**REPUBLIC OF NAMIBIA**
**OHANGWENA REGIONAL COUNCIL**

*Private Bag 88011*
*Tel: +264 65 -264300*
*Fax: +264 65-263033*
*Enqueries: F. Nalungu*

*Eenhana, Namibia*

*Erf: 113 Church Street*

05 November 2026

# EMPTYING AND CLEANING OF SEPTIC TANK AT OSHIKUNDE CONSTITUENCY OFFICE.

**Procurement Reference No: NCS/IQ/OHRC*17- 16/2025/2026***

**BID PRICE*: (VAT excl)*** ..... ***(VAT incl)*** .....
**Name of Bidder:** .....
**Contact person:** .....
**Contact number:** .....

INFORMAL QUOTATION (OTHER SERVICES)

Procurement **Ref. No NCS/IQ/OHRC*17- 16/2025/2026***

**To.** *(insert bidder's name)*
……
……

The ***Ohangwena Regional Council*** hereby invites you to submit your quotation for the services listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be sent or addressed to the Ohangwena Regional Council P/Bag 88011, Eenhana, Erf: 118 Church Street, Tel: 065-264300, at reception area, your quotation *clearly* marked with this, Ref. No. **NCS/IQ/OHRC*17- 16/2025/2026*** should reach the ***Ohangwena Regional Council*** before or on the **11 November 2026 by 10h00 at latest.**

**Full Name of Head of Procurement Management Unit**: Mr. Fillipus Shimhanda

OHANGWENA REGIONAL COUNCIL Procurement Management Unit 2026 -11- 05 Tel: 065-264300 Fax: 065-263033 Private Bag 88011 Eenhana

**Date:** ……

**Signature:** ……

**Priced Activity Schedule**

| Item No | Brief Description of Services | Quantity | Unit of Measure | Unit Price (N$) | Total Price (N$) |
|---|---|---|---|---|---|
| 1. | Emptying/Cleaning of the Septic tank at Oshikunde Constituency office and Disposal of Sewerage | 40.30 $m^3$ | $m^3$ | | |
| 2. | **Transport** (*Dr Abraham SSS Oxidation pond,- Oshikunde Village)* | | km | | |
| | | | | Sub Total | |
| | | | | VAT@% | |
| | | | | **Total** | |

***NB: Dr Abraham SSS Oxidation Pond, - Oshikunde Village.***

*Ohangwena Regional Council* requests delivery of service within **2 days.**
Bidder's proposed completion period: within …… days from date of placement of order.
Validity of offer: [……] days as from closing date set for submission of quotations.
Remarks *[ if any from Bidder*]:
……
I/We agree to supply the abovementioned services at price(s) quoted by me/us and subject to conditions specified overleaf.

Date…… Bidder's signature and seal ……

**SCHEDULE 1**

## BID SECURING DECLARATION

**(Section 45 of Act)**

**(Regulation 37(1) (b) and 37(5))**

**Date:** .....

**Procurement Ref No.:** .....

**To:** Ohangwena Regional Council P/Bag 88011 Eenhana, Church Street,
Tel: 065-264300,Fax:065-263033.

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.]
***delete if not applicable / appropriate***

**Republic Of Namibia**

**Ministry of Labour, Industrial Relations and Employment Creation**

**Written undertaking in terms of section 138 of the Labour Act, 2007 and section 50(2)(D) of the Public Procurement Act, 2015 as amended**

## 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: .....
.....

## 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.*

## General Terms and Conditions Applicable

### 1. Employer

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

### 2. Service Provider

The bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award and referred to as the Service Provider.

### 3. Rights of Public Entity

The Public Entity shall have the rights to

(a) ask for clarifications at time of evaluating quotations and

(b) reject all quotations.

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

### 4. Eligibility Criteria

The bidder or supplier must submit the following documents at the time of submitting a bid to a public entity, failing which the bidder or supplier must disqualified:

(a) a valid certificate of good standing with the Receiver of Revenue;

(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) As required by the Affirmative Action (Employment) Act, 1998 (Act No. 29 of 1998) –

(i) a valid affirmative action compliance certificate issued under section 41 of that Act;

(ii) an exemption issued under section 42 of that Act; or

(iii) a proof from the Employment Equity Commissioner that the bidder or supplier 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:

(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-operative 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, valid joint venture agreement in the case of a joint venture or a valid agreement in case of the similar arrangements, BUT a bidder or supplier who is a sole proprietor only needs to comply with the provisions of paragraph (a) to (d)

**PRICE AND MARGIN PREFERENCE**

The Margin of Preference on price offered will be applied to the qualifying Bidders in accordance with the **Code of Good on Preference,** issued by the Ministry of Finance and Public Enterprises through the Procurement Policy Unit (PPU). The lowest evaluated bid will be determined after the margin of preference has been applied where applicable.

If a bidder qualifies for margin of preferences on more than one basis, all such margins of preference must be granted to the bidder and, when considering the bid, the bid price shall be reduced with the amount determined in accordance with the formula below for the price evaluation purposes.

$$A = \frac{MP \times BP}{100}$$

**In which formula**

**(a) 'A'** represents the amount to be determined

**(b) 'MP'** represents the total percentage of all margins of preferences granted in respect and

**(c) 'BP'** represents the bid price.

**MARGIN OF PREFERENCE WHEN EVALUATING FOR EXCLUSIVE PREFERENCE**

| CATAGORIES OF BIDDERS | MARGIN OF PREFERENCE | DOCUMENT EVIDENCE TO BE SUBMITTED | CRETERIA |
|---|---|---|---|
| **Small and Medium Enterprise** | | Submit a certified copy of a valid original, **SME certificate** duly certified by the Commissioner of Oaths as issued by the Ministry of Industrialization, Trade and SME Development<br>Declaration indicating the percentage of Namibian SME ownership.<br>Oshana Regional Council reserves the rights to inspect and confirm the authenticity in the declaration. | A bidder who is an SME, means an enterprise that has a valid micro, Small and Medium Enterprises certificate issued by the Ministry responsible for trade, whose minimum equity is 51% owned by Namibians. |

| | | | |
|---|---|---|---|
| **Women Owned enterprise** | **1%** | Submit a certified copy of Identification Documents (IDs) of all shareholders<br>Founding statement/ company registration indicating ownership Structure by the Conunissioner of Oaths declaration indicating the percentage of Namibian female ownership.<br>Oshana Regional Council reserves the rights to inspect and confirm the authenticity of the information provided in the declaration. | |

| | | | |
|---|---|---|---|
| **Youth owned Enterprise** | **2%** | Submit a certified copy Identification Documents (IDs) of all shareholders<br>Founding statement/company registration indicating ownership structure/ shareholder certificate by the Commissioner of Oaths in Namibian. Individuals between the ages of 16 and 35 are classified as youth. According to Section I of the National Youth Council Act, 2009 Act 3 of 2009, 'youth" refers to a person who is between the ages of 16 and 235. The age of an individual will be determined based on their Identification indicating the percentage of Namibian youth ownership. Oshana Regional Council reserves the rights to inspect and confirm the authenticity of the information provided in the declaration. | A bidder who is a youth or whose minimum equity is 51% owned by Namibian youths |
| **Total margin of preference** | **4%** | | |

**Award will be given to a bidder whose price is substantially responsive in accordance with the least cost selection method after applying the code of good practices.**

1. **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. Award of contract shall be by issue of a Purchase Order and Claim Form in accordance with terms and conditions contained in Section VI & VII: Contract Agreement and General Conditions of Contract.

**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. Validity of the quotation**

The quotation should be valid for **60 days** from the due date of the submitting quotations.

**7. 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.

**8. 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 Service Provider

**9. Purchase Order**

A service provider 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 services on or before the date set in the purchase order for delivery of the services.
(c) the purchase order shall be valid for *30* days only and will be cancelled thereafter.

**10. General Conditions of Contract N/A**

The general terms and conditions shall be as per the General Conditions of Contract (Services).

**11. Project Manager**

The Project Manager is the person appointed by the Employer responsible for supervising the execution of the services and administrating the contract.

**12. Advanced payment**

Advance payment is not applicable.

**13. Payment**

The Employer undertakes to effect payment within 30 days after completion of the services to the satisfaction of the Client subject to the Service Provider making goods all defects and submitting all required documents to initiate payment. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

**14. Insurance Cover *N/A***

**15. Performance Security *N/A***

**16. Liquidated damages *N/A***