KATIMA MULILO
TOWN COUNCIL

KATIMA MULILO TOWN COUNCIL
OFFICE OF THE CHIEF EXECUTIVE OFFICER

Tel: +264 66 261 500
Fax: +264 66 253 220

www.kmtc.org.na
Email: info@kmtc.org.na
Erf No: 1383, Lifasi Street

Private Bag 5009
Ngweze, Namibia

REQUEST FOR SEALED QUOTATIONS (NON-CONSULTANCY SERVICES)

REQUEST FOR HIRING A TLB (TRACTOR LOADER BACKHOE AND TIPPER TRUCK

ISSUE DATE: 08 OCTOBER 2026

Procurement Reference No: NCS/RFQ/*KMTC – 06/2026/27*

Name of Bidder: _____

Email address: _____

Contact Number: _____

Deadline: 14 OCTOBER 2026

KATIMA MULILO TOWN COUNCIL
OFFICE OF THE CEO
PMU & STORES
08 OCT 2026
P/BAG 5009,
KATIMA MULILO
REPUBLIC OF NAMIBIA

KATIMA MULILO
TOWN COUNCIL

KATIMA MULILO TOWN COUNCIL
OFFICE OF THE CHIEF EXECUTIVE OFFICER

Tel: +264 66 261 500
Fax: +264 66 253 220

www.kmtc.org.na
Email: info@kmtc.org.na
Erf No: 1383, Lifasi Street

Private Bag 5009
Ngweze, Namibia

Letter of Invitation

Dear Bidder

.....

Procurement Reference number: NCS/RFQ/KMTC-06/2026-27

08 October 2026

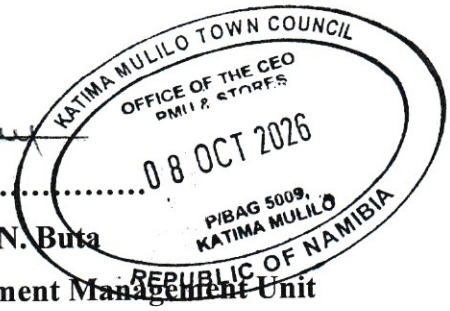
REQUEST FOR HIRING A TLB (TRACTOR LOADER BACKHOE) AND TIPPER TRUCK

The Katima Mulilo Town Council invites you to submit your best quote for the services described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document. Queries, if any, should be addressed to the Head: Procurement Management Unit, Mrs. Annastasia N. Buta at **annastasiabut@kmtc.org.na.**

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. Annastasia N. Buta
Head of Procurement Management Unit

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Katima Mulilo Town Council reserves the right:

(a) to split the contract as per the lowest evaluated cost per site, or
(b) to accept or reject any quotation or to cancel the quotation process; and
(c) reject all quotations at any time prior to contract award.

2. Preparation of Quotations

You are requested to quote for the services mentioned in Section III, by completing, signing and returning:

(a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable ;

(b) the Priced Activity Schedule in Section IV;

(c) the Specifications and 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 company Registration Certificate;
(b) have an original valid good Standing Tax Certificate;
(c) have an original 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) have a certificate indicating SME Status (for Bids reserved for SMEs);
(f) Submit signed Bid-securing Declaration.
(g) ID copy certified of the owner of the company

5. Bid Security/Bid Securing Declaration

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

6. Contract Period for Services

Delivery shall be within 14 after acceptance/issue of Purchase Order.

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

6.1.1 Confirmation of the quantity and quality of the goods.

7. Documents to be submitted

Bidders shall submit along with their quotation documents giving company's profile, past experience and evidence of similar services provided with customers' reference details.

8. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number **NCS/RFQ/KMTC-06/2026-27** and addressed to the Public Entity with the Bidder's name at the back of the envelope.

9. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at ***Katima Mulilo Town Council***, Office of the CEO, not later than **14th of October 2026 at 09h00**. Quotations by post or hand delivered should reach the address as above by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

10. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after closing time. A record of the Bid Opening Report will be available on the website of Katima Mulilo Town Council.

11. 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 on the basis of evaluated cost to determine the lowest evaluated quotation

12. Scope of Services and Performance Standards

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

13. Price and Currency of Payments

Quotations shall be fixed in Namibian Dollars, and all payments will be made in this currency. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

14. 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.

N/A

15. Margin of Preference

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

N/A

15.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

N/A

16. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service 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 and General Conditions of Contract.

17. Performance Security

N/A

18. Notification of Award and Debriefing

The Public Entity shall after award must 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 of ward on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven days (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 may be rejected.]***

Quotation Addressed to: *[Name of Public Entity]*	**KATIMA MULILO TOWN COUNCIL**
Procurement Reference Number:	**NCS/RFQ/KMTC-06/2026-27**
Subject matter of Procurement:	**REQUEST FOR HIRING A TLB (TRACTOR LOADER BACKHOE) AND TIPPER TRUCK**

We offer to provide the services detailed in the Scope of Services, 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 1: Request for Quotations.

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 [*forfeiture of the security amount / 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 service will commence within_____*[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within_____*[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.

Quotation Authorised By:

<table>
<tr><td>Name of Bidder</td><td></td><td colspan="2" rowspan="2">Company's Address and seal</td></tr>
<tr><td>Contact Person</td><td></td></tr>
<tr><td colspan="2">Name of Person Authorising the Quotation:</td><td>Position:</td><td>Signature:</td></tr>
<tr><td>Date</td><td></td><td colspan="2">Phone No./E-mail</td></tr>
</table>

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

Date: .....

Procurement Ref No.: .....

To: .....*[insert complete name of Public Entity and address]*

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

(a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;

(b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;

(c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or

(d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

Signed: .....
[*insert signature of person whose name and capacity are shown*]

Capacity of:
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name: .....
[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____
[*insert date of signing]*

Corporate Seal (where appropriate)

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]
delete if not applicable / appropriate

Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number: .....

Industry/Sector: .....

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description: .....

.....

.....

Anticipated Contract Duration: .....

Location where work will be done, good/services will be delivered: .....

.....

3. UNDERTAKING

I .....*[insert full name]*, owner/representative

of .....*[insert full name of company]*

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature: .....

Date: .....

Seal:.....

Please take note:

1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

SECTION III: SCOPE OF SERVICES

TO HIRE A TLB AND TIPPER TRUCK FOR CLEARING OF ROAD RESERVES AND REMOVAL OF ILLEGAL DUMPING AND EXCESS MATERIALS FOR A PERIOD OF ONE (1) MONTH

Areas Identified for the cleaning of road reserves include the following:

1. *Butterfly/Shack Dwellers Settlement to Green valley*
2. *Cowboy*
3. *Extension 30*
4. *Extension 7and 8 in Choto*
5. *Cowboy*
6. *Mahohoma*
7. *Industrial Areas*

The requested TLB and Tipper Truck are required to undertake the following activities:

a) *Clearing and opening of road reserves in preparation for new road construction.*
b) *Excavation and removal of execs soil and unsuitable materials.*
c) *Clearing vegetation and other obstructions from road reserves.*
d) *Removal of illegally dumped materials from roads and road reserves*
e) *Loading and transportation of excess materials and rubble to approved disposal sites.*
f) *Clearing of roads that are becoming nearly inaccessible due to illegal dumping and accumulated materials.*
g) *Improving access for residents and road users in affected areas.*
h) *Preparing the identified road reserves for the commencement of future road constructions activities.*

Required Equipment:

EQUIPMENT	***QUANTITY***
TLB (TRACTOR LOADER BACKHOE)	*1*
TIPPER TRUCK	*1*

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/KMTC-06/2026-27**

[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

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	***TLB (TRACTOR LOADER BACKHOE)***	1	1 Month		
2.	***TIPPER TRUCK***	1	1Month		
			Other additional costs		
			Subtotal		
	Enter 0% VAT rate if VAT exempt.		**VAT @ %**		
			Total		

** 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 V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/KMTC-06/2026-27**

[Bidders should complete columns C and D with the specifications and Performance standards of the services 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	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
1	***TLB (TRACTOR LOADER BACKHOE)***		
2	***TIPPER TRUCK***		

* Columns A and B to be completed by Public Entity.

Specifications and Performance Standard Compliance Sheet Authorised By:

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

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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), **Ref: NCS/RFQ/KMTC-06/2026-27**for the procurement of services (time based) available on the website of the Public Entity *(insert website address)* except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: NCS/RFQ/KMTC-06/2026-27

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC [This section is to be customised by the Public Entity to suit the requirements of the specific procurement].

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(a)	Adjudicator is Not Applicable for this contract
Definitions GCC 1.1(1)	The site/final destination for delivery of the Goods is**: Katima Mulilo Town Council**
GCC 1.6.1 Issue of notices	Any notice shall be sent to the following addresses: For the [*KMTC*], the address and the contact name shall be: The Accounting Officer Mr Albert Sibeya KMTC. The Authorized Representative of the Service Provider is: _____
GCC 2.6 Insurance and liabilities to Third Party	The amount of the Professional Indemnity Insurance Cover shall be at least:_____N/A_____
GCC 2.10 Performance Security	The Performance Security shall be for an amount *[5 to 10 %]* of the Contract Price or part thereof if the contract is awarded on a split basis.
GCC 4.2 Contract Price	The amount payable is: _____ per month.
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider on a monthly basis *[insert number of days]* after receipt of invoice.
GCC 4.5 Price Adjustment	Prices *"shall not be"* adjustable.

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

[Public Entity to update the Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

Procurement Reference No.: NCS/RFQ/KMTC-06/2026-27

Description	**Attached (please tick if submitted and cross if not)**
Quotation	
Certified copy of the Close Corporation Certificate (issued in terms of Act 26 of 1988), Founding Statement.	
Have an original/certified copy of valid good standing Certificate Namibia Revenue Agency (NAMRA).	
Have an original/certified copy of valid good Standing Social Security Certificate.	
Have a valid certificate copy of Affirmative Action Compliance Certificate, proof from the Employment Equity Commission (EEC) that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998:	
Have a certificate indicating SME status (for bids reserved for SMEs).	
Have certified copy of a valid good standing Certificate (BIPA)	
A written undertaking issued in terms of section 138 of the Labour Act, 2007 (Act No. 11 of 2007), read in conjunction with Section 50 (2) (d) of the Public Procurement Act, 2015 (Act No. 15 of 2015) and bearing company's letter head.	
All pages of the bidding document should be fully completed and initialled and BUSINESS PRINCIPLES SHOULD BE IN LINE.	
Signed Original Bid securing declaration bearing letter head of a company.	
Certified copy of the ID of the Owners	

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.*