REPUBLIC OF NAMIBIA

OMUSATI REGIONAL COUNCIL

**PROCUREMENT MANAGEMENT UNIT**

Tel: +264-65-251800
Fax: +264-65-251078
E-mail: pmu-queries@omusatirc.gov.na
Ref No: 9/2/18/7
Enq: Ms. Tulimewawa P.Kiimba

P/ Bag 523
OUTAPI

05 November 2026

# Request for Sealed Quotations
# For Goods

## Purchasing of Office Furniture for Division Lands Omusati

| | |
|---|---|
| **Name of bidder** | |
| **Contact phone number** | |
| **Bid Amount in Numbers** | |
| **Bid Amount (in words)** | |

## Procurement Reference No: G/RFQ/ORC-41/2026/2027

OMUSATI REGIONAL COUNCIL
PRIVATE BAG 523 OUTAPI
PROCUREMENT MANAGEMENT UNIT
05 NOV 2026
Tel: 065-251019
Fax: 065-251078

**REPUBLIC OF NAMIBIA**

OMUSATI REGIONAL COUNCIL

**PROCUREMENT MANAGEMENT UNIT**

Tel: +264-65-251800
Fax: +264-65-251078
E-mail: pmu-queries@omusatirc.gov.na
Ref No: 9/2/18/7
Enq: Ms Tulimewawa P Kiimba

P/ Bag 523
OUTAPI

05 November 2026

**Letter of Invitation**

***To Potential Bidders***

_____

_____

_____

**Reference Number: G/RFQ/ORC-41/2026/2027**

Dear Sir/Madam,

**SUPPLY AND DELIVERY OF OFFICE FURNITURE FOR DIVISION LANDS-OMUSATI**

1. The Omusati Regional Council invites you to submit your best quote for the goods described in detail hereunder.
2. Any resulting contract shall be subject to the terms and conditions referred to in the document. Queries, if any, should be addressed to to **Mr. Martin Ausiku, Tel, 065-251019, pmu-queries@omusatirc.gov.na**
3. Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.
4. Your Quotation should reach Omusati Regional Council on or before **11 November 2026 at 11h00**

Yours faithfully,

**Martin Ausiku**
**Head of Procurement Management Unit**

OMUSATI REGIONAL COUNCIL
PRIVATE BAG 523 OUTAPI
PROCUREMENT MANAGEMENT UNIT
05 NOV 2026
Tel: 065-251019
Fax: 065-251078

**PUBLIC PROCUREMENT ACT, 2015 (ACT NO. 15 OF 2015) as amended**
INTRODUCTORY PROVISIONS

**Definitions**

**"Affidavit"–** a written statement confirmed by oath or affirmation, for use as evidence in court.

**"Accounting Officer"** means the accounting officer of a public entity or if the accounting officer is absent or is for any other reason unable to perform his or her functions.

(i) A person acting accounting officer with the written authority of the accounting officer, or a person appointed as acting accounting officer in terms of section 21 (1) (a) of the Public Service Act, 1995 (Act No. 13 of 1995; and

(ii) In the case of a public entity governed by a board, local authority, regional council or a similar governing body the person acting as accounting officer with the written authority of the board, local authority council, regional council or governing body.

**"Associate** "means the relation to the disclosure of interest which includes:

(a) A co-shareholder of a company incorporated under Chapter 4 of the Companies Act, 2004 (Act No. 28 of 2004) Or an entity established by an Act of Parliament including subsidiaries of such an entity.
(b) A co-member of a close corporation contemplated in section 2 of the Close Corporations
(c) A person to whom one has granted or whom one has received a general power of attorney
(d) A trustee or beneficiary of a trust contemplated in section 1 of the Trust Monies Protection Act, 1934 (Act No. 36 of 1934).
(e) Co-members of a co-operative registered under the Co-operatives Act, 1996 (Act No. 23 of 1996); or
(f) Partners in a partnership or joint venture or similar arrangement

**"Bid"** means an offer or proposal submitted in response to a request to supply goods, works or services, or any combination thereof, and, where applicable includes any prequalification process.

**"Bidder"** means a participant in procurement or prequalification process and includes a contractor.

**"Bidding document"** (a) means any document issued by a public entity on the basis of which bidder prepare bids.
(b) including any document which contains instructions to bidder, specification, maps, designs, terms of references, evaluation criteria, bills of quantities, conditions of contract or other similar items.

**"Close relative"** means a spouse, child, grandchild, parent or sibling, cousin, nephew, niece, aunt, uncle, father-in-law, mother-in-law, son in law, daughter in law, brother-in-law, and sister-in-law

**"Contractor"** means a person who has entered into a procurement contract with a public entity.

**"Days"** means calendar days including Saturdays, Sundays and Public Holidays

**"Goods"**- means objects of every kind and description, including commodities, raw materials manufactured product and equipment.

OMUSATI REGIONAL COUNCIL
PRIVATE BAG 523 OUTAPI
PROCUREMENT MANAGEMENT UNIT
05 NOV 2026
Tel: 065-251019
Fax: 065-251078

**"Guidelines"**- means guidelines issued in terms of section 7.

**"Local supplier"** means a supplier who complies with the criteria stated in section 71 (3) and whose goods, works or services complies with the minimum local content as may be determined by the Minister in the codes of good practice issued in terms of section 70

**"Non-consultancy services"** means any service other than consultancy services and services incidental to the supply of goods or the execution of works.

**"Policy unity"** – means the Procurement Policy Unit established in terms of section 6;

**"Prescribed"** – Means prescribed by regulation

**"Procurement"** means the acquisition of goods, works, consultancy service or non-consultancy services by any means, including purchase, rental, lease or hire purchase.

**"Procurement Committee"** means the procurement Committee of a public entity constituted in terms of section 25;

**"Procurement Management Unit"** means the division or department in a public entity that is responsible for the execution of procurement functions constituted in terms of section 25;

**"Procurement contract"** means a contract between a public entity and a supplier resulting from a procurement process.

**"Public entity"** – means any office ministry of agency of the Government and includes

(a) A local authority
(b) A regional council
(c) A public enterprise as referred to in the public Enterprises Governance Act, 2006 (Act No. of 2006),
(d) A body or trust that is owned or controlled by the Government, when engaged in any procurement individually or in consortium, and
(e) An entity declared as public entity in terms of section 5 of the Public Procurement Act.

**"Services"** means any object of procurement, a contract or framework agreement for consultancy and non-consultancy services.

**"Works"** means any work associated with the construction, reconstruction, demolition, repair or renovation, site preparation, excavation, erection, building, installation of equipment or materials, decoration and finishing, as well as services incidental to construction such as drilling, mapping, satellite photography, seismic investigations and similar services.

**"Supplier"** means a person delivering goods, works, consultancy services or other services.

**"Responsive"** in a relation to a bid, means responsive to the basic requirement of a bid regarding ability to perform and complete on time.

**"Threshold"** means a threshold amount prescribed for the procurement of goods, works and consultancy services or non-consultancy services, including disposal of assets for the mandatory application of prescribed process.

OMUSATI REGIONAL COUNCIL
PRIVATE BAG 523 OUTAPI
PROCUREMENT MANAGEMENT UNIT
05 NOV 2026
Tel: 065-251019
Fax: 065-25[illegible]

**"Margin of preference"** means a percentage of price preference given to a bidder who meets the specified criteria as determined in paragraph 9 and 10.

**"Micro, Small, and medium enterprise"** Means an enterprise that has a valid micro, small and medium enterprise certificate issued by the ministry responsible trade.

**"Price preferences"** means a percentage by which offered bid prices for goods, works or services are reduced for purposes of bid evaluation as a margin of preference scored by a bidder from a specific category of local suppliers.

**"Reservations"** means the setting a side of certain goods, works or services for procurement by public entities or the board exclusively from local suppliers.

**"Value for money"** means the most advantageous combination of price and quality that makes a product or services fit for purpose and will achieve required outcomes of a buyer.

**"Youth"** means as defined in section 1 of the National Youth Council (Act No.3 of 2009).

**"Previously disadvantaged"** Persons means person contemplated in Article 23(2) of the Namibian Constitution an includes-

(a) Women; and
(b) Persons with any disability as defined in the National Disability Council Act, 2004 (Act No. 26 of 2004).

**"Exclusive Preferences"** means the preference given to local suppliers in the procurement, or evaluation of bids for the procurement of goods, works and services reserved in terms of section 72 of the Act.

**"Namibian Citizen"** means a citizen of Namibia by Virtue of Article 4 of the Namibian Constitution and the Namibian Citizenship Act, 1990 (Act No. 14 of 1990.

OMUSATI REGIONAL COUNCIL
PRIVATE BAG 523 OUTAPI
PROCUREMENT MANAGEMENT UNIT

05 NOV 2026

Tel: 065-251019
Fax: 065-251078

OMUSATI REGIONAL COUNCIL
PRIVATE BAG 523 OUTAPI
PROCUREMENT MANAGEMENT UNIT
05 NOV 2025
Tel: 065-251019
Fax: 065-251078

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The Omusati 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 services 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.

### 3. Validity of Quotations

The Quotation validity period shall be 180 calendar days from the date of submission deadline.

### 4. Eligibility Criteria

A bidder or supplier is disqualified from bidding if such bidders or supplier] In addition to other documents or information which may be required from a bidder or supplier, 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 be disqualified

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

(a) have a valid company Registration Certificate/certified copy

(b) have an original valid Good Standing Tax Certificate or A valid certified copy of an original document, as certified by Commissioner of Oath appointed in term of the Justice of the peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963) as amended/certified copy.

(c) have valid certificate/certified copy of a good standing with the Social Security commission or, in the case where a company has no employees confirmation letter from the Social Security Commission **or original printouts of these online Social Security Good Standing certificates will be accepted as valid documents in terms of section 50(2) of Public Procurement Act no.15 of 2015 as amended.**

(d) have original valid / certified 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 or A valid certified. copy of an original document, as certified by Commissioner of Oath appointed in

term of the Justice of the peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963) as amended.

(e) 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 partnership agreement in the case of a partnership, (iv) a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements,

(f) Submit signed Bid-securing Declaration.

(g) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof, and.

(h) Declaration of margin of preference in terms of local content (Annexure 9 of issuance of code of Good Practice on preferences).

(i) All bidders qualified for margin of preference exclusive preference will be evaluated in terms of notices of issuance for Code of good practice as per Annexure 1, Annexure 4, Annexure 5, Annexure 6, Annexure 8 and Annexure 9.

(j) Staff members of the public entity; members of the board or its staff members, or members of a board, local Authority, regional council or similar governing body may not participate, either personally or through an entity corporate in which he or she has a financial, economic or personal interest, as a bidder or supplier in a procurement process conducted by the board or public entity (Section 66 of Act No.15 of 2015).

(k) Attach certified copy of company owner ID

(l) Accept GRN purchase orders

(m) **NB: All obligatory documents should be certified with both police date stamp and certifier stamp**

OMUSATI REGIONAL COUNCIL
PRIVATE BAG 523 OUTAPI
PROCUREMENT MANAGEMENT UNIT
05 NOV 2026
Tel: 065-251019
Fax: 065-251078

**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.

**6. Delivery**

Delivery shall be **within 14 calendar days,** after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted.

6.1. The following inspections will be conducted on the goods at delivery:

As per descriptions of specified services of all items as indicated in price schedule.

**7. Sealing and Marking of Quotations**

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Omusati Regional Council, Private Bag 523 Outapi, with the Bidder's name and contact information at the back of the envelope.

OMUSATI REGIONAL COUNCIL
PRIVATE BAG 523 OUTAPI
PROCUREMENT MANAGEMENT UNIT
05 NOV 2026
Tel: 065-251019
Fax: 065-251078

**8. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at Registry Office (D-7), Omusati Regional Council, not later than **11 November 2026 at 11h00**. Quotations by post or hand delivered should reach Omusati Regional Council, Erf 1080 Namaungu Street, Private Bag 523, Outapi by the same date and time at latest. Late quotations will be rejected, and quotations received by e-mail will not be considered.

**9. Opening of Quotations**

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration and obligatory documents will be posted on the website of the Omusati Regional Council and EGP Portal, https://egp2.gov.na/EGoProcClient and available to any bidder on request within three calendar days of the Opening.

**10. Evaluation of Quotations**

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference (Code of Good practice) where applicable, to determine the lowest evaluated quotation.

**11. Technical Compliance**

Bidders shall submit along with their quotation's documents, catalogues, and any other literature relevant documents to substantiate compliance with the required specifications and to qualify deviations if any with respect to Omusati Regional Council 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 services shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

**13. Margin of Preference**

13.1. Margin of preference should comply with annexure 1, 2, 5, 6, 8 and 9 of the Code of Good Practice on preference, issued in terms of Section 71 and 72 of the Public Procurement act No.15 of 2015 as amended.

13.2. Cost structure for value added calculation per product for the procurement of goods (Annexure 1)

13.2 Margin of preferences applicable to exclusive preferences to local supplies. Determined by the formula A= MP x BP
100

PRIVATE BAG 52, OUTAPI
PROCUREMENT MANAGEMENT UNIT
05 NOV 2020
Tel: 065-251019
Fax: 065-251078

## ANNEXURE 1

**COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT**

**(Paragraph 1)**

| | | |
|---|---|---|
| | **Product 1** | **Product 2** |
| | **N$** | **N$** |
| **(a) Raw Materials, Accessories & Components** | | |
| • Value of Import (including cost, Insurance, Freight)<br>• Local (value Added Tax and Excise duty fee)<br>• Local (Cost, Insurance, freight) | ..... | |
| | | |
| **(b) Labour Cost** | | |
| • Direct Labour<br>• Clerical Wages<br>• Salaries to Management | ..... | |
| | | |
| **(c) Utilities** | | |
| • Electricity<br>• Water<br>• Telephone | ..... | |
| **Depreciation** | | |
| **Interest on loans** | | |
| **Rent** | | |
| **Other (please specify)** | | |
| | | |
| **TOTAL COST** | | |
| **COST OF IMPORTED INPUTS** | | |
| **LOCAL VALUE ADDED** | | |
| **% LOCAL VALUE ADDED** | | |
| **TOTAL COST** | | |

**Local Value Added = Total cost of imported inputs x 100**
**Total Cost**

**NB! The cost structure must be certified by a Certified Accountant**

OMUSATI REGIONAL COUNCIL
PRIVATE BAG 62, OUTAPI
PROCUREMENT MANAGEMENT UNIT
05 NOV 2026
Tel: 065-251019
Fax: 065-251078

**ANNEXURE 2**

**GOODS**

(Paragraph 5 (2) (a)

**Procurement of Maintenance Materials for Directorate of Health and Social Services**

| |
|---|
| Filling cabinets with 4 drawers color brown/ grey metal |
| |

**ANNEXURE 5**

**INDICATE CRITERIA FOR APPLYING MARGIN OF PREFERENCE TO QUALIFYING BIDDERS (EXCLUSIVE PREFERENCES)**

**(Paragraph 7(c))**

| **Category of bidder** | **Criteria** |
|---|---|
| Manufacture | A bidder who is a manufacture as defined in paragraph 1 whose minimum equity is 51% owned by Namibians |
| MSME | A bidder who is a MSME as defined in paragraph 1 whose minimum equity is 51% owned by Namibians |
| Women owned enterprise | A bidder who is a woman or whose minimum equity is 51% owned by Namibian women |
| Youth owned enterprise | A bidder who is a youth or whose minimum equity is 51% owned by Namibian youths |
| PDP owned enterprise | A bidder who is a PDP or whose minimum equity is 51% owned by Namibian PDPs |
| Suppliers providing environment protection | A bidder that promotes the protection of the environment, maintain ecosystems and sustainable use of natural resources as specified by the public entity in the bidding document |
| Suppliers providing employment to Namibians | A bidder who employs 50% or more Namibian citizens |

OMUSATI REGIONAL COUNCIL
PRIVATE BAG 823 OUTAPI
PROCUREMENT MANAGEMENT UNIT
05 NOV 2026
Tel: 065-251019

## ANNEXURE 6:

## INDICATE MARGIN OF PREFERENCES WHEN EVALUATING FOR EXCLUSIVE PREFERENCES

**(Paragraph 9(2))**

| Category | Margin of preference | Documentary evidence |
|---|---|---|
| Manufacturer | 2 percent | -Certificate of registration from a registering authority<br>-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. |
| MSME | 1 percent | -SME registration certificate<br>-Declaration indicating the percentage of Namibian MSME ownership |
| Women owned enterprise | 1 percent | -IDs of all shareholders<br>-Founding statement /company registration indicating ownership structure/ shareholder certificates<br>-Declaration indicating the percentage of Namibian female ownership |
| Youth owned enterprise | 2 percent | -IDs of all shareholders<br>-Founding statement/company registration indicating owner structure/shareholder certificate<br>-Declaration indicating the percentage of Namibian youth ownership |
| PDP owned enterprise | 2 percent | -IDs of all shareholders<br>-Founding statement/ company registration indicating owner structure/shareholder certificate<br>-Declaration indicating the percentage of Namibian PDPs ownership |
| Supplier promoting Environmental protection | 1 Percentage | -Declaration and proof that the bidder meets the requirements set out in the bidding document |
| Services rendered by Namibian citizens | 1 percent | Declaration that the Bidder employs 50% or more Namibian citizens |
| **TOTAL** | **10%** | |

OMUSATI REGIONAL COUNCIL
PRIVATE BAG 5726 OUTAPI
PROCUREMENT MANAGEMENT UNIT
05 NOV 2026
Tel: 065-251019
Fax: 065-251078

## ANNEXURE 8:

## HOW MARGIN OF PREFERENCES SHOULD MUST BE APPLIED TO DIFFERENT NATURE OF PROCUREMENTS

**(Paragraph 10(5))**

| PROCUREMENT | MARGIN OF PREFERENCE |
|---|---|
| **GOODS** | |
| Namibian shareholding | 3% |
| Goods- (Manufacture, grown, mined, extracted) | 4% |
| Namibian employees | 3% |
| **TOTAL** | **10%** |

## ANNEXURE 9

## LOCAL CONTENT

**(Paragraph 1, 7(b) and 8(c)**

| Nature of procurement | Minimum local content |
|---|---|
| Goods | 40% or more of the manufacturing costs of the goods, if the goods are manufactured in Namibia or if they are grown, mined or extracted in Namibia |

**14. Financial Qualification**

Only bidders whose bid amount is within 15% below the estimated amount shall be deemed compliant and shall be accepted and those above the estimated amount will not be considered. In case where more than one bidder meets all the requirements, margin of preference scores will be used as additional criteria to determine the lowest bid. The estimate amount must be made up to 70% of the market research plus 30% of the average bid quotations.

**15. 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/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

**16. Notification of Award and Debriefing**

The Omusati Regional Council shall after award of contract promptly inform all unsuccessful bidders the name and address of the successful bidder and the contract amount and post a Notice of Award on E-GP within five (5) calendar days. Furthermore, the Omusati Regional Council shall attend to all requests for debriefing made in writing within Seven (7) calendar days of the unsuccessful bidders being informed of the award.

**17. Liquidated damage**

The Service Provider shall pay liquidated damages for non-delivery to the Employer at 1% per day with maximum of 4% of the whole contact price. The employer may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider`s other liabilities.

**18. Purchase order**

A supplier to whom a purchase order is issued must confirm the purchase order within **three (3) calendar days of receipt of the purchase order** and;

(a) May not change or alter the terms of the purchase order; and
(b) The purchase order shall be valid for thirty (30) calendar days only and will be cancelled thereafter.

OMUSATI REGIONAL COUNCIL
PRIVATE BAG 523 OUTAPI
PROCUREMENT MANAGEMENT UNIT
05 NOV 2026
Tel: 065-251019
Fax: 065-251078

PROCUREMENT MANAGEMENT UNIT

05 NOV 2026

Tel: 065-251019
Fax: 065-251078

## 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 RFQ prevail over any attachments. **If your quotation is not authorised, it will be disqualified**.

| | |
|---|---|
| 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, 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 Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to [forfeiture of the security amount / disqualification on the grounds mentioned in the BD].

The validity period of the Quotation is _____ days [insert number of 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 | |

OMUSATI REGIONAL COUNCIL
PRIVATE BAG 623 OUTAPI
PROCUREMENT MANAGEMENT UNIT
05 NOV 2026
Tel: 065-251019

**BID SECURING DECLARATION**
**(Section 45 of Act)**
**(Regulation 37(1)(b) and 7(5))**

**Date:** .....

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

**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 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***

PROCUREMENT MANAGEMENT UNIT
05 NOV 2026
Tel: 065-261019
Fax: 065-261073

**Republic of Namibia**

**Ministry of Justice and Labour Relations**

## Written undertaking in terms of Section 138 of the Labour Act, 2007 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:.....

Tel No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

OMUSATI REGIONAL COUNCIL
PRIVATE BAG 525 OUTAPI
PROCUREMENT MANAGEMENT UNIT

05 NOV 2023

Tel: 065-251019
Fax: 065-251078

## 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.*

OMUSATI REGIONAL COUNCIL
PRIVATE BAG 523 OUTAPI
PROCUREMENT MANAGEMENT UNIT

05 NOV 2026

Tel: 065-251019
Fax: 065-251078

**SECTION III: LIST OF GOODS AND PRICE SCHEDULE**

**QUOTATION FOR: PROCUREMENT OF MAINTENANCE MATERIALS FOR DIVISION LANDS**

**BID REFERENCE NO: G/RFQ/ORC-41/2026/2027**

| INSTRUCTIONS TO THE PUBLIC BODY | INSTRUCTIONS TO BIDDERS |
|---|---|
| At time of preparation of the RFQ, Columns A to I shall be filled in by the Public Entity. | Bidders shall fill-in columns F, G & H and fill the total<br>E= mark with a *if an equivalent is quoted<br>F= Rate per unit G=Total price for one item (C x F)<br>• If an equivalent is quoted, please attach to your quote appropriate technical information & specification<br>• Bidders shall fill in and sign the bottom section of this page |

| A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|
| **Item no.** | **Description of Goods** | **Quantity required** | **Unit of measures** | * | **Price per unit NAD[1]** | **Total price without VAT NAD** | **VAT: NAD** |
| 1. | Filling cabinets with 4 drawers color brown/ grey metal | 20 | each | | | | |
| | | | | **Transport costs** | | | |
| | | | | **Sub-Total** | | | |
| | | | | **VAT @ 15%** | | | |
| | | | | **Grand Total** | | | |

| | | | |
|---|---|---|---|
| NAME: | POSITION: | SIGNATURE: | DATE: |
| NAME OF BIDDER: | ADDRESS: | | |

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

   Currency: ..... Exchange Rate: .....

   If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

   Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

## 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.

| Item No | Specifications and Performance Required | Compliance of Specifications and Performance Offered | Details of Non-Compliance/ Deviation (if applicable) |
|---|---|---|---|
| *A** | *B** | *C* | *D* |
| | | | |
| 1. | Filling cabinets with 4 drawers color brown/ grey metal | **20** | |

**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/ORC-41/2026/2027** on the e-GP portal, except were 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.

OMUSATI REGIONAL COUNCIL
PRIVATE BAG 523 OUTAPI
PROCUREMENT MANAGEMENT UNIT

05 NOV 2026

Tel: 065-251019
Fax: 065-251078

OMUSATI REGIONAL COUNCIL
PRIVATE BAG 523 OUTAPI
PROCUREMENT MANAGEMENT UNIT
05 NOV 2026
Tel: 065-251019
Fax: 065-251078

## SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/ORC-41/2026/2027**

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**<br>**GCC 1.1(h)** | The purchaser is: Omusati Regional Council, Divison Lands-Omusati. |
| **Site**<br>**GCC 1.1(m)** | The Site/final destination for delivery of the goods is: Divison Lands-Omusati |
| **Incoterms Edition**<br>**GCC 4.2(b)** | Incoterms shall be governed by the rules prescribed in Incoterms: Delivery Duty Paid (DDP). |
| **Notices**<br>**GCC 8.1** | Any notice shall be sent to Omusati Regional Council, Erf No: 1080, Namaungu Street, Private Bag 523, Outapi, Telephone: 065-251019 and e-mail: pmu-queries@omusatirc.gov.na<br>and the contact name shall be: Mr. Martin Ausiku.<br><br>**For the Supplier,** the address and contact name shall be:<br>_____<br>_____<br>_____<br>_____<br>_____ |
| **Disputes**<br>**GCC 10.2** | The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be in terms of Section 57 and 59 of Public Procurement Act 2015 as amended. |
| **Delivery and Documents**<br>**GCC 13.1** | The Goods are to be delivered within **(14) calendar days,** after acceptance of Purchase Order or Letter of Acceptance.<br>Letter of Acceptance.<br>The documents to be furnished by the Supplier are:<br>(a) Signed delivery note. |
| **Price Adjustment**<br>**GCC 15.1** | The price charge for the goods supplied and the related Services performed shall NOT as appropriate be adjustable. |

| Subject and GCC clause reference | Special Conditions |
|---|---|
| **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 (30) calendar days or as the case may be 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:<br>**On Acceptance:** The Contract Price of goods received shall be paid no later than thirty (30) calendar days or as the case might be 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. |
| **Insurance GCC 24.1** | Insurance shall be governed by the rules prescribed in Incoterms 2020. Delivery Duty Paid (DDP). |
| **Transportation GCC 25** | The Goods shall be, Directorate of Education, Innovation, Youth, Sports, Arts and Culture, Professional Development Sub-division. |
| **Inspection and Test GCC 26.1** | The inspection shall be at: Division Lands-Omusati |
| **Location of Inspection and Tests GCC 26.2** | The inspections shall be conducted at Division Lands-Omusati |
| **Liquidated Damages GCC 27.1** | Liquidated damages for the whole contract are *1%* per day. The maximum amount of liquidated damages for the whole contract is 4% of the final contract price. |



**Procurement Reference** _____

**QUOTATION CHECKLIST SCHEDULE**

| Description | Attached | Not Attached |
|---|---|---|
| Quotation Letter | | |
| List of Goods and Price Schedule | | |
| Specification and Compliance Sheet | | |
| Bid Securing Declaration | | |
| Evidence for conformity of Goods | | |
| Certified copy of shareholder/owner Identity document | | |
| Accepting GRN purchase order (*tick yes/no*) | Yes | No |
| **NB: All pages of mandatory documents should be certified with police date stamp and certifier stamp** | | |

