REPUBLIC OF NAMIBIA

HARDAP REGIONAL COUNCIL

Request for Quotations for services (Non-Consultancy: Lump Sum)

SUPPLY & DELIVERY OF STATIONERY FOR THE BASIC LIBRARY MANAGEMENT TRAINING, HARDAP REGIONAL COUNCIL (DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE)

PROCUREMENT REFERENCE NO. G/IQ/HRC-128/2026

Bidder's Name:	
Contact Details:	Tel:
	Email:
Total quote amount	**VAT exclusive (N$)**
	VAT inclusive (N$)

APPLIED MARGIN OF PREFERENCE

Manufacturer (local content of 40% or more)		**51% Women Owned Enterprise**	
MSME		**51% Youth Owned Enterprise**	
Suppliers Providing Environment Protection		**51% PDP Owned Enterprise**	
Suppliers providing employment to Namibians (employs 50% or more Namibian citizens)			

Private Bag 2122, MARIENTAL
Tel: (063) 245700
Fax: (063) 242224 or (063) 240 527

louisgeorgebarry47@gmail.com
kambungos@yahoo.com

*Deadline: **13 November 2026***

*Time: **11h00***

HARDAP REGIONAL COUNCIL
PROCUREMENT DEPT
2026 -11- 11
REQUEST FOR QUOTATION

INFORMAL QUOTATION (SERVICES)

Procurement Reference No. G/IQ/HRC-128/2026

To:

The ***Hardap 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 sent to fax number ***(063) 242224 or 240527*** or addressed to ***Mr. PA. Skrywer at Hardap Regional Council*** in a sealed envelope marked Quotation Reference No: **G/IQ/HRC-128/2026**

Your quotation should reach the ***Hardap Regional Council*** on or before the **13 November 2026**, by **11:00**.

HARDAP REGIONAL COUNCIL
PROCUREMENT UNIT

Full Name of Head of Procurement Management Unit: ***Mr. PA. Skrywer***

Date: 11/11/2026 2026 -11- 11 **Signature**.....

Item No	Description	Quantity	Unit of Measure	Rate N$	Amount without VAT - NAD	VAT NAD	Make & Model	Country of Origin
	REQUEST FOR QUOTATION							
	Flip Chart papers (50 sheets)	2						
	BIC Pens (black)	60						
	HB Pencils	60						
	Notebook	60						
	Markers (assorted colors)	10						
	Wood glue 500ml	3						
	Big Cello tape (transparent)	3						
	Small Cello tape (yellow)	10						
	Small Cello tape (red)	10						
	Small Cello tape (black)	10						
	Small Cello tape (green)	10						
					TOTAL			

Remarks: (*) Quantities may be increased or decreased by 10% at time of placement of order.

(a) The ***Hardap Regional Council*** requests delivery within (7) days as from the date of placement of order.

(b) Delivery Date: within *(Bidders proposed delivery period)* (7) days from date of placement of order.

(c) The following tests and inspections will be carried conducted on the goods at delivery:

(Not applicable)

(d) Validity of offer: (7) days as from closing date set for submission of quotations.

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

Date..... **Bidder's signature and seal** .....

(Please see overleaf)

SCHEDULE 1

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

Date: .....

Procurement Ref No. G/IQ/HRC-128/2026

To: Hardap 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: _____

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, 2015 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:.....

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.

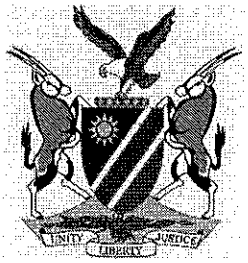
Signature: .....

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.*



NATIONAL MINIMUM WAGE FOR EMPLOYEES

Written undertaking in terms of WAGE ORDER FOR SETTING NATIONAL MINIMUM WAGE FOR EMPLOYEES, LABOUR ACT, 2007

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 **Wage Order for setting National Minimum Wage for Employees: Labour Act, 2007.**

With effect from 1 January 2025 the **minimum** wage for employees is N$18.00 per hour:

(a) Domestic workers are entitled to:

- N$12.00 per hour with effect from 1 January 2025;
- N$15.00 per hour with effect from 1 January 2026; and
- N$18.00 per hour with effect from 1 January 2027;

(b) Agriculture workers are entitled to:

- N$10.00 per hour with effect from 1 January 2025;
- N$14.00 per hour with effect from 1 January 2026; and
- N$18.00 per hour with effect from 1 January 2027;

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:

2. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
3. *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 services and services being procured under this contract.*

Written undertaking to promote job creation for Namibian citizens in terms of Section 2(b)(i) of the Public Procurement Act, 2015 (Act No. 15 of 2015).

I ..... *[insert full name]*, owner/representative

of .....*[insert full name of company]*

hereby undertake in writing that my company will at all relevant times promote the object of the **Public Procurement Act, 2015 (Act No. 15 of 2015), Section 2(b)(i) to promote the job creation for Namibian citizens.**

Will the procurement award create employment to Namibians?			**Yes/No**
Estimated number of permanent jobs to be created?		**Estimated number of temporary jobs to be created?**	

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:

4. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
5. *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 services and services being procured under this contract.*

COMPANY SHAREHOLDING INFORMATION FORM

PROCUREMENT REFERENCE NUMBER: G/IQ/HRC-128/2026

List all persons who are OWNERS, PARTNERS, SOLE PROPRIETORS, TRUSTEES AND BENEFICIARIES (whichever is/are applicable) in the business/trust, who are involved in the management thereof and who exercise control over the business/trust commensurate with their degree of ownership/interest.

Name of Shareholder	Namibian (Yes/ No)	Previously Disadvantaged Namibian (Yes/ No)	Non-Namibian Citizen (Yes/ No) If not Namibian, State Nationality	Full time employed by the bidder (Yes/No)	Percentage shares owned by woman and youth	Percentage shares
						Total = 100%

General Terms and Conditions Applicable

1. Purchaser

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

2. Supplier

The Bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award of contract and referred to as the Supplier.

3. Rights of the Public Entity

The Purchaser shall have the right to

(a) Ask for clarifications at 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) submit a copy of a **valid certificate of business registration,** substantiated by **BIPA Certificate of Existence with status in Good Standing.** (This certificate validates the existence of the entity and certifies that all records (statutory and voluntary amendments) are in order and up to date and therefore places the entity in Good Standing with BIPA, (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).

b) submit an original or certified copy of a **valid Good Standing Tax Certificate, valid at the deadline of submission of bids,** (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).

c) submit an original or a certified copy of a **valid Good Standing Social Security Certificate, valid at the deadline of submission of bids,** (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).

d) submit a certified copy of a valid **Affirmative Action Compliance Certificate**/an exemption/ a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)).

e) submit a written undertaking as contemplated in Section 138(2) of the Labour Act, 2007 (Act No 11 of 2007).

f) submit a written undertaking in terms of the **Wage Order for Setting National Minimum Wage for Employees, Labor Act, 2007**, and section **50(2)(d)** of the Public Procurement Act, 2015.

g) Written undertaking to promote job creation for Namibian citizens in terms of Section 2(b)(i) of the Public Procurement Act, 2015 (Act No. 15 of 2015).

h) bidder must operate a company registered for the provision of catering services (company documents, registration/founding statement submitted with the bid document, must ascertain the services provided).

i) submit a signed **Bid Securing Declaration**.

j) submit a certified copy of a certificate of SME Status (SMEs are encouraged to apply); **non-SMEs will not be disqualified.**

k) must complete the Company Shareholding Information form.

l) The bid is reserved for Namibian citizens.

m) Submit a complete bidding document as issued (incomplete bidding documents will not be considered.)

n) Must initialize all pages of this standard bidding document, including all supporting documents.

o) Bids from service providers appearing on the ineligibility lists of The Namibian Government, African Development Bank, and World Bank Group shall be **rejected.**

Links for checking the ineligibility lists are available at:

- Republic of Namibia, Procurement Policy Unit
  https://egp2.gov.na/forms/SearchSuspendedBidders.jsf
- African Development Bank
  https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures
- Asian Development Bank
  http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenView&count=999
- European Bank for Reconstruction and Development
  http://www.ebrd.com/pages/about/integrity/list.shtml
- Inter-American Development Bank Group
  http://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals,1293.html
- World Bank Group
  http://www.worldbank.org/en/projects-operations/procurement/debarred-firms

p) **The Hardap Regional Council reserves the right to:**

- increase and/or decrease the required quantities at the same unit price/cost.
- conduct supplier due diligence prior to final award or at any time during the contract period.

- not to permit a bidder / supplier to a procurement award / contract on grounds of pending default on delivery (failure by a bidder or supplier, for any reason not excused by the applicable provisions of the award/contract to deliver);
- terminate if the supplier fails to deliver any or all the Goods within the period specified.

BIDDERS' CONFLICT OF INTEREST DECLARATION
(to be completed by the bidder)

Mandatory Requirements	Yes	No
Does the bidder have a relationship with any other bidder(s), directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process?		
Has the bidder participated in more than one bid in this bidding process? *Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one bid*		
Has the bidder (owners/shareholders) or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of this Bid?		
Has the bidder participated in the deliberations or take part in the decision-making process in relation to the bidding process.		
Is the bidder a member of the Board, Bid Evaluation Committee, Procurement Committee, an Accounting Officer or staff member of Procurement Management Unit.		

Note: Bidders found to have a conflict of interest shall be disqualified. The conflict of interest will be evaluated throughout all the stages of the evaluation process.

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 Namibia 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 days of receipt of the purchase order and;

(a) may not change or alter the terms of the purchase order; and
(b) must undertake to deliver the goods on or before the date set in the purchase order for delivery of the goods.
(c) the purchase order shall be valid for (7) days only and will be cancelled thereafter.

9. General Conditions of Contract

The general terms and conditions shall be as per the General Conditions of Contract (Goods) Ref. No.- G/RFQ-GCC posted in the website of the Policy Unit and on the [insert public entities name] website.

10. Warranty

(a) The Supplier warrants that the goods shall conform to the standards, specifications and related services as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the Supplier in its response to the Purchaser's Invitation for Informal Quotation.
(b) The Supplier undertakes to make good, at its own cost and promptly, any deficiency in the supply of goods items and related services.
(c) The Supplier warrants that the goods items to be supplied are new and unused and that it shall attend promptly to any defect in the good items as per the warranty conditions mentioned in its offer.

11. Payment

The Purchaser undertakes to effect payment within (21) days after supply of the goods 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.

12. **Margin of Preference**

The applicable margins of preference applicable for **Exclusive Preferences to Local Suppliers** and their application methodology as follows:

$$A = \frac{\text{Margin of Preference} \times \text{Bid}}{100}$$

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.
Works	50% or more of the employees for the works must be Namibian citizens.

Consultancy Services	50% or more of the employees for rendering the service must be Namibian citizens.
Non-Consultancy Services	50% or more of the employees for rendering the service must be Namibian citizens.

Bidder to indicate whether applying for Margin of Preference or not

YES	NO

Bidder applying for the Margin of Preference shall submit, evidence of:

CATEGORIES OF BIDDERS	MARGINS OF PREFERENCE	Tick as applicable	DOCUMENTARY EVIDENCE
Manufacturer	2%		-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.
Micro, Small and Medium Enterprise	1%		-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership.
Women-owned enterprise	1%		-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder, certificate. -Declaration indicating the percentage of Namibian female ownership.
Youth owned enterprise	2%		-IDs of all shareholders. -Founding statement/company registration indicating ownership structure/shareholder certificate. -Declaration indicating the percentage of Namibian youth ownership.
Previously Disadvantaged Person owned enterprise	2%		-IDs of all shareholders. -Founding statement / company registration indicating ownership structure / shareholder certificates. -Declaration indicating percentage of Namibian PDPsownership.
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%		-declaration that the bidder employs 50% or more Namibiancitizens
TOTAL	10%		