



Otjozondjupa Regional Council



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

P.O. Box 1682
Otjiwarongo
NAMIBIA

Request for Sealed Quotations For Goods Services

PROCUREMENT REFERENCE NO:
G/RFQ/OTRCED-23/2026/2027

SUPPLY AND DELIVERY OF PRE-PRIMARY OFFICE STATIONARY AND EQUIPMENT

Name of Bidder:

Contact Number of Bidder:

Email Address of Bidder:

Authorized Representative:

Total price:

Signature:

Closing Date & Time: 23rd October 2026; at 10h00

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



Otjozondjupa Regional Council



Tel: (067) 303702/303619/304168

Fax: (067) 302760/302742

P.O. Box 1682

Otjiwarongo

NAMIBIA

Letter of Invitation

To:

.....

Procurement Reference Number: G/RFQ/OTRCED-23/2026/2027

Dear Sir/Madam,

The *Otjozondjupa Regional Council* hereby invites you to submit your quotation for the items listed hereunder.

SUPPLY AND DELIVERY OF PRE-PRIMARY OFFICE STATIONARY AND EQUIPMENT

Your offer should be made on this form, with any annex which you may wish to enclose, should be sent to Otjozondjupa Regional Council's Head Quarters, 22 Henk Willems Street, Otjiwarongo; New Building on the Ground Floor, Block B not later than **23rd 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.

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

Yours faithfully,

Mrs. S.M.K Tuahuku

HEAD: PROCUREMENT MANAGEMENT UNIT



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The **Otjozondjupa Regional Council** reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or
- (b) to accept or reject any quotation; and
- (c) 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 annex for *Bid Securing Declaration*
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) 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 retyped for completion but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

The Quotation validity period shall be **30** from the date of submission deadline.

4. Eligibility Criteria

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

- (a) A valid certificate of good standing with the Receiver of Revenue indicating VAT registrations status;
 - (b) a valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission;
 - (c) A valid Affirmative Action Compliance Certificate issued under section 41 **of the Affirmative Action (Employment) Act, 1998 (Act No. 29 of 1998)**, or exemption issued in terms of **Section 42 of that Act**; proof from Employment Equity Commissioner that bidder is not a relevant employer as defined in that Act,
 - (d) A written undertaking as contemplated in section 138(2) of the Labour Act, 2007 (Act No. 11 of 2007) and;
 - (e) **A valid;**
- (a) have a valid copy of Founding Statement certified by the Namibian Police 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) Catalogue or any other literature

5. Bid Securing Declaration

Bidders are required to submit 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 **23rd 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

Quotations will be opened internally in the presence of the bidders present by OTRC immediately after the closing time and date referred to in instruction 8 above. Bidders or their representatives may attend the Bid Opening if they choose to do so. A record of the bid

opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, company Registration, a valid certificate of good standing with the Receiver of Revenue, a valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission; valid Affirmative Action Compliance Certificate issued under section 41 of Affirmative Action (Employment) Act, 1998 (Act No. 29 of 1998); an exemption issued under section 42 of that Act; or a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer as defined in that Act; a written undertaking as contemplated in section 138(2) of the Labour Act, 2007 (Act No. 11 of 2007) and a valid – (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) document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or (iv) 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, will be posted on the Otjozondjupa Regional Council portal and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

The Regional Council shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive as per List of Goods and Price Schedule in Section III and Eligibility Criteria shall be compared on the basis of evaluated cost, subject to Margin of Preference, to determine the lowest evaluated quotation.

(i) Preliminary Evaluation

#	DESCRIPTION	YES/ NO
1.	Quotation Letter is fully completed and signed by the person authorized to sign the bid.	
2.	Bid document is written in English language	
3.	All pages of the bid document including overwriting, deletions and all attachments are initialled by the person authorized to sign the bid.	
4	Bidder did not use tipex/correction fluids in the bid document (use thereof will lead to disqualification).	
5.	Offered period of validity on the quotation letter correspond to the period stipulated in section I; item 3, validity of quotation period.	
6	The bottom section of the list of goods and price schedule is filled in and signed by the authorised person to submit the bid- non-signing thereof will lead to disqualification	
OVERALL ADMINISTRATIVE COMPLIANCE		

(ii) Legal Admissibility Evaluation

#	DESCRIPTION	YES /NO
1.	Bidder has submitted a valid certificate of good standing with the Receiver of Revenue indicating VAT registration status.	

2	Bidder has submitted a valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission	
3.	Bidder has submitted A valid Affirmative Action Compliance Certificate issued under section 41 of the Affirmative Action (Employment) Act,1998 (Act No. 29 of 1998), or exemption issued in terms of Section 42 of that Act; proof from Employment Equity Commissioner that bidder is not a relevant employer as defined in that Act,	
4.	Bidder has submitted a written undertaking as contemplated in section 138(2) of the Labour Act, 2007 (Act No.11 of 2007)	
5.	Bidder has submitted a valid; (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 Namibia;	
	(iii) Document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia or;	
	(iv) 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 agreements unless a bidder is a sole proprietor.	
	(i-iv) Not applicable to sole proprietor.	
6.	Bid-securing Declaration is completed in full and signed by the authorized person to sign and submit the quotation.	
7.	OVERALL LEGAL COMPLIANCE	

(iii) **Technical Evaluation**

No	Description	YES/ NO
1	Bidder has submitted a List of Goods and Price Schedule completed in full with detailed specifications;	
	All line items on the submitted List of Goods and Price Schedule are costed in full without any material deviation;	
	List of Goods and Price Schedule submitted is signed by the authorised person to submit the bid	
2	Specifications and Compliance Sheet submitted is completed in full without any material deviation;	
	Specifications and Compliance Sheet submitted is signed by the authorised person to submit the bid;	
	Bidder has indicated compliance or inserted details of non-compliance to all lines items on the submitted specifications and compliance sheet (non-indication shall lead to disqualification).	

(i) **Financial Evaluation**

#	DESCRIPTION	
1	Bidders has quoted prices in Namibian Dollars	
2	Bidder has indicated the grand total (H+G) under section iii, list goods and price schedule as requested in the bidding document	
	OVERALL FINANCIAL COMPLIANCE	

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. Prices and Currency of Payment

Prices for the execution of supplies shall be fixed in Namibian Dollars as quoted.

Quotations shall cover all costs of labour/goods, Vat, and all associated costs for the supply of goods, and shall include all duties.

13. Margin of Preference

- 13.1. 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%

- 13.2. 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

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 Person owned enterprise	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure.
Suppliers providing employment to Namibian	1%	-Declaration that the bidder employs 50% or more Namibian citizens.
Suppliers providing environmental protection	1%	-Declaration and proof that the bidder meets the requirements set out in the bidding document.
TOTAL	10%	

13.3. Application of 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 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. Performance Security

Not Applicable

16. 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.

17. 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 this RFQ prevail over any attachments. **If your quotation is not authorised, it may be rejected.**]*

Quotation Addressed to:	
Procurement Reference Number:	
Subject matter of Procurement:	

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 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: 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 *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

The validity period of our Quotation is _____ 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 No./Fax	

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

Date:[Day|month|year].....

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]



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten 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: **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, 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:

PROCUREMENT REF NO.

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. [To be filled by the Public Entity]				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)					
				- No equivalent is allowed - Bidders shall fill in and sign the bottom section of this page; non-signing thereof will lead to disqualification. - No tipex/correction fluids shall be used; the use thereof shall lead to disqualification of bids. - Section III; List of Goods and Price Schedule must be completed in full with detailed specifications, all line items must be costed in full without any material deviation and signed by the authorised person to submit the bid.					
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/mon th	Country of Origin
1.	Desk Shell 16mm 1500x750 Oak Melamine	3							
2	Visitors Side Chair/black Contact fabric	6							
3	High back Chair/black contact fabric	3							
4	Copy paper A4 160CIE 80gsm	250							
5	Laminating pouch A4 250mic Pk100	100							
6	Colour Pencils set 12	100							
7	Camera EOS starter bundle: Starter kit EOS EOS 2000D,EF-S18-55 F/3 5-5.6III, Shoulder CB-SB130 BK,16GB SD Card	1							

8	EOS 2000D DC Starter Kit: 55mm f/bag/micro SDXC 256GB + SD Adaptor EOS 2000D/18-55mm f Bag/micro SDXC 256GB + SD Adaptor EOS 2000D (24 MP) IS Starter kit EF-S 18-55mm F/3.5- 5.6 IS II	1							
9	Laminating Machine A3 GBC 480HS Office A3	1							
						SUB- TOTAL			
						VAT			
						TOTAL			
NAME:			POSITION:			SIGNATURE			DATE
NAME OF BIDDER:									

Quotation Authorised by:			
Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./Fax	

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

PROCUREMENT REFERENCE NUMBER:

[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.]

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

	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	Desk Shell 16mm 1500x750 Oak Melamine		
2	Visitors Side Chair/black Contact fabric		
3	High back Chair/black contact fabric		
4	Copy paper A4 160CIE 80gsm		
5	Laminating pouch A4 250mic Pk100		
6	Colour Pencils set 12		
7	Camera EOS starter bundle Starter kit EOS SKU:2728C066AA EOS 2000D,EF-S18-55 F/3 5-5.6III, Shoulder CB-SB130 BK,16GB SD Card		
8	EOS 2000D DC Starter Kit 55mm f/bag/microSDXC 256GB + SD Adaptor SKU:2728C039AA EOS 2000D/18-55mm f Bag/micro SD 256GB + SD Adaptor EOS 2000D (24 MP) IS Starter kit EF-S 18-55mm F/3.5-5.6 IS II		
9	Laminating Machine A3 GBC 480HS Office A3		

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-GCC) available on the **E-GP** <https://egp2.gov.na> except where modified by the Special Conditions below.

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: 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. _____

Subject and GCC clause reference	Special Conditions
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.
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

Subject and GCC clause reference	Special Conditions
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Otjiwarongo, Education Office
Liquidated Damages GCC 27.1	N/A
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
Repair and Replacement GCC 28.5	The period for repair or replacement shall be 180 day(s)

QUOTATION CHECKLIST SCHEDULE

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	
Bid Securing Declaration	
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	
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.