REPUBLIC OF NAMIBIA

OMUSATI REGIONAL COUNCIL

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Erf 1080 Namaungu Street
Private Bag 523
OUTAPI

05 November 2026

Small Value Procurement for Goods

Bidding Document

Procurement of Office Equipment for Division Lands Omusati.

Name of Bidder: .....

E-mail of Bidder: .....

Contact No. of Bidder: .....

Bid Amount in Number: .....

Bid Amount in words: .....

Reference No: G/IQ/ORC- 18/2026/2027

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PROCUREMENT MANAGEMENT UNIT
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INTRODUCTORY PROVISIONS

Definitions

"Accounting Officer"- means accounting officer of a public entity; or if the accounting officer is absent or is for any reason unable to perform his or functions;

(i) A person acting as accounting officer with the written authority of the accounting officer or a person appointed as acting accounting officer in terms of section 1(1)(a) of the public Service Act, 19995 (Act No. 13 of 1995); and

(ii) In the case of a public entity governed by a board, local authority council, 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:

i. A co-shareholder of a company incorporated under Chapter 4 of the Companies Act, 2004 (Act No. 28 of 2004) 0r an entity established by an Act of Parliament including subsidiaries of such an entity.
ii. A co-member of a close corporation contemplated in section 2 of the Close Corporations
iii. A person to whom one has granted or whom one has received a general power of attorney
iv. A trustee or beneficiary of a trust contemplated in section 1 of the Trust Monies Protection Act, 1934 (Act No. 36 of 1934).
v. Co-members of a co-operative registered under the Co-operatives Act, 1996 (Act No. 23 of 1996); or
vi. 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 pre- qualification process;

"Bidder"- means a participant in procurement or prequalification process, and includes a contractor;

"Bidding Document"- means any document issued by a public entity on the basis of which bidders prepare bids; and includes any document which contains instructions to bidders, specification, maps, designs, terms of reference, work schedules, evaluation criteria, bills of quantities, conditions to contract and 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

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"Days" means calendar days including Saturday, Sunday or public holidays.

"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.

"Guidelines"- means guidelines issued in terms of section 7;

"Goods"- means objects of every kind and description, including commodities, raw materials, manufactured products and equipment's, industrial plant, objects in solid, liquid or gaseous form, electricity, as well as services incidental to the supply of goods such as freight and insurance;

"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

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.

"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.

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

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

"Public Entity"- means any office, ministry or agency of the Government, and includes – a local authority, a regional council, a public enterprise as referred to in the Public Enterprises Governance Act, 2006 (Act No. of 2006), a body declared as public entity in terms of section 5 and a body or trust that is owned or controlled by the Government;

"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.

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"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).

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

"Supplier"- means a person delivering goods, works, consultancy services or other services;

"Small value procurement" means a public entity may procure small quantities of goods, small works and services, which do not exceed the threshold without resorting to a formal competition.

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

"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).

SMALL VALUE PROCUREMENT (GOODS)

Procurement Ref. No: G/IQ/ORC- 18/2026/2027

To: Potential Bidders

The Omusati Regional Council hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose and should be addressed to Mr. Martin Ausiku, Omusati Regional Council, Erf 1080 Namaungu Street, Private Bag 523, Outapi. Your quotation should reach Omusati Regional Council on or before **11 November 2026, by 11h00** at the latest.

Date: 05/11/2026 **Signature**

Title of Officer: Acting PMU Head

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Price activity schedule 1

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (N$)	Total Price (N$)
A*	B*	C*	D*	E	F
1	Distance Measuring Wheel-Digital	1	each		
2	Staff Attendance IN/OUT Board	1	each		
3	Jerry Can Petrol Metal 20L Heavy Duty	1	each		
4	Shredding Machine	1	each		
			Transport costs		
			Subtotal		
			VAT @ 15%		
			Total		

Enter 0% VAT rate if VAT exempt.

(a) Omusati Regional Council requests delivery within 14 calendar days as from the date of placement of order.
(b) Delivery Date: within .....calendar days from date of placement of order.
(c) The tests and inspections will be carried out/conducted on the goods at delivery.
(d) Validity of offer: 180 calendar days as from closing date set for submission of quotations.

I/We agree to supply the above-mentioned goods at price(s) quoted by me/us and subject to conditions specified overleaf.

Date..... Bidder's signature and stamp.....

BID SECURING DECLARATION
(Section 45 of Act) (Regulation 37(5) and 56(2)

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 /We are* not the successful Bidder

Signature: .....

Capacity/Position.....

Name: .....

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

Dated on _____ day of _____20____

Corporate Seal/Stamp: .....

[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***

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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: .....

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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 13 8 of the Labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature: .....

Date: .....

Seal/Date Stamp:.....

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.*

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General Terms and Conditions Applicable

1. **Purchaser**
   The Omusati Regional Council is hereby inviting the Informal Quotation for the purpose of entering contract with the successful bidder.

2. **Supplier**
   The Bidder having given the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for the 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 clarifications at the time of evaluating quotations,
   (b) Split the contract on an item basis or
   (c) Reject all quotations.
   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:

   (a) Have valid original document; or a valid certified copy of Good Standing Tax Certificate, as certified by a commissioner of Oath appointed in terms of the Justices of Peace and Commissioners of Oaths Act, 1963 (Act No. of 1963) as amended.

   (b) Have valid original document; or a valid certified copy of Good Standing Social Security Certificate, as certified by a commissioner of Oath appointed in terms of the Justices of Peace and Commissioners of Oaths Act, 1963 (Act No. of 1963) as amended **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 no.15 of 2015 as amended. www.scc.org.na**

   (c) Have a 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 as certified by a commissioner of Oath appointed in terms of the Justices of Peace and Commissioners of Oaths Act, 1963 (Act No. of 1963) as amended.
   (d) Have a written undertaking as contemplated in section 138(2) of the Labour Act, 2007, (Act No. 11 of 2007); and

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(e) a valid of -

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

but a bidder or supplier who is a sole proprietor only needs to comply with the provisions of paragraph (a) to (d)

(f) Have a certificate indicating SME Status (for Bids reserved for SMEs)

(g) Submit a signed Bid Securing Declaration; as per instruction given below the bid securing declaration form.

(h) Certified copy of company owner Identity Document.

(i) be registered with the Procurement Policy Unit (for Bids reserved to categories of bidders and goods);

(j) Accept GRN purchase order

(k) All mandatory documents should be certified with police date stamp and certifier stamp. This applies to all pages of the mandatory documents.

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. **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/Purchaser Order Form as the case may be together with this Informal Quotation form shall constitute the contract between the Public Entity and the Supplier.

8. **Purchase order**

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

(a) may not change or alter the terms of the purchase order; and

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(b) must undertake to deliver the goods or services on or before the date set in the purchase order for delivery of the goods or services.
(c) the Purchase Order shall be valid for *30 calendar* days only and will be cancelled thereafter.

9. **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.

10. **Payment**

The Purchaser undertakes to effect payment within *30 calendar days or as the case might be* after supply of the Services items to the satisfaction of the Purchaser and subject to the Supplier submitting all required documents. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

11. 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. The cost estimate shall be made up of 70% of the market research plus 30% of the average bid quotations.

12. Liquidated damages

Liquidated damage will be 1% per day with a maximum of 4 % of the contract value for non-delivery to the Employer.

13. Bid Validity

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

14. Margin of Preference

Margin of preference should comply with annexure 1, 2, 5 and 6 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.

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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) • Local (value Added Tax and Excise duty fee) • Local (Cost,Insurance,freight)	.....	
(b) Labour Cost		
• Direct Labour • Clerical Wages • Salaries to Management	.....	
(c) Utilities		
• Electricity • Water • Telephone	.....	
Depreciation		
Interest on loans		
Rent		
Other (please specify)		
TOTAL COST		
COST OF IMPORTED INPUTS		
LOCAL VALUE ADDED		
% LOCAL VALUE ADDED		
TOTAL COST		

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Local Value Added = Total cost of imported inputs x 100

Total Cost

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

ANNEXURE 2

GOODS

(Paragraph 4(a)

Supply and delivery of water connection materials and water tank fittings at Ogongo Rural Development Centre

Metal fabrication

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

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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 -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 -Declaration indicating the percentage of Namibian MSME ownership
Women owned enterprise	1 percent	-IDs of all shareholders -Founding statement /company registration indicating ownership structure/ shareholder certificates -Declaration indicating the percentage of Namibian female ownership
Youth owned enterprise	2 percent	-IDs of all shareholders -Founding statement/company registration indicating owner structure/shareholder certificate -Declaration indicating the percentage of Namibian youth ownership
PDP owned enterprise	2 percent	-IDs of all shareholders -Founding statement/ company registration indicating owner structure/shareholder certificate -Declaration indicating the percentage of Namibian PDPs ownership
Supplier promoting	1 Percentage	-Declaration and proof that the bidder meets the requirements set out in the bidding document

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Environmental protection		
Services rendered by Namibian citizens	1 percent	Declaration that the Bidder employs 50% or more Namibian citizens
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

Procurement Reference No.: G/IQ/ORC-18/2026/2027

QUOTATION CHECKLIST SCHEDULE

Description	**Attached**	**Not Attached**
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Certified copy of owner's identity document		
Accepting GRN purchase order (*tick yes/no*)	Yes	No
NB: All mandatory documents should be certified with police date stamp and certifier stamp.		

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