Republic of Namibia
Zambezi Regional Council

Directorate of Education. Innovation. Youth. Sports. Arts and Culture

Tel: +264-66-261908 *Ngoma/ Hospital Road* *Private Bag 5002*
Fax: +264-66-252941 *Govt Building/ ZRC Office Park* *Katima Mulilo*

REGIONAL PROCUREMENT COMMITTEE

STANDARND BIDDING DOCUMENTS FOR REQUEST FOR SMALL VALUE
(Established under section of the public Procurement Act, 2015)

Tel.: **(066) 261704**
Fax: **(066) 252941**
Enquires: Mr A. Shikoyeni

Private Bag 5002
Ngoma Road
Katima Mulilo
Namibia

BIDDING DOCUMENT

Issued on: 19 November 2026 for

PROCUREMENT OF A WATER TANK AT THE NEWLY ESTABLISHED SIKUZWE PRIMARY SCHOOL FOR THE DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE

PROCUREMENT REFERENCE NO: G/IQ/ZRC-109/26/27

Cost: Free

BIDDER'S NAME	
POSTAL ADDRESS	
CONTACT DETAILS	**CELL/TEL PHONE:**
	EMAIL:
CONTACT PERSON	
COST EXCL VAT	
COST INCL VAT	

DUE DATE: 27 November 2026 AT 10H00 (Namibian Time)

Republic of Namibia
Zambezi Regional Council

Directorate of Education. Innovation. Youth. Sports. Arts and Culture

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REGIONAL PROCUREMENT COMMITTEE

LETTER OF INVITATION

TO: .....

.....

.....

.....

Reference No: G/IQ/ZRC-109/26/27

18 November 2026

Dear Sir/Madam,

PROCUREMENT OF A WATER TANK AT THE NEWLY ESTABLISHED SIKUZWE PRIMARY SCHOOL FOR THE DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE

The Zambezi Regional Council invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form enclosed, addressed **to Zambezi Regional Council, Directorate of Education, Innovation, Youth, Sports, Arts and Culture, Private Bag 5002,** with Reference No: **G/IQ/ZRC-109/26/27** at the back of the envelope in a sealed envelope on before : 27 November 2026 AT 10H00 (Namibian Time)

Zambezi regional Council, Conner of Bukalo and Hospital Road, Office, Mr Abraham Shikoyeni cellphone number Tel: +264-66-261771, Cell: +264-81-1401181, e-mail address shikkoh@gmail.com

.....

MR ABRAHAM SHIKOYENI
HEAD: PROCUREMENT MANAGEMENT UNIT

ZAMBEZI REGIONAL COUNCIL
Procurement Management Unit
2026 -11- 18
Private Bag 5002
Katima Mulilo
REPUBLIC OF NAMIBIA

SECTION I: INSTRUCTIONS TO BIDDERS

1. **Rights of Public Entity**

   The **Directorate of Education, Arts and Culture (Zambezi 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; or

   (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 services mentioned in Section III by completing, signing and returning:

   (a) The Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;

   (b) The Priced Activity Schedule in Section IV;

   (c) The Specifications and Performance Standards Compliance Sheet in Section V; and;

   (d) Any other attachment as deemed appropriate.

   You are advised to carefully read the complete Request for Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

3. **Validity of Quotations**

   The quotation validity period shall be *30* days from the date of bid submission deadline.

4. **Eligibility Criteria**

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

   (a) Have a valid company Registration Certificate;

   (b) Have a valid good standing certificate BIPA

   (b) Have an original valid good Standing Tax Certificate;

   (c) Have an original valid good Standing Social Security Certificate;

   (d) 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;

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

5. **Bid Security/Bid Securing Declaration**

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

6. **Delivery**

   Delivery shall be within 7 after acceptance/issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

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

- **Confirmation of the quantity and quality of the goods.**

7. **Documents to be submitted**
   Bidders shall submit along with their quotations documents giving **company's profile, past experience** and evidence of similar services provided together with customers reference details.

8. **Sealing and Marking of Quotations**
   Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number **G/IQ/ZRC-109/26/27,** addressed to the Public Entity with the Bidder's name at the back of the envelope.

9. **Submission of Quotations**
   Bids should be deposited in the Quotation/Bid Box located at Zambezi Regional Council, Ngoma road, Katima Mulilo, not later 27 November 2026 at 10H00, Quotations by post or hand delivered should reach Zambezi Regional Council by the same date and time at latest. Late bids will be rejected.

Bids received by e-mail will not be considered.

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 evaluated cost to determine the lowest evaluated quotation.

11. **Scope of Services, Specifications and Performance Standards**
    The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the **lowest evaluated quotation as per the base requirements**.

    Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

12. **Prices and Currency of Payment**
    Prices 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**
    14.1. The applicable margins of preference and their application methodology are as follows:
Bid shall be subject to 5% price margin of preference
    14.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

    N/A

15. **Award of Contract**
    The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the 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 and General Conditions of Contract

16. **Performance Security**
    [This paragraph shall be deleted if Performance Security is not applicable]

The successful bidder shall upon acceptance of its offer submit a Performance Security as per the format contained in the Schedule for an amount of *[10 to 15 %]* of the contract price.

17.Notification of Award and Debriefing

The Public Entity shall after award must promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award of ward on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven days (7) days of the unsuccessful bidders being informed of the award.

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

Quotation Addressed to:	
Procurement Reference Number	
Subject matter of Procurement:	Procurement of a water tank at the newly established Sikuzwe Primary School for the Directorate of Education, Innovation, Youth, Sports, Arts and Culture

We offer to provide the services detailed in the Scope of Service, 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: Request for Quotations.

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

The validity period of our Quotation is _____days.

We confirm that the prices quoted in the Priced Activity 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 services will commence within _____ days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within _____days from date of issue of Purchase Order/ Letter of acceptance.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorizing the Quotation:		Position:	Signature:
Date		Phone No./Fax	

[This form is to be deleted if Bid Securing Deceleration is not applicable.] **Appendix to Quotation Letter**

BID SECURING DECLARATION

(Section 45 of Act)

(Regulation 37(1)(b) and 37(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.
(e)

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

Witten 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 .....owner/representative

of .....

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.*

SECTION III: SCOPE OF SERVICES

[Insert (a) a brief description of the services; and (b) the performance requirements and specifications of services and location where services should be performed. It is recommended to describe outputs and performances, rather than inputs, wherever possible.]

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

[Complete the unit and total prices for each item listed below in Namibian dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be re-designed and customized as per the type of services required]. **Currency of Quotation:** _____

Item No	Brief Description of Services	QTY	Unit	Unit Price	Total Price
A*	B*	C*	D*	E	F
1.	Tank water poly vertical 5000l light weight 2.05HX1.88W 75KG	1	EA		
2.	Pipe poly HDPE CLASS 10 25mmx50 SATAS	1	RL		
3.	Pipe Stand galvanized 20mmx1000mm	1	LG		
4.	Elbow 90Degree galvanized female x female 20mm	2	EA		
5.	Adaptor Compression HDPE Male 16Bar 25mmx 3/4INCH 20mm	2	EA		
6.	Tape thread seal PTF0015 19mmx20MT heavy duty	1	EA		
7.	Tap garden hose Bib rough brass 20mm	1	EA		
8.	Elbow Compression HDPE male 16bar 25mmx 1"25mm	2	EA		
9.	Bush reduce NRB4025 Black 40x25mm	1	EA		
10.	Elbow compression HDPE Equal 16 Bar 25mm	2	EA		
			Subtotal		
	Enter 0% VAT rate if VAT exempt.		**VAT @ 15%**		
			Total		

**** Columns A to D to be completed as applicable by Public Entity***

Priced Activity Schedule Authorised By: *[insert company seal]*

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: **G/IQ/ZRC-109/26/27**

[Bidders should complete columns C and D with the specifications of the services offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
1.	Tank water poly vertical 5000l light weight 2.05HX1.88W 75KG		

* Columns A and B to be completed by Public Entity.

Specifications and Performance Standard Compliance Sheet Authorised By:

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

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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) Ref: NCS-LS/RFQ-GCC for procurement of services (lump-sum) available on the website of the Public Entity *(insert website address)*except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/IQ/ZRC-109/26/27**

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC*[This section is to be customized by the Public Entity to suit the requirements of the specific procurement].*

NB: WILL BE HANDED OUT WHEN A PROJECT IS ALLOCATED.

GCC Clause Reference	Special Conditions
Purchaser **GCC 1.1(r)**	The Employer is: DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE
Project Manager **GCC 1.1(y)**	The Project Manager is: **Mr. Lilukela Matongo**
Site **GCC 1.1(aa)**	The Site is located at **Zambezi Region Council**
Start Date **GCC 1.1(dd)**	The Start Date shall be: **December 2026**
The Works **GCC 1.1(hh)**	The Works consist of: **Procurement of a water tank at the newly established Sikuzwe Primary School for the Directorate of Education, Innovation, Youth, Sports, Arts and Culture** see attached bill of quantities for specification and descriptions.
Language and Law **GCC 3.1**	The language of the contract is English The law that applies to the Contract is the law of Namibia.
Project Manager's Decisions 5.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Notices **GCC 6**	Any notice shall be sent to the following addresses: **Mr. A. Shikoyeni at Zambezi Regional Council, private Bag 5002, Katima Mulilo, Fax +264 66252941** For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be : **Mr. A. Shikoyeni at Zambezi Regional Council, private Bag 5002, Katima Mulilo, Fax +264 66252941** For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be:

GCC Clause Reference	Special Conditions
	_____ _____
Insurance **GCC 13.1**	Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be: (a) for the Works, Plant and Materials: (for *the full amount of the works including removal of debris, professional fee etc...)* (b) for loss or damage to Equipment: (*for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer.* (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract *for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Public Entity as well).* (d) for personal injury or death: (i) of the Contractor's employees:*[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].* (ii) of other people: *[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].* (e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable. The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the Contractor's All Risks coupled with the Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.
Site Data **GCC 14.1**	The site data is: **The contactor shall be deemed to have examined any Site Data supplemented by any information available to the Contractor.**

GCC Clause Reference	Special Conditions
Intended Completion Date **GCC 16.1**	The Intended Completion Date for the whole of the Works shall be: **December 2026**
Possession of the Site **GCC 20.1**	The Site Possession Date shall be: January 2026
Procedure for Disputes **GCC 24**	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
Program **GCC 25.1**	The Contractor shall submit for approval a Program for the Works within **7 days** from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates **shall be** required.
Defects Liability Period **GCC 33.1**	The Defects Liability Period is: *6 Month from the last date of the project completion*.
Payment Certificates **GCC 39.7**	Payment shall be made as per progress of works *without* payment for materials on site.
Payments **GCC 40**	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions **GCC 41.1 (l)**	(a) Reason of any exceptionally adverse weather conditions such as heavy rains, storms, floods etc. Reason of civil commotion, strike or lockout affecting any of the trades engaged in the preparation, manufacture or transportation of any of the goods or material required for the works.
Price Adjustment **GCC 44.**	The Contract **is not** subject to price adjustment.
Retention **GCC 45.**	(i) 10% of the amount shall be retained from any payment. 5% of the retention money will be released after formal taking over of the Works and the remaining shall be released after the Defect Liability Period subject to the Contractor making good all defects.
Liquidated Damages	The liquidated damages for the whole of the Works are **N$500.00** per day for contracts above **N$500,000.00** and **N$ 300.00** per day for contracts below

GCC Clause Reference	Special Conditions
GCC 46.1	**N$500,000.00** for non-completion
Advance Payment **GCC 48.1**	(i) No advance payment shall be made
Performance Security **GCC 49.1**	(i) No Performance Security is required
Operating and Maintenance Manuals **GCC 56.1**	"As built" drawings or operating and maintenance manuals are not required.

BID CHECKLIST SCHEDULE

[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

Procurement Reference No.: _____

Description	Attached (please tick if submitted and cross if not)
Bid security declaration	
Original Good Standing Tax Certificate form from receiver of revenue	
Certified copy of BIPA good standing certificate	
Certified copy of Company Registration/registration of defensive name.	
Original Social Security commission certificate	
Certified copy of SME certificate	
Identification documents	
Valid certified copy of Affirmative action.	

Disclaimer: *The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.*