



REPUBLIC OF NAMIBIA



OSHIKOTO REGIONAL COUNCIL

Tel: (067) 230 034
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Enquiries: Ms. Maria Shipanga (067-230034)

P. O. Box 19247
OMUTHIYA
oshivelo@oshikotorc.gov.na

Request for Sealed Quotation
For Works

*PROVISION OF SECURITY FENCE TO THE COMMUNITY HALL- OSHIVELO
SETTLEMENT*

Procurement Reference No: W/RFQ/ORC-26/2025

BIDDER NAME: _____

BIDDER E-MAIL: _____

TOTAL BID AMOUNT: _____

BIDDER CONTACT NUMBER: _____

Closing Date & Time: 16 December 2025 @ 11h00



REPUBLIC OF NAMIBIA



OSHIKOTO REGIONAL COUNCIL

Tel: (065) 244 800
Fax: (065) 244 071

P. O. Box 19247
OMUTHIYA

Invitation Letter

Dear Potential Bidder,

RENOVATION OF A TWO BEDROOM SOCIAL HOUSE NO 34 AT OSHIVELO SETTLEMENT

The **Oshikoto Regional Council** hereby invites your company to submit a quotation for works (provision of materials and labour) as per specifications outlined herein. This request is in line with the Public Procurement Act, 2015 (Act No. 15 of 2015). Your offer should be made on this form, with any annexure which you may wish to enclose, and should be sent or should be deposited in the quotation Bid Box located at Oshikoto Regional Council Head Office in Omuthiya, Ground Floor, in a sealed envelope marked Quotation Reference NO.W/RFQ/ORC-26/2025.

Your quotation should reach Oshikoto Regional Council on or before 16 December 2025 **at 11:00 latest**. Enquiries if any should be addressed to **Procurement Management Unit**.

For Technical Enquiries, please contact:

Ms. Maria Shipanga at telephone 067 230 034

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation. The obligatory documents as outlined under section 4 on page 3 should be submitted along with the sealed quotations document.

Yours faithfully,



Secretary: Procurement Committee

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The **Oshikoto 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; and
- (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 items 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 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 Sealed 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 **180** days from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should please tick below, to indicate whether each of the following documents is attached:

	Document name / title	Please tick
1	Certified copy of a valid Certificate of Good Standing for Procurement Purposes , issued by NAMRA	
2	Certified copy of a valid Affirmative Action Compliance Certificate (issued in terms of Section 42 of the Affirmative Action (Employment) Act 29 of 1998, as amended); or Letter from the Employment Equity Commission (letter should be on letterhead, stamped and signed by the EEC).	
3	Certified copy of a valid Good Standing Certificate with the Social Security Commission.	
4	Certified Copy of the Close Corporation Certificate (issued in terms of Act 26 of 1988) or Founding Statement or any other relevant Company Registration Certificate. These Certificates should clearly indicate the works/services that the Supplier/Bidder is registered to render.	
5	Certified copy of a valid Certificate of Registration as an SME , issued by the Ministry of Industrialisation and Trade (if applicable).	
6	A written undertaking issued in terms of section 138 of the Labour Act, 2007 (Act No. 11 of 2007), read in conjunction with Section 50 (2) (d) of the Public Procurement Act, 2015 (Act No. 15 of 2015)	
7	All pages should be initialled and principal business should be in line (construction, renovation, fencing)	
8	Attach proof of confirmation of account from a Namibian Banking Institution , issued within the past 6 months.	
9	Proof of similar (construction/fencing) projects completed. Attach at least two completion certificates and reference letters. All proofs must be duly certified by the Namibian Police.	

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 Security as per the format contained in Appendix to Quotation Letter of this document for an amount of NAD based on 2% of your budget estimate for the procurement validity period of bid security must be 30 days beyond the quotation validity period.

6. Delivery

Delivery shall be **30 days** after acceptance. Deviation in delivery period shall be considered if such deviation is reasonable.

6.1. Inspections of type of material used will be conducted:

6.1.1 Any defect and quality of material as per specifications

6.1.2 Quality of works

6.1.6 Guarantee condition

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name and contact information at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Oshikoto Regional Council Head Office, Penda Ya Ndakolo Avenue**, on or before 16 December 2025 at **11H00 latest**. Quotations by post or hand delivered should reach **The Secretary: Procurement Committee, P.O. Box 19247, Omuthiya**, by the same date and time latest. Late quotations will be rejected. Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security will be available at Oshikoto Regional Council Head Office at Omuthiya and on the Council's website.

10. Evaluation of Bids/Quotations

The Public Entity shall have the right to request for clarifications during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

12. Prices and Currency of Payment

Prices for the execution of works shall be fixed in Namibian Dollars as quoted. Quotation shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works and shall include all duties. The whole cost of performing the works shall be included in the items stated, and the cost of any incidental works/services shall be deemed to be included in the prices quoted.

13. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the works/items and related services shall be selected for award of contract. Award of contract shall be by

issue of a Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

14. Notification of Award and Debriefing

The Oshikoto Regional Council shall after award make available the Evaluation reports, upon on request from successful and unsuccessful bidders. Furthermore, Council shall attend to all requests for debriefing made in writing within seven days (7) 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 Price list 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 will be rejected.**]*

Quotation addressed to: <i>[name of Public Entity]</i>	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to supply the items listed in the attached List of Works and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidders may delete this phrase in case of no deviation]* and, 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 Quotations exercise and meet the eligibility criteria specified in Section 1: Instruction to Bidders.

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

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

The validity period of the Quotation is 90 days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Works and Price Schedule are fixed and firm and will not be subjected to revision or variation, if we are awarded the contract **prior to the expiry** date of the quotation validity.

The delivery period offered from the date of issue Letter of Acceptance is as shown in the List of Works 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. / Fax	

Appendix to Quotation Letter

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

Date: [Day/month/year] _____

Procurement Ref No.: W/RFQ/ORC-26/2025

To: OSHIKOTO 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)

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

Procurement Ref No. W/RFQ/ORC-26/2025

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.				<u>Bidders shall fill-in columns E - I and fill the total</u>					
				E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page					
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Total price with VAT	Country of Origin
	Removal of old fence								
1	Remove old security fence size 1200mm high from the concrete beam	116.16	m						
	Glazing to Steel with putty								
	External Works								
	Concrete edge beams								
2	20MPa concrete in edge beam below security fencing size 100x200mm high, including all necessary excavation, casing, backfilling, etc	169.00	m						

	Security fencing including two coats aluminium paint on metal stays, framing, etc								
3	Security fencing 1800mm high vertically with 600mm long 45 grade to one side formed of 50mm diameter standards 2500mm long with 600mm overhang cast into and including 300x300x750mm 20MPa concrete base at average 3m centres, four rows of galvanised straining wires and four rows of 2.5mm galvanised double strand reverse twist barbed wired tied to standards, posts and eye bolts, the 1800mm vertical height covered with 50mm galvanised diamond wire mesh fixed at 300mm centres to each straining wire.	169.00	m						
4	Extra over for Razor Coil to top of security fencing in lieu of four rows of barbed wire.	174.00	m						
5	50mm Diameter inclined stay or vertical post 3m long with one end bent to detail and bolted to post and the other end with sole plate cast in and including 20MPa concrete base size 450x450x600mm.	60.00	No						
6	110mm corner or straining posts 2.7m high vertically with 600mm long 45 grade overhang with capped end and other end with sole plate cast in and including 20MPa concrete base size 450x450x600mm deep.	14.00	No						
	Gates in security fencing								

7	Gate size 1000x1800mm high overall with 600mm long 45 grade overhangs with barbed wire and covered with 50mm galvanised diamond wire mesh as for fencing and with suitable ey-bolt hinges and 300mm long galvanised dropbolts fixed in position complete.	2.00	No						
8	Gate size 4000x1800 high overall in the two equal leaves with 600mm long 45 grade overhangs with barbed wire and covered with 50mm galvanised diamond wire mesh as for fencing and with suitable ey-bolt hinges and 300mm long galvanised dropbolts fixed in position complete.	1.00	No						
	<i>See attached sketch/layout plan</i>								
	Sub-total for construction cost:								
	Preliminaries 8%								
	VAT (15%)								
GRAND TOTAL								N\$	
NAME:		POSITION:	SIGNATURE				DATE		
NAME OF BIDDER:		ADDRESS:							

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency: NAD Exchange Rate: _____

Delivery Period: _____

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENT

[The Public Entity shall use this section to specify its Technical Requirements for the Works items, Inspection and examination, and the scope of Related Services, as applicable.]

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **W/RFQ/ORC-26/2025**

[Bidders should complete columns C and D with the specification of the Works 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.]

***Columns A and B to be completed by Public Entity.
Specifications and Compliance Sheet Authorised By:**

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

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	Remove old security fence size 1200mm high from the concrete beam		
2.	20MPa concrete in edge beam below security fencing size 100x200mm high, including all necessary excavation, casing, backfilling, etc		
3.	Security fencing 1800mm high vertically with 600mm long 45 grade to one side formed of 50mm diameter standards 2500mm long with 600mm overhang cast into and including 300x300x750mm 20MPa concrete base at average 3m centres, four rows of galvanised straining wires and four rows of 2.5mm galvanised double strand reverse twist barbed wired tied to standards, posts and eye bolts, the 1800mm vertical height covered with 50mm galvanised diamond wire mesh fixed at 300mm centres to each straining wire.		
4.	Extra over for Razor Coil to top of security fencing in lieu of four rows of barbed wire.		

5.	50mm Diameter inclined stay or vertical post 3m long with one end bent to detail and bolted to post and the other end with sole plate cast in and including 20MPa concrete base size 450x450x600mm.		
6.	110mm corner or straining posts 2.7m high vertically with 600mm long 45 grade overhang with capped end and other end with sole plate cast in and including 20MPa concrete base size 450x450x600mm deep.		
7.	Gate size 1000x1800mm high overall with 600mm long 45 grade overhangs with barbed wire and covered with 50mm galvanised diamond wire mesh as for fencing and with suitable ey-bolt hinges and 300mm long galvanised dropbolts fixed in position complete.		
8.	Gate size 4000x1800 high overall in the two equal leaves with 600mm long 45 grade overhangs with barbed wire and covered with 50mm galvanised diamond wire mesh as for fencing and with suitable ey-bolt hinges and 300mm long galvanised dropbolts fixed in position complete		

NB: The Bidder should visit ORC-Oshivelo Settlement to physically assess the situation.

Specifications and Compliance Sheet Authorised By:

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

SCHEDULE 3

QUOTATION 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: W/RFQ/ORC-26/2025

Description	Attached	Not Attached
Quotation Letter		
Specification and Compliance Sheet		
Bid Securing Declaration		
Certified copy of a valid Good Standing Certificate, issued by NAMRA		
Certified copy of a valid Affirmative Action Compliance Certificate or Letter from the Employment Equity Commission		
Certified Copy of Founding Statement		
Certified Copy of a valid Certificate of Registration as an SME		
A Written undertaking issued in terms of Section 138 of the Labour Act, 2007		
Proof of confirmation of account from a Namibian banking Institute, issued within the past 6 months		
Proof of similar projects completed attach		

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.*



Republic of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of Section 138 of the Labour Act, 2007 (Act No. 11 of 2007) and Section 50(2) (d) of the Public Procurement Act, 2015 (Act No. 15 of 2015)

1. EMPLOYERS DETAILS

Company Trade Name: _____

Registration Number: _____

Vat Number: _____

Industry/Sector: _____

Place of Business: _____

Physical Address: _____

Telephone Number: _____

Cellphone: _____ 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, 2007 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(s) as stipulated in Section 138 of the Labour Act, 2007, which includes (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.*