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 TONERS FOR THE DIRECTOR OFFICE

PROCUREMENT REF NO: G/IQ/ZRC-.100../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

REPUBLIC OF NAMIBIA

ZAMBEZI REGIONAL COUNCIL

DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS ARTS AND CULTURE

SUPPLY OF AND DELIVERY FOR THE PROCUREMENT OF TONERS FOR THE DIRECTOR OFFICE

PROCUREMENT REF NO: G/IQ/ZRC-.100./2026/2027

Dear Potential Bidder

The Zambezi Regional Council hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form, addressed to Mr Abraham Shikoyeni, Private Bag 5002, Katima Mulilo Namibia, marked quotation reference No: G/IQ/ZRC-..100/2026/2027. Your quotation should reach Zambezi Regional Council (Directorate of **Education, Innovation, Youth, Sports, Arts and Culture) on 30 OCTOBER** 2026.

Full Name of Head of Procurement Management Unit: Mr. Abraham **Shikoyeni**

ZAMBEZI REGIONAL COUNCIL Procurement Management Unit Katima Mulilo REPUBLIC OF NAMIBIA 2026 -10- 26

Date: .....

Signature: .....

SPECIFICATIONS
ANNEX I

NO.	DESCRIPTION	UNIT OF MEASURE	QUANTITY
1.	TONER 85 A		3
2.	TL-C2320E (PANTUM BM2300AW) TONER		4

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

Currency of Quotation: _____

ITEM NO	BRIEF DESCRIPTION OF SERVICES	QTY	UNIT OF MEASURE	UNIT PRICE (N$)	TOTAL PRICE (N$)
1.	TONER 85 A	3			
2.	TL-C2320E (PANTUM BM2300AW) TONER	4			
				SUB TOTAL	
				VAT @%	
				TOTAL	

Remarks: quantities may be increased or decreased by 10% at time of placement of order.

(a) Your quotation must be in a sealed envelope marked G/IQ/ZRC-.100./2026/2027
(b) Your presence during the opening of the quotation box is vital for transparency.
(c) Only companies registered for VAT may charge VAT and VAT registration number MUST be indicated on the quotation.
(d) All possible changes e.g. in time or the venue will be communicated to the supplier in advance.
(e) The following tests and inspections will be conducted on the goods at delivery:

- Inspect if the requested quantity has been delivered.
- Inspect the quality of goods delivered.

(f) The Zambezi Regional Council requests delivery to **Regional Office, Directorate of Education, Innovation, Youth, Sports, Arts and Culture (PROCUREMENT OFFICE).**

I/ we agree to supply the abovementioned good(s) at price quoted by me/us and subject to conditions specified overleaf.

DATE: .....

BIDDER'S SIGNATURE AND SEAL .....

(PLEASE SEE OVERLEAF)

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD

COMPLIANCE SHEET

Procurement Reference Number: **G/IQ/ZRC-100./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)
*A**	*B**	*C*	*D*
1.	TONER 85 A		
2.	TL-C2320E (PANTUM BM2300AW) TONER		

SCHEDULE 1
BID SECURING DECLARATION

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

Date: .....

Procurement Ref No.: G/IQ/ZRC-...../2026/2027.

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 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 bidding document.

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

Signed:
.....

Capacity of:

Name:
.....

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

Dated on _____ day of _____, _____

Corporate seal (stamp):

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 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:	
5.	**All** pages of the bidding document should be **FULLY COMPLETED AND INITIALLED** and business principles should be in line.	

6. **WITHIN THE BUDGET.**

5. **Bid Securing Declaration**

Bidder are required to subscribe to a Bid Declaration for this procurement process. The bidder shall furnish as part of its quotation, a Bid 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/Purchase Order Form as the case may be together with this informal Quotation form shall constitute the contract between Zambezi Regional Council and the Supplier.

8. Purchase Order

A supplier to whom a purchase order is issued must confirm the purchase order within three 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 on or before the date set in the purchase order for delivery of the goods.
(c) The purchase order shall be valid for 14 days and will be cancelled thereafter.

9. General Conditions of Contract

The general terms and conditions shall be as per the General Conditions of Contract **(GOODS)** Ref. No. **G/IQ/ZRC-100../2026/2027** posted in the website of the Policy Unit and on the Zambezi Regional Council.

10. 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.
(d)

11. Payment

The purchaser undertakes to effect payment within **30 days** after supply of the goods items to the satisfaction for the Purchaser and subject to the supplier submitting all required documents. Final payment shall be adjusted to reflect any non-compliance execution of the contract.