



REPUBLIC OF NAMIBIA



OSHIKOTO REGIONAL COUNCIL

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12 October 2026

Small Value Procurement for (Goods)

Bidding Document For

Procurement of Plastic Chairs Heavy Duty at Tsumeb Constituency Office

Bidder Name: _____

Contact No. of Bidder: _____

Bid Amount in Numbers: _____

Bid Amount in Words: _____

Procurement Reference No: G/IQ/ORC-05/2026



SMALL VALUE PROCUREMENT (GOODS)

Procurement Ref. No: G/IQ/ORC-05/2026

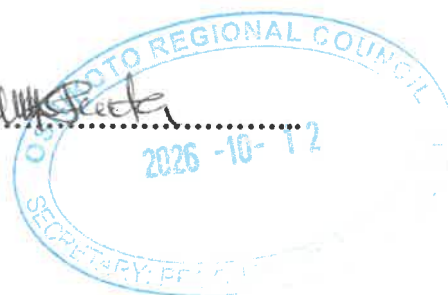
To: Potential Bidders

The Oshikoto Regional Council: (Tsumeb Constituency Office) hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be sent or should be deposited in the Bid Box located at **Ground Floor, ORC Head Office in Omuthiya Oshikoto Regional Council**, in a sealed envelope marked Quotation Reference No. **G/IQ/ORC-05/2026**. Your quotation should reach Oshikoto Regional Council on or before **21 October 2026, by 11h00** at the latest.

Date: ...12/10/2026.....

Signature:.....

Title of Officer: ...PMU-Head.....



Price activity schedule 1

Item No	Description	Quantity	Unit Price N\$	Amount without VAT N\$	Amount with VAT N\$
1.	Plastic Chairs Heavy Duty Black	100			
			Subtotal		
			VAT @15%		
			Grand Total		





The chair
picture

Remarks: (*) Quantities may be increased or decreased by 10% at time of placement of order.

- (a) Oshikoto Regional Council requests delivery within 30 calendar days as from the date of placement of order.
- (b) Delivery Date: within calendar days from date of placement of order.
- (c) The tests and inspections will be carried out/conducted on the goods at delivery.
- (d) Validity of offer: 180 calendar days as from closing date set for submission of quotations.

I/We agree to supply the above-mentioned goods at price(s) quoted by me/us and subject to conditions specified overleaf.

Date..... Bidder's signature and
stamp.....

BID SECURING DECLARATION

**(Section 45 of Act)
(Regulation 37(5) and 56(2))**



Date:

Procurement Ref No.:

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 /We are* not the successful Bidder

Signature:

Capacity/Position.....

Name:

Duly authorized to sign the bid for and on behalf of.....

Dated on _____ day of _____ 20____

Corporate Seal/Stamp:

[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 Justice and Labour Relations

Witten undertaking in terms of section 138 of the Labour Act, 2007 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: _____

Telephone Number: _____

Fax Number: _____

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/Date Stamp _____

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.*



General Terms and Conditions Applicable



1. Purchaser

The Oshikoto Regional Council is hereby inviting the Informal Quotation for the purpose of entering contract with the successful bidder.

2. Supplier

The Bidder having given the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for the award of contract and referred to as the Supplier.

3. Rights of the Public Entity

The Purchaser shall have the right to

- (a) Ask for clarifications at the time of evaluating quotations,
- (b) Split the contract on an item basis or
- (c) Reject all quotations.

A Purchaser shall not be bound to accept the lowest or any quotation.

4. Eligibility Criteria

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

- (a) Have valid original document; or a valid certified copy of Good Standing Tax Certificate, as certified by a commissioner of Oath appointed in terms of the Justices of Peace and Commissioners of Oaths Act, 1963 (Act No. of 1963) as amended.
- (b) Have valid original document; or a valid certified copy of Good Standing Social Security Certificate, as certified by a commissioner of Oath appointed in terms of the Justices of Peace and Commissioners of Oaths Act, 1963 (Act No. of 1963) as amended **or printouts of these online Social Security Good standing certificates will be accepted as valid documents in terms of Section 50(2) of Public Procurement no.15 of 2015 as amended. www.scc.org.na**
- (c) 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; or a valid certified copy as certified by a commissioner of Oath appointed in terms of the Justices of Peace and Commissioners of Oaths Act, 1963 (Act No. of 1963) as amended.
- (d) Have a written undertaking as contemplated in section 138(2) of the Labour Act, 2007, (Act No. 11 of 2007); and



(e) a valid of -

- i) Certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia.
- ii) Certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia.
- iii) Partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements, but a bidder or supplier who is a sole proprietor only needs to comply with the provisions of paragraph (a) to (d)

(f) Have a certificate indicating SME Status (for Bids reserved for SMEs)

(g) Submit a signed Bid Securing Declaration; as per instruction given below the bid securing declaration form.

(h) Certified copy of company owner Identity Document.

(i) be registered with the Procurement Policy Unit (for Bids reserved to categories of bidders and goods);

(j) All mandatory documents should be certified with police date stamp and certifier stamp. This applies to all pages of the mandatory documents.

5. Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in Schedule 1 of this document.

6. Prices

Prices shall be quoted in Namibian dollars. Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

7. The Contract

The letter of Acceptance/Purchaser Order Form as the case may be together with this Informal Quotation form shall constitute the contract between the Public Entity and the Supplier.

8. Purchase order

A supplier to whom a purchase order is issued must confirm the purchase order within three calendar days of receipt of the purchase order and;

- (a) may not change or alter the terms of the purchase order; and
- (b) must undertake to deliver the goods or services on or before the date set in the purchase order for delivery of the goods or services.
- (c) the Purchase Order shall be valid for *30 calendar* days only and will be cancelled thereafter.

9. Warranty

- (a) The Supplier warrants that the goods shall conform to the standards, specifications, and related services as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the Supplier in its response to the Purchaser's Invitation for Informal Quotation.
- (b) The Supplier undertakes to make good at its own cost and promptly, any deficiency in the supply of goods items and related services.
- (c) The Supplier warrants that the goods items to be supplied are new and unused and that it shall attend promptly to any defect in the good items as per the warranty conditions mentioned in its offer.

10. Payment

The Purchaser undertakes to effect payment within *30 calendar days or as the case might be* after supply of the Services items to the satisfaction of the Purchaser and subject to the Supplier submitting all required documents. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

11. Financial Qualification

Only Bidders whose bid amount is within 15% below the estimated amount shall be deemed compliant and shall be accepted and those above the estimated amount will not be considered. The cost estimate shall be made up to 70% of the market research plus 30% of the average bid quotations.

12. Liquidated damages

Liquidated damage will be 1% per day with a maximum of 4% of the contract value for non-delivery to the Employer.

13. Bid Validity

The bid validity period shall be **180** calendar days from the date of submission.

14. Margin of Preference

14.1.1 Margin of preference should comply with annexure 1, 2, 5, 6, 7, 8 and 9 of the Code of Good Practice on preference, issued in terms of Section 71 and 72 of the Public Procurement Act No.15 of 2015 as amended.

14.1.2 Margin of preferences applicable to exclusive preferences to local supplies. Determined by

14.1.3 The formula $A = \frac{MP \times BP}{100}$





ANNEXURE 1

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT.

(Paragraph 1)

	Product 1	Product 2
	NS	NS
(a) Raw Materials, Accessories & Components		
- Value of Import (including cost, Insurance, Freight) - Local (value Added Tax and Excise duty fee) - Local (Cost, Insurance, freight)		
(b) Labour Cost		
- Direct Labour - Clerical Wages - Salaries to Management		
(c) Utilities		
- Electricity - Water - Telephone		
Depreciation		
Interest on loans		
Rent		
Other (please specify)		
TOTAL COST		
COST OF IMPORTED INPUTS		
LOCAL VALUE ADDED		
% LOCAL VALUE ADDED		
TOTAL COST		

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

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

ANNEXURE 2

GOODS

(Paragraph 4(a))

Procurement of Plastic Chairs Heavy Duty at Tsumeb Constituency Office

ANNEXURE 5

INDICATE CRITERIA FOR APPLYING MARGIN OF PREFERENCE TO QUALIFYING BIDDERS (EXCLUSIVE PREFERENCES)

(Paragraph 7(c))

Category of bidder	Criteria
Manufacture	A bidder who is a manufacture as defined in paragraph 1 whose minimum equity is 51% owned by Namibians
MSME	A bidder who is a MSME as defined in paragraph 1 whose minimum equity is 51% owned by Namibians
Women owned enterprise	A bidder who is a woman or whose minimum equity is 51% owned by Namibian women
Youth owned enterprise	A bidder who is a youth or whose minimum equity is 51% owned by Namibian youths
PDP owned enterprise	A bidder who is a PDP or whose minimum equity is 51% owned by Namibian PDPs
Suppliers providing environment protection	A bidder that promotes the protection of the environment, maintain ecosystems and sustainable use of natural resources as specified by the public entity in the bidding document
Suppliers providing employment to Namibians	A bidder who employs 50% or more Namibian citizens



ANNEXURE 6:



INDICATE MARGIN OF PREFERENCES WHEN EVALUATING FOR EXCLUSIVE PREFERENCES (Paragraph 9(2))

Category	Margin of preference	Documentary evidence
Manufacturer	2 percent	-Certificate of registration from a 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.
MSME	1 percent	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
Women owned enterprise	1 percent	-IDs of all shareholders -Founding statement /company registration indicating ownership structure/ shareholder certificates -Declaration indicating the percentage of Namibian female ownership
Youth owned enterprise	2 percent	-IDs of all shareholders -Founding statement/company registration indicating owner structure/shareholder certificate -Declaration indicating the percentage of Namibian youth ownership
PDP owned enterprise	2 percent	-IDs of all shareholders -Founding statement/ company registration indicating owner structure/shareholder certificate -Declaration indicating the percentage of Namibian PDPs ownership
Supplier promoting Environmental protection	1 Percentage	-Declaration and proof that the bidder meets the requirements set out in the bidding document
Services rendered by Namibian citizens	1 percent	Declaration that the Bidder employs 50% or more Namibian citizens
TOTAL	10%	

ANNEXURE 8
HOW MARGIN OF PREFERENCES SHOULD MUST BE APPLIED
TO DIFFERENT NATURE OF PROCUREMENTS
(Paragraph 10(5))

PROCUREMENT	Margin of Preference
GOODS	
Namibian shareholding	3%
Good s (Manufactured, growth, mined, extracted	4%
Namibian Employees	3%
Total	10%

ANNEXURE 9
LOCAL CONTENT
(Paragraph 1, 7(b) and 8(c))

Nature of procurement	Minimum local content
Goods	40% or more of the manufacturing costs of the good, if the goods are manufactured in Namibia or if they are grown, mined or extracted in Namibia



Procurement Reference No.G/IQ/ORC-05/2026

QUOTATION CHECKLIST SCHEDULE

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule Activity		
Bid Securing Declaration		
Written Undertaking in terms of section 138 of the Labour Act ,2007		
Certified copy of owner's identity document		

NB: All mandatory documents should be certified with police date stamp and certifier stamp.



