



**KAVANGO WEST REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, INNOVATION, YOUTH,
SPORTS, ARTS AND CULTURE**

**Request for sealed quotations
For Goods**

FOR THE SUPPLY AND DELIVERY OF OFFICE EQUIPEMENT FOR
THE REGIONAL OFFICE STAFF

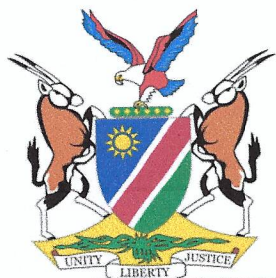
Procurement Reference No: G/RFQ/KWRC-DEIYSAC – 29/2026/27

ISSUE DATE: 07 OCTOBER 2026

CLOSING DATE: 16 OCTOBER 2026 AT 10H00 AM.

Bidders Name	
Bidders Email. Address	
Contact Number	
Bid Price Vat Exclusive:	
Bid Price Vat Inclusive	

KAVANGO WEST REGIONAL COUNCIL
Directorate of Education, Arts and Culture
Matukuchila Complex
Private Bag 6193
Nkurenkuru
Namibia
Tel: +264 66 26 42000
Email: pmu@kavangowestrc.gov.na



**KAVANGO WEST REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS ARTS
AND CULTURE**

Tel. No.: 066-264962
Enq: JM Kasoma
Email: pmukwrc@gmail.com

Private Bag 6294
NKURENKURU
Namibia

Letter of Invitation

07 October 2026

TO:
.....
.....

Procurement Reference No: G/RFQ/KWRC-DEIYSAC-29/2026/27

Dear Sir/Madam

**REQUEST FOR A QUOTE FOR THE SUPPLY AND DELIVERY OF OFFICE EQUIPEMENT FOR REGIONAL
OFFICE STAFF**

Kavango West Regional Council - Directorate of Education, Arts and Culture, invites you to submit your best quote for the items described in detail hereunder. Code of good practice will apply in this procurement.

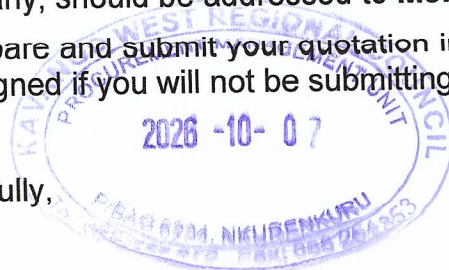
Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to **Ms. Jovietha M. Kasoma @ 081814 4911**

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,

HUGOBERTH M. HAMANYAMI
HEAD: PROCUREMENT MANAGEMENT UNIT



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Directorate of Education, Arts and Culture reserves the right:

- (a) to accept or reject any quotation; and
- (b) 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 items mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annexure for Bid Securing Declaration
- (b) the List of Goods and Price Schedule Section III;
- (c) any other attachment deemed appropriate.

You are advised to carefully read the complete Request for sealed quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be re-typed for completion but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

The Quotation validity period shall be **30 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 company Registration Certificate;
- (b) have a valid original/certified copy of good Standing Tax Certificate;
- (c) have a valid original/certified copy of 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) Attach National Identity Document (ID)
- (f) **Compliance to the Public Procurement Act, 2015 (Act 15 of 2015) as amended.**
 - Section 66 (2B) (a) states that "staff members of the public entity; may not participate either personally or through an entity corporate or incorporate in which he or she has a financial, economic or personal interest, as a bidder or supplier in a procurement process conducted by the Board or public entity;
- (g) All corrections and pages should be initialled
- (h) No correction fluid to be used (tippex)
- (i) Document to be completed in full with black ink only.

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be thirty **(30) days** after acceptance/issue of Purchase Order. Deviation in delivery period 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 Public Entity with the Bidder's name and contact information at the back of the envelope.

8. Submission of Quotations

Quotations should be submitted to the **Kavango West Regional Council office park, Nkurenkuru**, not later than **16 October 2026 at 10h00**. Quotations by post or hand delivered should reach the Secretariat, Procurement Management Unit, Kavango West Regional Council, Nkurenkuru, by the same date and time. 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 Public Entity immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of bidders, the amount quoted and the presence or absence of a Bid Securing Declaration will be made available to bidders within three working days of the opening.

10. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared based on price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Prices and Currency of Payment

Public Entity will **not** allow for prices to be adjustable to change in rates of exchange of currency, price variation etc.

Prices shall be fixed in Namibian Dollars.

12. Margin of Preference

- a. The applicable margins of preference and their application methodology are:
Not applicable

13. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract. **In an event that the successful bidder fails to accept the award, sign the contract, or fails to deliver the required goods or services within the stipulated time, the Public Entity reserves the right to terminate the award and proceed to award the next lowest evaluated responsive bidder.**

14. Notification of Award and Debriefing

The Public Entity 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. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (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 Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RB prevail over any attachments. **If your quotation is not authorised, it will be rejected.**]

Quotation addressed to:	KAVANGO WEST REGIONAL COUNCIL
Procurement Reference Number:	G/RFQ/KWRC-DEIYSAC-29/2026/27
Subject matter of Procurement:	REQUEST FOR A QUOTE FOR THE SUPPLY AND DELIVERY OF OFFICE EQUIPMENTS FOR REGIONAL OFFICE STAFF

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your Restricted bidding referenced above.

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

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the *Bid Security / 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 *[forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

The validity period of the Quotation is _____ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the quotation validity.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone	
		Email address	

Appendix to Quotation Letter

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

Date:

Procurement Ref No.: G/RFQ/KWRC-DEIYSAC-29/2026/27

To: Directorate of Education, Arts and Culture

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*

Section VII. Special Conditions of Contract 8

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

Procurement Reference Number: **G/RFQ/KWRC-DEIYSAC-29/2026/27** [Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be redesigned and customized as per the type of services required].

Currency of Quotation: Namibian Dollars

Currency of Quotation						
Item No	Brief Description of Services	Quantity	Unit Measure	of	Unit Price	Total Price
A*	B*	C*	D*		E	F
1	Laptops (15.6 inches) i7 core processor	7	Each			
2	Desktop Computers (middle level PC) i7 core processor	1	Each			
3	4n1 colour laser jet printers	7	Each			
4	4n1 colour laser jet printers (Should print A3 as well)	1	Each			
5	Water dispenser (cold and hot)	1	Each			
6	Microwave 20liter	1	Each			
	As per the specification attached					
			Other additional costs			
			Subtotal			
			VAT @ %			
			Total			

Enter 0% VAT rate if VAT exempt.

Enter 0% VAT rate if VAT exempt.

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

Priced Activity Schedule Authorised By:

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

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/KWRC-DEIYSAC-29/2026/27

[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	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	See annexure attached on the last page of the bid.		

* 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. G/RFQ/KWRC-DEIYSAC-29/2026/27

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 VII Special Conditions of Contract 10

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/KWRC-DEIYSAC-29/2026/27**

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:
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is: Directorate of Education, Arts, Innovation, Youth, Sport and Culture, Kavango West Regional Office, Nkurenkuru
Notices GCC 8.1	Any notice shall be sent to the following addresses: The Chief Regional Officer, Kavango West Regional Council, Private Bag 6294, Nkurenkuru 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: _____
Delivery and Documents GCC 13.1	Applicable: within 30days after the PO collection.
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 (30) days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price "shall not be" adjustable to the fluctuation in the rate of exchange.

Section VII Special Conditions of Contract 11

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	Not applicable
Insurance GCC 24.1	Not applicable
Transportation GCC 25	The Goods shall be delivered: Directorate of Education, Innovation, Youth, Sport, Arts and Culture, Nkurenkuru Plaza
Inspection and Test GCC 26.1	The inspection and tests shall be: Applicable
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Directorate of Education, Innovation, Youth, Sport, Arts and Culture, Nkurenkuru plaza
Liquidated Damages GCC 27.1	Not applicable

Section VII Special Conditions of Contract 12

Subject and GCC clause reference	Special Conditions
Warranty GCC 28.3	The period of validity of the warranty shall be: 3 years
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 60 Days

MINIMUM TECHNICAL SPECIFICATIONS

MIDDLE LEVEL LAPTOP (15.6-Inches)

Entry Level Laptops	FOR OMAs TO COMPLETE		FOR TENDERER TO COMPLETE		
	Quantity				
Feature	Description		Yes	No	Deviation(if any)
Operating system	Microsoft Windows 10 Professional (64 bit) or latest version				
Processor	10 th Generation Intel® Core™ i7 Processor OR AMD Ryzen 7				
Memory	8 GB DDR4				
Hard drive	512 SSD / 512GB hDD				
I/O Ports	3 x USB 3.0				
	1 x HDMI				
	1 x combo stereo headphone/mic jack				
	1 x RJ-45				
Slots	SD Card Reader				
Display	15.6"				
Speakers	Integrated standard speakers				
Camera	720p High Definition webcam				
Graphics	Integrated High Definition Graphics				
Input devices	Touchpad mouse and Keyboard with Numeric Keypad				
Network interface	Gigabit Network Connection (10/100/1000 NIC)				
Wireless	802.11a/b/g/n Wi-Fi				
Warranty	Three (3) years				
Accessories	Protective Carry Bag and all necessary accessories should be included				
Mouse	Wireless mouse				



MINIMUM TECHNICAL SPECIFICATIONS

COLOUR PRINTER

<u>COLOUR LASERJET PRINTERS</u>	<u>FOR OMAs TO COMPLETE</u>		<u>FOR TENDERER TO COMPLETE</u>		
	Quantity		Yes	No	Deviation (if any)
Features	Description				
Print speed,	24 ppm mono / 24 ppm colour				
Print resolution, color	1200 x 1200 DPI				
Print technology	Laser				
Recommended Print Volume	2500 Pages				
Expected Engine Life	250 000				
Print languages	PCL 6, PCL 5c, postscript level 3 emulation				
Processor speed	600 MHz				
Memory	128 MB				
Paper tray(s)	2				
Paper handling input	50-sheet multipurpose tray 1, 250-sheet input tray 2				
Paper handling output	100 - 250				
Toner capacity	High yield toner cartridges				
Duplex printing	Yes, automatic				
Media sizes	Letter: legal; statement; executive; 3x5 in; 4x6 in; 5x7 in; 5x8 in; 4x10 in; 4 x11 in; 4x12 in; 8x10 in;				
Media types	Paper, envelopes, labels, cardstock, transparencies, heavy media				
Document finishing	Sheet feed				
Connectivity	Hi-Speed USB - compatible with USB 2.0 specification, Ethernet Interface (1000 Base-T/ 100-Base TX/ 10-Base-T), Near Field Communication (NFC)				
Minimum system requirements	Microsoft® Windows® 10, 8, 7 (32-bit/64-bit), Mac OSX v 10.5, v 10.6 or higher;				
Accessories	USB cable and all necessary accessories should be included				
Warranty	Three (3) years				

