Otjozondjupa Regional Council

Tel: (067) 303702/303619/304168
Fax: (067) 302760/302742

P.O. Box 1682
Otjiwarongo
NAMIBIA

Division: Gender Equality, Poverty Eradication and Social Welfare

Request for Sealed Quotations
Procurement Reference No:

G/RFQ/OTRCGE-09/2026/2027

DESCRIPTION OF GOODS

SUPPLY AND DELIVERY OF BEDDINGS AND FURNITURES FOR TSUMKWE COMMUNITY EMPOWERMENT CENTRE (CEC) FLAT

Name of Bidder:.....

Contact Number of Bidder:.....

Email Address of Bidder: .....

Authorized Representative: .....

Total price: .....

Signature: .....

Closing Date & Time: 27 November 2026; 10h00

Procurement Management Unit
Otjozondjupa Regional Council
P.O. Box 1682
Otjiwarongo
Namibia

Tel: +264-67-303025 **Fax: +264-67-3033358**

OTJOZONDJUPA REGIONAL COUNCIL
19 NOV 2026
P.O. BOX 1682
OTJIWARONGO
PROCUREMENT MANAGEMENT UNIT

Otjozondjupa Regional Council

Tel: (067) 303702/303619/304168
Fax: (067) 302760/302742

P.O. Box 1682
Otjiwarongo
NAMIBIA

Letter of Invitation

Bidder's name .....

Postal address .....

Contact number .....

Procurement Reference Number: G/RFQ/OTRCGE- 09/2026/2027

Dear Sir/Madam,

Otjozondjupa Regional Council invites you to submit your best quotes for the items described in detail hereunder.

SUPPLY AND DELIVERY OF BEDDINGS AND FURNITURES FOR TSUMKWE COMMUNITY EMPOWERMENT CENTRE (CEC) FLAT

Your offer should be made on this form, with any annex which you may wish to enclose, should be sent to Otjozondjupa Regional Council Head Quarters,22 Henk Willems Street, Otjiwarongo; New Building on the Ground Floor, Block B not later than **27 November 2026**;at 10h00.Bids by post should reach Otjozondjupa Regional Council; by the same date and time at latest. Late bids will be rejected and returned to the bidder unopened. Bids received by e-mail or fax will not be considered.

Queries, if any, should be addressed to ***Mr. Hamukwaya Otniel via e-mail hamukwayaotniel@gmail.com***

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

OTJOZONDUPA REGIONAL COUNCIL
19 NOV 2026
P.O. BOX 1682
OTJIWARONGO
PROCUREMENT MANAGEMENT UNIT

Yours faithfully,

Mrs .S.M.K Tuahuku
HEAD: PROCUREMENT MANAGEMENT UNIT

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

Otjozondjupa Regional Council reserves the right:

(a) To accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

(b) To return all the products that does not meet the standard and such products to be replaced at the cost of the supplier.

2. Preparation of Quotations

You are requested to quote for the goods 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 goods and Price Schedule in 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 Quotations document, including the Contract Data Sheet 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 for (60) **days** from the date of submission deadline.

4. Eligibility Criteria

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

(a) have a valid copy of Founding Statement certified by the Commissioner of Oath for any of the followings:

(i) an entity incorporated or registered under the company or close corporation laws in Namibia

(ii) co-operative registered under the laws regulating co-operatives in Namibia

(iii) documents serving as of registration as a Trust and Trust deed for a trust registered under the laws regulating trusts in Namibia;

(b) have valid original or certified copy of Good Standing Tax Certificate;

(c) have valid original or certified copy of Good Standing Social Security Certificate certified by the Namibian police

(d) have a valid / certified by Namibian Police copy of Affirmative Action Compliance Certificate or 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 or sign a written undertaking as contemplated in section 138(2) of the Labour Act, 2007

(f) sign the Bid Securing Declaration

(g) original or copy of partnership agreement in the case of partnership certified by Namibian Police ,a valid joint venture or valid agreement in case of other similar arrangement;

(h) Initial the whole document

5. Bid Securing Declaration

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

6. Services Completion Period

The completion period for services shall be 14 days after acceptance/issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the **Procurement Reference Number** and addressed to **The Secretary; Otjozondjupa Regional Council Procurement Committee; P.O. Box 1682; Otjiwarongo**; with the Bidder's name and contact number at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Bid Box located at Otjozondjupa Regional Council's head Quarters at 22 Henk Willems Street, Otjiwarongo; new building ground floor, block B not later than ***27 November 2026 at 10h00***. Bids by post should reach Otjozondjupa Regional Council; by the same date and time at latest. Late bids will be rejected and returned to the bidder unopened. Bids received by e-mail or fax will not be considered.

9. Opening of Quotations

Bids will be opened by Bid Evaluation Committee together with the Procurement Committee Secretary in the Regional Councils Boardroom I the new building at the Head Quarters in Otjiwarongo on the closing date and time at **10h00**. Bidders or their representatives may attend the Bid Opening if they choose to do so.

10. Evaluation of Quotations

Otjozondjupa Regional Council shall have the right to request for clarifications in writing during evaluation. The threshold amount will be determined by the Employer 5% under or above the threshold amount will be the most responsive amount during evaluation

11. Scope of Goods and Performance Standards

The Scope of services and performance Standards Compliance Sheet detailed in Sections III and V 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 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. Good, Specifications and Performance standards detailed in Sections III and V are to be complied with.

12. Price and Currency of Payments

Prices shall be fixed in Namibian Dollars

13. Award of Contract

The Bidder having submitted the 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.

15. Notification of Award and Debriefing

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

16. **Terms of payment**

Payment will be made after delivery of goods upon presentation, by the supplier, of the signed Purchase Order and Invoice; within thirty (30) days.

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 the RFQ prevail over any attachments.

If your quotation is not authorized, it will be rejected.]

Quotation Addressed to:	
Procurement Reference Number:	
Subject matter of Procurement:	

I/We offer to provide the services detailed in the Scope of Services, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

I/We confirm that I/We are eligible to participate in this quotation exercise and meet the eligibility criteria specified in Section 1.

I/We undertake to abide to ethical conduct during the procurement process and the execution of any resulting contract.

I/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.

The validity period of our quotation is _____ days *[insert number of days]* from the date of the bid submission deadline.

I/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 award the contract **prior to the expiry date** of the bid validity.

The delivery period offered from the date of issue of Purchase Order/Letter or 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./E-mail	

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

Date: ----------*[Day | month | year]*.....

Procurement Ref No.: G/RFQ/OTRCGE- 09/2026/2027

To: Otjozondjupa 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: [insert complete name of Bidder]

Dated on _____ day of _____, _____
[*insert date of signing]*

Corporate Seal (where appropriate)

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]
delete if not applicable / appropriate

Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 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:.....

SECTION III: SCOPE OF SERVICES

Procurement Reference Number: **G/RFQ/OTRCGE- 09/2026/2027**

[Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below.

Currency of Quotation: Namibian Dollars

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	curtains	4			
2	matrass fitted sheets	4			
3	microwave	1			
4	water kettle	1			
5	washing machine	1			
6	stove	1			
7	set of cutleries	1 pack			
8	cooking pots	4			
9	coffee table	1			
10	dressing mirrors	2			
11	room tables	2			
12	duvet covers	6			
13	duvet inners	4			
14	pillows	4			
15	Ceramic plates	6			
16	Ceramic coffee cups	4			
			Contingency @ 10%		
			Subtotal		
			VAT @ %		
			Total		

Enter 0% VAT rate if VAT exempt.

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/OTRCGE- 09/2026/2027**

[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	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
1	Curtains silk curtains with inners (2 per window) 3 windows		
2	Matrass fitted sheets Fits 3/4 bed size 107cmx188cm (cotton polyester)		
3	Microwave 32L digital button		
4	water Kettle Stainless steel kettle 1.7L		
5	Washing machine Digital buttons automatic drying washing machine 10kg wash		
6	Stove 4 plates electric stove with oven		
7	6 eating knives,6 standard size spoons and 6 standard size forks (all stainless steel)		
8	Stainless steel pots 2.5L capacity		
9	Coffee table flat wooden table 120cm x 60cm vanished wood		
10	Dressing mirrors 1.7cm x 80cm		

	(unframed with holes)		
11	Room tables 120cm x60cm vanished wood		
12	duvet covers 150cm x200cm cotton polyester (white)		
13	duvet inners 150cm x220cm cotton polyester (white)		
14	Pillows Cotton duck canvas (standard size bed pillows)		
15	Ceramic plates30cm diameter		
16	Ceramic coffee cups 355ml		

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Specifications and Performances Standards 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 and shall be subject to the General Conditions of Contract (GCC), **Ref: G/RFQ/OTRCGE- 09/2026/2027**

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: G/RFQ/OTRCGE- 09/2023/2024

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract *shall* come into effect as from date of issued Purchase Order
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities within 15 days of the Purchase Order or by an additional period of 10 days.
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is : ***Mrs S.M.K Tuahuku, Secretary to the Procurement Committee : stuahuku@otjozondjuparc.gov.na***
GCC 2.6 Insurance and liabilities to Third Party	The amount of the Professional Indemnity Insurance Cover shall be at least: ***Not applicable***
GCC 2.7 Reporting Obligations	The Service Provider shall report to: ***Mr hamukwayaotniel@gmail.com***
GCC 2.10 Performance Security	***Not applicable***
GCC 4.2 Contract Price	***Not applicable***
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider after ***delivery of services and receipt of invoice.***
GCC 4.5 Price Adjustment	Price ***shall not*** *be"* adjustable.

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

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

Procurement Reference No.: G/RFQ/OTRCGE-09/2026/2027

Description	**Attached (please tick if submitted and cross if not)**
Quotation Letter	
Priced Activity Schedule	
Performance Compliance Sheet	
Bid Securing Declaration	
Certified copy of the Company founding statement	
Original or certified copy of a valid good standing Tax Certificate certified by the Commissioner of Oath	
Original or certified copy of a valid good standing Social Security Certificate certified by the Commissioner of Oath	
Valid certified copy of Affirmative Action Compliance Certificate certified by the Commissioner of Oath	
Signed written undertaking as contemplated in Section 138(2) of the Labour Act, 2007.	

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.*