schedule must be completed in full with detailed specifications, all lines items must be costed in full without any material deviation and signed by the authorised person to submit the bid.
- (l) Section IV; Specifications and Compliance Sheet must be completed in full without any material deviation, and signed by the authorised person to submit the bid, bidder must indicate compliance or details of non-compliance to all lines items.
- (m) Bidder must submit documentary evidence that the bidder does not have any conflict of interest with other bidders and the public entity
- (n) Documentary Evidence/Reference letter from at least one client attesting that the bidder has supplied similar items before

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be **30 days** after issue of Purchase Order. Deviation in delivery period **shall not be accepted**.

The following test/s and inspections will be conducted on the goods at delivery:

- 6.1 Ensure the quantity of materials delivered correspond to the quantity stipulated in the bidding document.
- 6.2 Inspection for any physical defects on the goods
- 6.3 Inspection to determine if the materials comply with the specification

All products that do not meet the standard shall be returned and be replaced at the cost of the supplier.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the **Procurement Reference Number** and addressed to **The Secretary; Otjozondjupa Regional Council; Procurement Committee; P.O. Box 1682; Otjiwarongo**; with the Bidder's name and contact number at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Bid Box located at Otjozondjupa Regional Council's head Quarters at 22 Henk Willems Street, Otjiwarongo; new building ground floor, Block B not later than **15th October 2026 at 10h00**. Bids by post should reach Otjozondjupa Regional Council; by the same date and time at latest. Late bids will be rejected and returned to the bidder unopened. Bids received by e-mail or fax will not be considered.

9. Opening of Quotations

Bids will be opened internally by the OTRC immediately after the closing time referred to in section 9 above. Bidders or their representatives may attend the Bid Opening if they choose to do so.

10. Evaluation of Quotations

Otjozondjupa 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.

The threshold amount of the goods will be determined by the Employer 15% under or above the threshold amount will be the most responsive amount during evaluation.

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 Public Entity's 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. Labour Clause

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

13. Margin of Preference

A bidder must include a declaration in its bid, outlining the preferences the bidder qualifies for and the grounds for such qualifications. The applicable margins of preference and their application methodology are as follows:

CATEGORIES OF BIDDERS	Margin of Preferences
Manufacturer	2%
Micro, Small and Medium Enterprise	1%
Woman owned enterprise	1%
Youth owned enterprise	2%
Previously Disadvantaged Person owned enterprise	2%
Suppliers providing environmental protection	1%
Suppliers providing employment to Namibian	1%
Total	10%

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

CATEGORIES OF BIDDERS	Margin of preference	DOCUMENTARY EVIDENCE
Manufacturer	2%	-Certificate of registration from registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant.
Micro, Small and Medium Enterprise	1%	-SME registration certificate
Woman owned enterprise	1%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure
Youth owned enterprise	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure
Previously Disadvantaged	2%	-IDs of all shareholders

Person owned enterprise		-Founding statement/company registration indicating ownership structure.
Suppliers providing employment to Namibian	1%	-Declaration that the bidder employs 50%ormoreNamibian citizens.
Suppliers providing environmental protection	1%	-Declaration and proof that the bidder meets the requirements set out in the bidding document.
TOTAL	10%	

MARGIN OF PREFERENCE; PRICE PREFERENCE EXCLUSIVE				
Contract Estimate Price (N\$):		Project:		
13.3	Price Exclusive Preference			
	CATEGORIES & PREFERENCES	BIDDER A	BIDDER B	BIDDER C
	Manufacturer (2%)			
	MSME (1%)			
	Women Owned Enterprise (2%)			
	PDP Owned Enterprise (2%)			
	Supplier Promoting Environment Protection (1%)			
	Service Rendered by Namibian Citizens (1%)			
	Total Preference Awarded			
	Total Price Before Preference			
	Total Price after Preference			
	RANKING			

13.3. Application of Evaluation Criteria for Margin Reference

	Compiled by: Date:_____
	Signature: Date:_____

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 subject to the application of margin of preference. The Award of contract shall be done in accordance with the provisions of Section 55 of the Public Procurement Act, 2015, (Act No. 15 of 2015 as amended). Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: General Conditions of Contract and the Contract Agreement.

15. Notification of Award and Debriefing

Otjzondjupa Regional Council shall after award 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 seven (7) days. Furthermore, the Otjzondjupa Regional Council shall attend to all requests for debriefing made in writing within seven days (7) days of the unsuccessful bidders being informed of the award.

16. Terms of payment:

Payment will be made within thirty (30) days after delivery of goods upon presentation, by the supplier, of the signed Purchase Order and Invoice.

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 may be rejected.]

Quotation Addressed to:	Otjozondjupa Regional Council
Procurement Reference Number:	G/RFQ/OTRCED-23/2025/2026
Subject matter of Procurement:	Supply and Delivery of Carpets for the Pre-Primary Classes in Otjozondjupa Region

We offer to provide the goods detailed in Section IV, 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 I: Request for Quotations.

We undertake to abide to 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 disqualification on the grounds mentioned in the BDS.

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

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 bid validity.

The delivery will commence within _____ *[insert number]* days from date of issue of Purchase Order.

The delivery of goods will be completed within _____ *[insert number]* days from date of issue of Purchase Order.

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: ----- [Day | month | year]

Procurement Ref No: G/RFQ/OTRCED-23/2025/2026

To: Otjozondjupa Regional Council

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

Written undertaking in terms of Section 138 of the Labour Act, 2007(Act No. 11 of 2007) and Section 50(2)(d) of the Public Procurement Act, 2015(Act No. 15 of 2015)

1. EMPLOYER'S 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: **At Schools as indicated**

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(Act No. 11 of 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 and Delivery of Carpets for the Pre-Primary Classes in Otjozondjupa Region

PROCUREMENT REF NO. G/RFQ/OTRCED-23/2025/2026

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	*E	*F
1	Carpets 240X355 (Polypropylene Fabric with a Hessian or Cloth Backing) 	80	Each		
2	Transport cost				
• Successful bidder shall provide a sample of the carpets to be supplied at the Regional Council's office before delivery to the schools.				Subtotal	
				VAT@15%	
				Total	

NB: Prices must be quoted in Namibian Dollars

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

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 Otjozondjupa Regional Council's requirements. The bidders must ensure that materials quoted for are according to the technical specifications provided below.

Verification will be done at delivery

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/OTRCED-23/2025/2026

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

Item No	Technical Specification Required (Minimum)	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	Carpets 240X355 (Polypropylene Fabric with a Hessian or Cloth Backing		

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 the bidder will deliver the materials to Otjozondjupa Regional Council's head office.

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 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 GCC

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Regional Otjozondjupa Council
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 Ministry, <u>Secretary to Procurement Committee, Regional Otjozondjupa Council</u> , and contact name is MRS S.M.K. TUAHUKU, email address: stuahuku@otjozondjuparc.gov.na , telephone no. (067) 303702 , 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: In the case of a dispute between Public entity and Supplier who is a national of Namibia, the dispute shall be referred to adjudication or arbitration in accordance with the laws of Namibia. _____

Subject and GCC reference	Special Conditions
Delivery and Documents GCC 13.1	The Goods are to be delivered within 30 days from the date of Purchase Order The documents to be furnished by the Supplier are: (a) signed delivery note; (b) Invoice; and (c) Original Purchase order
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed shall not be adjustable.
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.
Terms of Payment GCC 16.4 (a)	The price “<i>shall</i>” “<i>shall not be</i>” adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: 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.
Performance Security GCC 18.1	(i) No performance security is required

Subject and GCC clause reference	Special Conditions
Transportation GCC 25	The Goods shall be delivered as follows: Grootfontein Circuit 1. Gam Primary School X2 2. Tsumkwe Primary School X2 3. Aasvolness Primary school X1 4. M' Kata Primary School X1 5. Omatako Primary School X1 6. Grashoek Primary School X1 7. Rooidahek Primary School X1 8. Auuns Primary School X1 9. LuiperdHeuwel Primary School X4 10. Kalenga Primary School X2 11. Mangeti Primary School X1 12. Omulunga Primary School X3 13. Makalani Primary School X5 14. Grootfontein Primary School X2 15. Coblenz Primary School X2 16. Kanovle Primary School X1 Otjiwarongo Circuit 17. Kombat Primary School X2 18. Shalom Primary School X2 19. Otavi Primary School X2 20. Kalkveld Primary School X2 21. GK Wahl Primary School X1 22. Donatus Primary School X4 23. Orwetoveni Primary School X2 24. Karundu Primary School X2 25. Ombili Primary School X4 26. Tsaraxa-Aibes Primary School X3 27. Spes Bona Primary School x3 Okahandja Circuit 28. Okaepe Primary School X1 29. Okamatapati Combined School X2 30. Ludwig Ndinda Primary School X1 31. Okondjatu Combined School X2 32. Otjozondou Primary School X1 33. Oruuu Primary School X1 34. Uitkoms Primary School X1 35. Otjozondou Primary School X1 36. Waterberg Primary School X1 37. Fiverand Primary School X2 38. Aurora Primary School X4 39. KJ. Kapeua Primary School X2 40. Okakarara Primary School X4

Subject and GCC clause reference	Special Conditions
Inspection and Test GCC 26.1	The inspection and tests shall be done at the schools, looking at the quality of the carpets.

Subject and GCC clause reference	Special Conditions
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Grootfontein Circuit - Gam Primary School - Tsunkwe Primary School - Aasvolness Primary school - M' Kata Primary School - Omatako Primary School - Grashoek Primary School - Rooidahek Primary School - Berg Aukas Primary School - Auuns Primary School - LuiperdHeuwel Primary School - Kalenga Primary School - Willem Nortier Primary School - Omulunga Primary School - Makalani Primary School - Grootfontein Primary School - Kalenga Primary School Otjiwarongo Circuit - Kombat Primary School - Shalom Primary School - Otavi Primary School - Kalkveld Primary School - GK Wahl Primary School - Donatus Primary School - Orwetoveni Primary School - Karundu Primary School - Otjiwarongo Project School - Osire Primary School Okahandja Circuit - Okaepe Primary School - Okamatapati Primary School - Ludwig Primary School - Okondjatu Primary School - Otjozondou Primary School - Oruua Primary School - KJ Kapeua Primary School - Nau-aib Primary School - Okahandja Primary School - Von Marees Primary School

Subject and GCC clause reference	Special Conditions
Warranty GCC 28.3	The period of validity of the warranty shall be: <i>[insert number]</i> day(s) For the purpose of the Warranty, the place(s) of the final destination(s) shall be: <i>[insert names(s) of location(s)]</i> For item 1, the minimum period of warranty/shelf life shall be 6 Months
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 30 day(s)

SCHEDULE 2:**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No: G/RFQ/OTRCED-23/2025/2026**

Description	Attached (please tick if submitted and cross if not)
Bid Letter	
List of Goods and Price Schedule	
Specification and Compliance Sheet	
Bid Securing Declaration	
Evidence for conformity of Goods	
Valid certified copy of Company Founding Statement;	
Valid original or certified copy of Good Standing Tax Certificate;	
Valid original or certified copy of 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;	
Signed written undertaking as contemplated in section 138(2) of the Labour Act, 2007	

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.