KAVANGO EAST REGIONAL COUNCIL
REQUEST FOR SEALED QUOTATION
For Non-Consultancy Services

HEAD OFFICE AND CONSTITUENCY OFFICES

Procurement of: **Servicing of Fire Extinguishers**

Procurement Reference No: NCS/RFQ/*36/025/2025/2026*

Kavango East Regional Council
Private Bag 2124, Maria Mwengere Street, Rundu
Tel (+ 264 66) 266000; Fax (+264 66) 255396

Letter of Invitation

Procurement Reference Number: **NCS/RFQ**/*KERC/36/025//2025/2026*

19/11/2026

Dear Sirs,

Request for Quotations for Servicing of Extinguishers

The Kavango East Regional Council invites you to submit your best quote for the services described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to Mr. Manfred Siyemo or Ms. A. Kantema

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

Yours faithfully,

KAVANGO EAST REGIONAL COUNCIL
Procurement Management Unit
HEAD
20 NOV 2026
AT - BAG 2124, RUNDU

20/11/2026

Mr. J.M Kangumbe
Secretary to the Procurement Committee

Date

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Kavango East Regional Council

The Kavango East Regional Council reserves the right:

(a) to split the contract as per the lowest evaluated cost per site, or
(b) to accept or reject any quotation or to cancel the quotation process; and
(c) 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 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 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

180 days

4. Eligibility Criteria

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

(a) have a valid company Registration Certificate;
(b) have an original or Certified valid good Standing Tax Certificate;
(c) have an original or Certified valid good Standing Social Security Certificate;
(d) Submit signed Bid-securing Declaration.
(e) Relevant past experience backed with relevant testimonial letters
(f) have a valid certified copy of SME Certificate Indicating SME Status
(g) Certified Copy of the National Identity Document for the company owner (s)
(h) atleast two (2) testimonial letters for similar service (must not be older than 3 years)

NOTE! Section 66 (2A) and (2B) of the Public Procurement Act 15 of 2015 as amended will apply

Other additional eligible criteria

1. Document to be completed with black ink only
2. No eraser fluid (tippex) to be used
3. All pages to be initialled and signed where applicable

4. All corrections must be initialled

5. **Bid Securing Declaration**

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

6. **Contract Period for Services**

   The contract shall be on fixed rate for a period of 180 days

7. **Documents to be submitted**

   Bidders shall submit along with their quotation documents giving company's profile, past experience and evidence of similar services provided 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 and addressed to the Kavango East Regional with the Bidder's name at the back of the envelope.

9. **Submission of Quotations**

   Quotations should be deposited in the Quotation/Bid Box located at **Office No 11** later than **27/11/2026 11h00**. Quotations by post or hand delivered should reach P/Bag 2124, Maria Mwengere by the same date and time at latest. Late quotations will be rejected.

   Quotations received by e-mail will not be considered.

10. **Opening of Quotations**

    Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid-Securing Declaration will be put on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

11. **Evaluation of Quotations**

    The Kavango East Regional Council 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

12. **Scope of Services and Performance Standards**

    The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

13. **Price and Currency of Payments**

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency. 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.

14. Labour Clause

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

15. Margin of Preference

15.1. Not Applicable

16. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service 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.

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 authorised, it may be rejected.]**

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

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.

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 Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead disqualification on the grounds mentioned in the BDS

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

The validity period of our quotation is _____ days from the date of the bid submission deadline.

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 bid validity.

The service will commence within 3 days from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within 2days 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 Authorising the Quotation:		Position:	Signature:
Date		Phone No./E-mail	

Appendix to Quotation Letter

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

Date: .....

Procurement Ref No.: .....

To: Kavango East 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

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 redesigned and customized as per the type of services required

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	Servicing of Fire Extinguisher	38	per		
2					
3					
4					
5					
6					
			Other additional costs		
			Subtotal		
			VAT @ %		
			Total		

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

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: _____

Bidders should complete columns C and D with the specifications and Performance standards 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	Servicing of Fire Extinguisher		
2			
3			
4			
5			
6			

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

Specifications and Performance Standard Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised 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- /RB-GCC** for the procurement of services (time based) available on the website of the Kavango East Regional Council except where modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: NCS/RFQ/36/*025/ 25/2025/2026*

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

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract shall be deemed to come into effect as from TBA
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 by TBA
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is : Ms. Ludgela Nangura The Authorized Representative of the Service Provider is: _____
GCC 2.6 Insurance and liabilities to Third Party	Not Applicable
GCC 2.7 Reporting Obligations	The Service Provider shall report to: Mr J.M Kangumbe
GCC 2.10 Performance Security	Not Applicable
GCC 4.2 Contract Price	Contract amount shall be fixed as per the approved Purchase order
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider in 30 days after receipt of invoice.
GCC 4.5 Price Adjustment	Prices shall not be adjustable.

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

PROCUREMENT REFERENCE NO.: **NCS/RFQ**/*KERC/36/025/ 25/2025/2026*

Description	**Attached (please tick if submitted and cross if not)**
Quotation Letter	
Priced Activity Schedule	
Original or Certified valid good Standing Tax Certificate	
Original or Certified valid good Standing Social Security Certificate	
Signed Bid Securing Declaration	
Relevant Testimonial letters	

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.*