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-19/2026/2027

SUPPLY AND DELIVERY OF CARTRIDGES AND INK

Name of Bidder: .....

Contact Number of Bidder: .....

Email Address of Bidder: .....

Authorized Representative: .....

Total price: .....

Signature: .....

Closing Date & Time: 18 September 2026; at 10h00

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

Otjozondjupa Regional Council

Tel: (067) 303702/303619/304168
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P.O. Box 1682
Otjiwarongo
NAMIBIA

Letter of Invitation

To:

.....

.....

Procurement Reference Number: G/RFQ/OTRCED-19/2026/2027

Dear Sir/Madam,

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

SUPPLY AND DELIVERY OF CARTRIDGES AND INK

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 ***18 September 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*** ***enuahupirapi@gmail.com***

OTJOZONDJUPA REGIONAL COUNCIL
2026 -10- 30
PRIVATE BAG 1682
OTJIWARONGO
PROCUREMENT MANAGEMENT UNIT

Yours faithfully,

.....
Mrs. S.M.K Tuahuku
HEAD: PROCUREMENT MANAGEMENT UNIT

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

Otjozondjupa Regional Council reserves the right:

(a) to accept or reject any quotation; or

(b) 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 annexure for *Bid Securing Declaration*

(b) The List of Goods and Price Schedule in 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 ***[60]*** days from the date of submission deadline.

4. Eligibility Criteria or Documents to be attached

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

a) have a valid copy of Founding Statement certified by the Commissioner of Oath 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 Namibia Police
d) have a valid or certified by the Namibia Police 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 Commissioner of Oath
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 copy of partnership agreement in the case of partnership certified by the Namibia Police a valid joint venture agreement in the case of a joint venture or valid agreement in case of other similar arrangement;
h) Initial the whole document;

5. Bid Securing Declaration

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

6. Services Completion Period

The completion period for services shall be *14 days* after acceptance/issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the **Procurement Reference Number,** addressed to **The Secretary; Otjozondjupa Regional Council Procurement Committee; P.O. Box 1682; Otjiwarongo**; with the Bidder's name and contact information 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, 22 Henk Willems Street, Otjiwarongo; New Building on the Ground Floor, Block B not later than 18 September *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

Bids will be opened by the Bid Evaluation Committee together with the Procurement Committee Secretary in the Regional Council's Boardroom in the New Building at the Head Quarters in Otjiwarongo on the closing date at 10h00. Bidders or their representatives may attend the Bid Opening if they choose to do so.

10. Evaluation of Quotations

Otjozondjupa regional Council shall have the right to request for clarifications in writing during evaluation. The threshold amount will be determined by the Employer 5% under or above the threshold amount will be the, most responsive amount during evolution.

11. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However, evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements. Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13. Award of Contract

The Bidder having submitted the evaluated responsive quotation and qualified to supply the goods/items and related services 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 Agreement and General Conditions of Contract.

14. Notification of Award and Debriefing

Otjozondjupa Regional Council shall after award of contract 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 days. Furthermore, the

Otjozondjupa Regional Council shall attend to all requests for debriefing made in writing within (7) days of the unsuccessful bidders being informed of the award.

15. Payment

Payment will be made after delivery of goods upon presentation, by the supplier, of the signed Purchase Order and Invoice; within thirty (30) days.

16. Margin of Preference

1.1. 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%**

1.2. 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 -Declaration indicating the percentage of Namibian MSME ownership.
Woman owned enterprise	1%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate

Youth owned enterprise	2%	-Certified ID copies of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate
Previously Disadvantaged Person owned enterprise	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -Declaration indicating the percentage of Namibian PDPs ownership.
Suppliers providing environmental protection	1%	-Declaration and proof that the bidder meets the requirements set out in the bidding document.
Suppliers providing employment to Namibian	1%	- Certified ID copies Employees with a copy of the Social Security Certificate. -Declaration that the bidder employs 50% or more Namibian citizens.
TOTAL	10%	

13.3. 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:**

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 Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the DP prevail over any attachments. ***If your quotation is not authorised, it will be rejected****.]*

Quotation addressed to:	**Otjozondjupa Regional Council**
Procurement Reference:	**G/RFQ/OTRCED-19/2026/2027**
Subject matter of Procurement:	**SUPPLY AND DELIVERY OF CARTRIDGES AND INK**

I/We offer to provide the service listed in the attached List of Services 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.

I/We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instruction to Bidders.

I/We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

I/We have read and understood the content of the *Bid Securing Declaration* (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to *disqualification on the grounds mentioned in the BDS.*

The validity period of the Quotation is..... days from the date of the bid submission deadline.

I/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(5) and 56(2))

Date: .....**Day/month/year**

Procurement Ref No.: G/RFQ/OTRCED-19/2026/2027

To: Otjozondjupa Regional Council

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.]

SECTION III: SCOPE OF SERVICES

SUPPLY AND DELIVERY OF CARTRIDGES AND INK

[Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below.

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.	HP 913A Black Original PageWide Cartridge	4	Each		
2.	HP 913A Cyan Original PageWide Cartridge	4	Each		
3.	HP 913A Magenta Original PageWide Cartridge	4	Each		
4.	HP 913A Yellow Original PageWide Cartridge	4	Each		
5.	HP 55 / CE255A Original Black LaserJet Toner	6	Each		
6.	HP 35 / CB435A Original Black LaserJet Toner	2	Each		
7.	HP 85A / CE285A Original Black LaserJet Toner	7	Each		
8.	HP 938 / HP4S6X8PE Black Original Ink Cartridge	3	Each		
9.	HP 938 / HP4S6X Blue/Cyan Original Ink Cartridge	2	Each		
10.	HP 938 / HP4S6X Pink/Magenta Original Ink Cartridge	3	Each		
11	HP 938 / HP4S6X Yellow Original Ink Cartridge	2	Each		
12	HP 222A / W2220A Original Black LaserJet Toner	7	Each		
13	HP 222A / W222A Original Blue/Cyan Colour LaserJet Toner	6	Each		
14	HP 222A / W222A Original Pink/Magenta Colour LaserJet Toner	6	Each		
15	HP 222A / W222A	5	Each		

	Original Yellow Colour LaserJet Toner				
16	HP 410 / CF410A Original Black LaserJet Toner	2	Each		
17	HP 410 / CF41 Original Blue/Cyan Colour LaserJet Toner	2	Each		
18	HP 410 / CF41 Original Pink/Magenta Colour LaserJet Toner	2	Each		
19	HP 410 / CF41 Original Yellow Colour LaserJet Toner	2	Each		
20	HP 953XL Original Black Ink Cartridge	2	Each		
21	HP 953XL Original Pink/Magenta Colour Ink Cartridge	2	Each		
22	HP 953XL Original Yellow Colour Ink Cartridge	2	Each		
23	HP 953XL Original Blue/Cyan Colour Ink Cartridge	2	Each		
24	HP 05 / CE505A Original Black LaserJet Toner	2	Each		
25	Canon 017 Black Origional	2	Each		
		Subtotal			
				VAT @ % 15	
				Total	

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: G/RFQ/OTRCED-19/2026/2027 [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.	HP 913A Black Original PageWide Cartridge		
2.	HP 913A Cyan Original PageWide Cartridge		
3.	HP 913A Magenta Original PageWide Cartridge		
4.	HP 913A Yellow Original PageWide Cartridge		
5	HP 55 / CE255A Black LaserJet Toner		
6.	HP 35 / CB435A Black LaserJet Toner		
7.	HP 85A / CE285A Black LaserJet Toner		
8.	HP 938 / HP4S6X8PE Black Original Ink Cartridge		
9.	HP 938 / HP4S6X Blue/Cyan Original Ink Cartridge		
10.	HP 938 / HP4S6X Pink/Magenta Original Ink Cartridge		
11.	HP 938 / HP4S6X Yellow Original Ink Cartridge		
12.	HP 222A / W2220A Black LaserJet Toner		
13.	HP 222A / W222A Blue/Cyan Colour LaserJet Toner		
14.	HP 222A / W222A Pink/Magenta Colour LaserJet Toner		
15.	HP 222A / W222A Yellow Colour LaserJet Toner		

16.	HP 410 / CF410A Black LaserJet Toner		
17	HP 410 / CF41 Blue/Cyan Colour LaserJet Toner		
18	HP 410 / CF41 Pink/Magenta Colour LaserJet Toner		
19	HP 410 / CF41 Yellow Colour LaserJet Toner		
20	HP 953XL Black Ink Cartridge		
21	HP 953XL Pink/Magenta Colour Ink Cartridge		
22	HP 953XL Yellow Colour Ink Cartridge		
23	HP 953XL Blue/Cyan Colour Ink Cartridge		
24	HP 05 / CE505A Black LaserJet Toner		
23	Canon 017 Black		

Specifications and Performance Standard Compliance Sheet Authorised by:

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

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. EMPLOYER'S 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.....

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a Purchase Order and shall be subject to the General Conditions of Contract (GCC), G/RFQ/OTRCED-19/2026/2027

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.: G/RFQ/OTRCED-19/2026/2027

Description	**Attached (please tick if submitted and cross if not)**
Quotation Letter	
Priced Activity Schedule	
Performance Compliance Sheet	
Bid Securing Declaration	
Copy of the Company founding statement certified by the Commissioner of Oath	
Original or copy of a valid good standing Tax Certificate certified by the Commissioner of Oath	
Original or copy of a valid good standing Social Security Certificate certified by the Commissioner of Oath	
Valid copy of Affirmative Action Compliance Certificate certified by the Commissioner of Oath	
Signed written undertaking as contemplated in Section 138(2) of the Labour Act, 2007.	

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.*