



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-51/2025/2026

DESCRIPTION OF GOODS

PROVISION OF CEREMONY MATERIALS FOR THE 2026 REGIONAL PRIZE-GIVING AWARD

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-51/2025/2026

Dear Sir/Madam,

PROVISION OF CEREMONY MATERIALS FOR THE 2026 REGIONAL PRIZE-GIVING AWARD

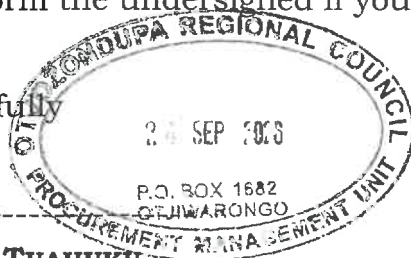
Otjozondjupa Regional Council, invites you to submit your best quote for the items described in detail hereunder.

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

Queries, if any, should be addressed to **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 copy of Good Standing Tax Certificate, certified by the Namibia Police
- (c) have valid original or copy of Good Standing Social Security Certificate, certified by the Namibian Police.
- (d) have a valid 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, certified by the Namibian Police
- (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) Sign/Initial the whole document.
- (i) Authorization letter from manufacturer
- (j) Catalogue or any other literature

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:

- a) Inspect goods according to technical specifications; and**
- b) Verification of quantities.**

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.

11. Technical Compliance

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

1.1. 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%

1.2. 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 -Declaration indicating the percentage of Namibian MSME ownership.
Woman owned enterprise	1%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -Declaration indicating the percentage of Namibian female ownership.
Youth owned enterprise	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -Declaration indicating the percentage of Namibian youth ownership.
Previously Disadvantaged Person owned enterprise	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -Declaration indicating the percentage of Namibian PDPs ownership.
Suppliers providing environmental protection	1%	-Declaration and proof that the bidder meets the requirements set out in the bidding document.
Suppliers providing employment to Namibian	1%	-Declaration that the bidder employs 50% or more Namibian citizens.
TOTAL	10%	

13.3. Evaluation Criteria for Margin Reference

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			
Compiled by:		Date: _____		
Signature:		Date: _____		

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to delivering the goods shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract.

15. Notification of Award and Debriefing

Otjozondjupa 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 Otjozondjupa 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-51/2025/2026
Subject matter of Procurement:	PROVISION OF CEREMONY MATERIALS FOR THE 2026 REGIONAL PRIZE-GIVING AWARD

I/We offer to supply and deliver the goods detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

I/We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instructions to Bidders

I/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.

I/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. I/We further understand that this subscription will lead to the 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.

I/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.

The delivery will commence within _____ *[insert number]* days from date of issue of Purchase Order/ Letter of Acceptance and signing the contract agreement.

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	

BID SECURING DECLARATION**(Section 45 of Act)(Regulation 37(1) (b) and 37(5))****Date:** ----- *[Day | month | year]***Procurement Ref No:** **G/RFQ/OTRCED-51/2025/2026****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]

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: PROVISION OF CEREMONY MATERIALS FOR THE 2026 REGIONAL PRIZE-GIVING AWARD

Procurement Ref No. G/RFQ/OTRCED-51/2025/2026

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. <i>[To be filled by the Public Entity]</i>				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, specifications and brand being quoted for • Bidders shall fill in and sign the bottom section of this page					
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery (weeks days/month)	Country of Origin
1.	Engraving Trophies Labels	51	Each						
2.	White Certificate Papers	500	Each						
3.	Notorious seals GOLD	500	Each						
4.	Small replica trophies	10	Each						
5.	Small graduation trophies	41	Each						
6.	Black student back-bags	24	Each						
			SUB TOTAL						
			VAT @ %15						
			TOTAL						
NAME:				SIGNATURE		DATE			
NAME OF BIDDER:				POSITION:		ADDRESS:			

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 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 V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/OTRCED-51/2025/2026

[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	<u>Engraving Trophies Labels:</u> <i>✓ Laser engraved with black.</i> <i>✓ Golden sticker with the dimensions: 4cm x 1.5cm or dimension might depend on the size of trophy base where the sticker will be affixed.</i> <i>✓ Following will be engraved:</i> 1. <i>NSSCO best performing school – Rural x1</i> 2. <i>NSSCO best performing school – Urban x1</i> 3. <i>NSSCAS best performing school x1</i> 4. <i>NSSCAS & NSSCO best performing school</i> 5. <i>NSSCAS best performing school</i> 6. <i>Best performing primary school x1</i> 7. <i>NSSCO Most improved school x1</i> 8. <i>NSSCAS Most improved school x1</i> 9. <i>NSSCO overall best performing teacher x1</i> 10. <i>NSSCAS overall best performing teacher x1</i>		

	11. Best Performing learners x41		
2	<u>White Certificate Papers:</u> <i>500 sheets</i>		
3	<u>Notorious seals GOLD:</u> <i>x 500</i>		
4	<u>Small replica trophies:</u> <i>x 10</i>		
5	<u>Small graduation trophies:</u> ✓ Uni-sex ✓ Golden ✓ Golden Sticker affixed on the base that is laser engraved as: "2025 Best Performing Learner"		
6	<u>Black student back-bags:</u> ✓ Black color ✓ Made with durable materials such as Polyester that can withstand daily wear and tear. ✓ Reinforced stitching, strong zippers and a sturdy frame. ✓ Embroidery on the bags: 1. Otjozondjupa Regional Council Logo 2. Directorate of Education, Arts, & Culture forming an arc over the Logo 3. 2025 best performing Learner.		

Specifications and Compliance Sheet Authorised By:

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



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:
Otjiwarongo

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.

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Otjozondjupa Regional 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, The Secretary; Otjozondjupa Regional Council; Procurement Committee; P.O. Box 1682; Otjiwarongo contact name is Ms.S.Tuahuku, email address: stuahuku@otjozondjuparc.gov.na 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. _____
Delivery and Documents GCC 13.1	The Goods are to be delivered within 30 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 “shall not be” adjustable to the fluctuation in the rate of exchange.

Subject and GCC clause reference	Special Conditions
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
Discharge of Performance Security GCC 18.4	Not Applicable
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: _____
Insurance GCC 24.1	Not Applicable
Transportation GCC 25	The Goods shall be delivered at the Otjozondjupa Regional Council, Directorate of Education
Inspection and Test GCC 26.1	The inspection and tests shall be: be done at the time of delivery
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Otjiwarongo, Education Office
Liquidated Damages GCC 27.1	The maximum number of liquidated damages for the whole contract is 10% of the final contract price.

Subject and GCC clause reference	Special Conditions
Warranty GCC 28.3	The period of validity of the warranty shall be: 60 day(s) For the purpose of the Warranty, the place(s) of the final destination(s) shall be: Otjiwarongo For item 1, the minimum period of warranty/shelf life shall be 1 Year For item 2, the minimum period of warranty/shelf life shall be 1 Year For item 3, the minimum period of warranty/shelf life shall be 1 Year For item 4, the minimum period of warranty/shelf life shall be 1 Year For item 5, the minimum period of warranty/shelf life shall be 1 Year For item 6, the minimum period of warranty/shelf life shall be 1 Year
Repair and Replacement GCC 28.5	The period for repair or replacement shall be 180 day(s)

SCHEDULE 2

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	N\$	N\$
Raw Materials, Accessories & Components		
• Imported (CIF)		
• Local (VAT & Excise Duty Fee)		
Labour Cost		
• Direct Labour		.
• Clerical Wages		.
• Salaries to Management		
Utilities		
• Electricity		
• Water		
• Telephone		
Depreciation		
Interest on Loans		
Rent		
Other (please specify)		
•		
•		
•		
TOTAL COST		

$$\text{Local Value Added} = \frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$$

NB! The cost structure should be certified by a Certified Accountant

SCHEDULE 3:**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No: G/RFQ/OTRCED-51/2025/2026**

Description	Attached (please tick if submitted and cross if not)
Bid Letter	
List of Goods and Price Schedule	
List of Goods and Price Schedule completed in full bidders are required to indicate brand names under description of goods with detailed specifications;	
Specification and Compliance Sheet	
Bid Securing Declaration	
Evidence for conformity of Goods	
Valid copy of Company Founding Statement, certified by the Namibian Police	
Valid original or copy of Good Standing Tax Certificate certified by the Namibian Police	
Valid original or copy of Good Standing Social Security Certificate, certified by the Namibian Police	
Valid 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 certified by the Namibian Police	
Signed written undertaking as contemplated in section 138(2) of the Labour Act, 2007	
Manufacturer's Authorization letter of the brand provided if not a manufacturer	
Catalogue or any other literature	

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.