



REPUBLIC OF NAMIBIA
OSHIKOTO REGIONAL COUNCIL

REQUEST FOR SEALED QUOTATION FOR GOODS

Supply and Delivery of Hostel Lockers

BIDDER'S NAME:

CONTACT NO:

EMAIL ADDRESS:

TOTAL BID AMOUNT :

Procurement Reference No: G/RFQ/ORC DEIYSAC – 11/2025



REPUBLIC OF NAMIBIA

OSHIKOTO REGIONAL COUNCIL

Tel: +26465 281900
Fax: +26465 240315

P.O. Box 19247
OMUTHIYA

06 January 2026

.....
.....
.....

Procurement Reference No: G/RFQ/ORC DEIYSAC – 11/2025

Dear Sir/ Madam

Invitation for Bids for Supply and Delivery of Hostel Lockers

The The Oshikoto Regional Council, invites you to submit your best bid for the goods described in detail hereunder. Any resulting contract shall be subject to the terms and conditions referred to in the document.

All queries shall be directed to the following people, on behalf of the Directorate;

Procurement Management Unit

Mr. Toivo AS Kambonde Tel: +26465 281909
Mr. Shali M. Shali Tel: +26465 281907

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,

Secretary: Procurement Committee 2026 -01- 0 6



SECTION I: INVITATION FOR BIDS

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 bid; and
- (c) to cancel the bidding process and reject all bids at any time prior to contract award.

2. Preparation of Bids

You are requested to quote for the items mentioned in Section III by completing, signing and returning:

- (a) the Bid Letter in Section II with its annex for Bid Security/Bid Securing Declaration, where applicable.
- (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 Invitation for Bids document, including the Special Conditions of Contract in Section VII, before preparing your bid. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

3. Validity of Bids

The Bid validity period shall be **30** 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 is in compliance:

	Document name / title	Please tick
1	Certified copy of a valid Certificate of Good Standing for Procurement Purposes , issued by the Ministry of Finance: Inland Revenue.	
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 goods/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 business principle should be in line	
8	Attach proof of confirmation of account from a Namibian Banking Institution , issued within the past 6 months.	

5. Delivery

5.1 Delivery shall be **within 30** days after acceptance/issue of Purchase Order. Deviation in delivery period **shall not be accepted/shall be considered if such deviation is reasonable**.

5.2 **Good shall be delivered to as follows**

No.	Description	Delivery Place
1.	70 x Hostel Single Lockers	Nehale Secondary School
2.	60 x Hostel Single Lockers	Ekulo Secondary School
3.	10 x Hostel Single Lockers	Etosha Secondary School
4.	30 x Hostel Single Lockers	Mangetti Hostel
5.	30 x Hostel Single Lockers	Otjikoto Secondary School
6.	50 x Hostel Single Lockers	Onguti Secondary School
7.	40 x Hostel Single Lockers	Huihub Primary School
8.	30 x Hostel Single Lockers	Rev. Juuso Shikongo Secondary School
9.	70 x Hostel Single Lockers	Uukule Secondary School
10.	40 x Hostel Single Lockers	Tsintsabis Combined School

6. Sealing and Marking of Bids

Bids should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the **Oshikoto Regional Council** with the Bidder's name at the back of the envelope.

7. Submission of Bids

Bids should be deposited in the Quotation/Bid Box located at **Ground Floor, Oshikoto Regional Council Head Office in Omuthiya** on or before Tuesday, **13 January 2026, on/before 11h00**. Bids by post or hand delivered should reach by the same date and time at latest. Late bids will be rejected. Bids received by e-mail will not be considered.

8. Opening of Bids

Bids will be opened by the Oshikoto Regional Council at **Ground Floor, Oshikoto Regional Council Head Office in Omuthiya on 13 January 2026 at 11h30**. A record of the Bids Opening stating the name of the Bidders and the amount, the presence or absence of Obligatory documents will be made available to any bidder on request within three working days after the Opening. Bidders or their representatives may attend the Bid Opening if they choose to do so.

9. Evaluation of Bids

The **Oshikoto Regional Council** shall have the right to request for clarifications during evaluation. Offers that are substantially responsive shall be compared on the basis of price or

ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated bid.

10. Prices and Currency of Bids

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.

11. Margin of Preference

11.1. The applicable margins of preference and their application methodology are as follows: *[Not Applicable]*

11.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: *[Not Applicable]*

12. Award of Contract

The Bidder having submitted the lowest 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 as prescribed by the Regional Council.

13. Notification of Award and Debriefing

The Oshikoto Regional Council shall after award must, make available the Evaluation Reports, upon on request from successful and unsuccessful bidders. Furthermore, the 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.

SECTION II: BID LETTER

(to be completed by Bidders)

If your bid is not authorised, it will be rejected

Bid 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 Goods and Price Schedule as per the defined specifications, and, in accordance with the terms and conditions stated in your Invitation for Bids referenced above.

We confirm that we are eligible to participate in this bidding exercise and meet the eligibility criteria specified in Section 1: Invitation for Bids.

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act 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 to *[forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

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

We confirm that our quoted prices in the List of Goods and Price 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 services will commence within _____ *[to insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within _____ *[to insert number]* days from date of issue of Purchase Order/ Letter of acceptance.

Bid 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:

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.**

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: LIST OF GOODS AND PRICE SCHEDULE

Procurement Reference Number: _____

Currency of Quotation: _____

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1.	Single Hostel Locker	430	Each		
<i>Enter 0% VAT rate if VAT exempt.</i>				VAT @	%
Total					

Priced Activity Schedule Authorised By:

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

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENT

ITEM	DESCRIPTION	SIZE	THICKNESS	MATERIALS
1	Single Hostel Lockers	1800 H x 410 W x 520 D	0.5 – 1.0mm	Steel

