



Procurement Policy Unit
(Established under section 6 of the Public Procurement Act, 2015)

REQUEST FOR INFORMAL QUOTATION

(GOODS)

**SUPPLY OF AND DELIVERY FOR THE PROCUREMENT
OF RISO INK AND MASTER FOR CHICHIMANI CIRCUIT
OFFICE**

PROCUREMENT REF NO: G/IQ/ZRC-...⁹⁸.../2026/2027

NAME OF BIDDER: _____

BIDDER CONTACT NUMBER (S): _____

E-MAIL ADDRESS: _____

TOTAL BID AMOUNT (N\$) _____

Head of Procurement Management Unit

**Zambezi Regional Council
Private Bag 5002
Katima Mulilo, Namibia**

**Tel: +264-66-253709/261971/261700
Fax number: +264-66-253187**

**DELIVERY ADDRESS: ZAMBEZI REGIONAL COUNCIL, GROUND FLOOR IN THE BID BOX
CLOSING DATE & TIME: 30 OCTOBER 2026 @ 10H00**

SPECIFICATIONS
ANNEX I

NO.	DESCRIPTION	UNIT OF MEASURE	QUANTITY
1.	RISO INK SF-II S8113		10
2.	RISO MASTER SF – II S8188		10

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD

COMPLIANCE SHEET

Procurement Reference Number: **G/IQ/ZRC-...../2026/2027** Bidders should complete columns C and D with the specifications 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)
<i>A*</i>	<i>E*</i>	<i>C</i>	<i>D</i>
1.	RISO INK SF-II S8113		
2.	RISO MASTER SF – II S8188		

General Terms and Conditions Applicable

1. Purchaser

The Public Entity inviting the informal Quotation is the Purchaser for the purpose of entering into contract with the successful bidder.

2. Supplier

The Bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for 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 clarification at time of evaluating quotations,
- (b) Split the contract on an item basis or
- (c) Reject all quotations.
- (d) 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, you should please tick below, to indicate whether each of the following documents are attached.

NO.	DOCUMENT NAME/TITLE	PLEASE TICK
1.	Certified copy of the Close Corporation Certificate (issued in terms of Act 26 of 1988), Founding Statement. These Certification should clearly indicate the goods/services that the Supplier is registered to render.	
2.	Have an original/certified copy of valid good standing Certificate Namibia Revenue Agency (NAMRA).	
3.	Have an original/certified copy of valid good Standing Social Security Certificate.	
4.	Have a certificate indicating SME status, if available.	
5.	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:	
6.	All pages of the bidding document should be FULLY COMPLETED AND INITIALLED and business principles should be in line.	

