



REPUBLIC OF NAMIBIA



OSHIKOTO REGIONAL COUNCIL

Tel: (065) 244 819
Fax: (065) 244 071
Enquiries: Ms. B. Ambata

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

Request for Sealed Quotations (Works)

For

**CONSTRUCTION OF TOILETS IN 10 CONSTITUENCIES
(ONIPA, ONAYENA, OLUKONDA, ONYAANYA,
OMUNTELE, OMUTHIYA, OKANKOLO, EENGODI,
GUINAS AND NEHALE LYA MPINGANA) - OSHIKOTO
REGION FOR 2025/2026 FINANCIAL YEAR**

Procurement Reference No: W/RFQ/ORC-35/2026

NAME OF BIDDER: _____

CONTACT NUMBER: _____

E-MAIL: _____

CONSTITUENCY BIDDING FOR: _____

TOTAL BID AMOUNT (N\$): _____



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LETTER OF INVITATION

Dear Potential Bidder

CONSTRUCTION OF 200 PRECAST TOILET UNITS IN TEN CONSTITUENCIES OF OSHIKOTO REGION

Oshikoto Regional Council hereby invites you to submit your quotation to assemble 200 toilet units in ten Constituencies as per the specifications in the bid document attached. This request is in line with the Public Procurement Act, 2015 (Act No. 15 of 2015). Your quotation should be made on this form, with any annexure which you may wish to enclose, and should be deposited in the quotation bid box located at Oshikoto Regional Council, Ground Floor, in a sealed envelope marked **Quotation Reference No. W/RFQ/ORC-35/2026**.

Your quotation should reach Oshikoto Regional Council on or before **Tuesday, 24 February 2026**

Queries, if any should be addressed to Ms. B. Ambata at 065-244800/0813442818

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,



Mr. Vincent Shikukwete
Head: Procurement Management Unit

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 **90** days from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this bid, you should submit and comply with the following conditions:

	Document name / title
1	Certified copy or Original of a valid Certificate of Good Standing for Procurement Purposes , issued by NAMRA.
2	Certified copy of a valid Affirmative Action Compliance Certificate , proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Act 29 of 1998, as amended)
3	Certified copy or Original 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.

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.	Attach proof of confirmation of account from a Namibian Banking Institution not older than 6 months.
8.	Each page should be fully completed, initialled and the principal business of the company should be in line with this bid (construction).
9.	Attach certified proof of vehicle ownership or lease agreement to lease a vehicle (with proof of ownership from the lessor).The vehicle should be a four wheel drive (4x4).
10.	Provide proof of experience in works of a similar nature and size (at least three projects with traceable reference). The Council reserves the right to contact issuers of reference letters to confirm work done.
11.	Bidder's declaration confirming that they have no outstanding and/or delayed works or services under Oshikoto Regional Council or its Delegated Functions.
12.	One company will be appointed to work in one Constituency. Should there be no eligible contractor in a respective constituency; Council will appoint a responsive bidder from the closest Constituency.
13.	Preference will be given to contractors who reside in the Constituency of interest. The following information will be used to determine the locality of the contractor and should be provided: Proof of residence (physical address), postal address, consent letter from the Control Administrative Officer at the Constituency Office (as proof of residence) and water bill (where applicable). Bidders who bid in more than one Constituency will be disqualified.
14.	Bidders who were awarded similar work by Oshikoto Regional Council in the past three years will not be considered. This is to accord a fair and equal chance to other bidders.

5. Bid Securing Declaration

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

6. Work Completion Period

The completion period for works shall be **One (1) Month**, after acceptance and issue of the Purchase Order.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, Constituency being bided for, addressed to the Oshikoto Regional Council with the Bidder's name and contact information at the back of the envelope. Envelopes wrongly marked will not be considered.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Oshikoto Regional Council Head Office, Penda Ya Ndakolo Ave**, on or before **Tuesday, 24 February 2026 at 11h00**. Bids submitted by post or hand delivered should reach **The Head: Procurement Management Unit, P. O. Box 19247, Omuthiya**, by the specified date and time. Late bids will be rejected. Bids submitted through e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Public Entity after the closing time referred to in Section 8 above. A record of the Quotation Opening stating the name of the bidders and the amount quoted will be posted and available to any bidder on request within three working days of the opening.

10. Evaluation of Bids

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, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

Bidders shall submit along with their quotation documents at least three written traceable references of similar work done.

Attached hereto, is standard specifications on how to assemble the toilet panels and accessories. See annexure.

12. Prices and Currency of Payment

Prices for the execution of works shall be fixed in Namibian Dollars as quoted. Quotation shall cover all cost including duties.

13. Margin of Preference

13.1. The applicable margins of preference and their application methodology are as follows:

Preference will be given to bidders who reside in the specific constituency

13.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

Proof of residence

14. Award of Contract

The Bidder having submitted the lowest evaluated substantially responsive bid and qualified to perform the work shall be selected for award of contract. Award of contract shall be by issue of an appointment letter in accordance with terms and conditions contained in Section VI: Contract Agreement 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 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 Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder 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 Quotation exercise and meet the eligibility criteria specified in Section 1: Instruction to Bidders.

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.

The validity period of the Quotation is 90 days from the date of the bid submission deadline.

We confirm that the prices quoted in the Price 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.

Works will commence within 7 days from the date of issue of Purchase Order/Letter of Acceptance.

Works will be completed within 30 days from the 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./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.:

To: *[insert complete name of Public Entity and address]*.....

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 III: LIST OF WORKS AND PRICE SCHEDULE

CONSTRUCTION OF 180 TOILETS IN OSHIKOTO REGION (PROCUREMENT REF NO. W/RFQ/ORC-35/2026)

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.				<p><u>Bidders shall fill-in columns E - I and fill the total</u></p> <p>E= mark with a *if an equivalent is quoted</p> <p>F= Rate per unit G=Total price for one item (C x F)</p> <ul style="list-style-type: none"> • 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 Works	Quantity required per Constituency	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Total price with VAT	Country of Origin
1.	Excavation of toilet pits, assembling of precast panels for underground and top structures, fitting of accessories (inclusive of transport cost to the sites)	20	toilets						
NAME:				POSITION:		SIGNATURE:		DATE:	
NAME OF BIDDER:				ADDRESS:					

NB: OSHIKOTO REGIONAL COUNCIL WILL SUPPLY MATERIALS (PRECAST PANELS AND ACCESSORIES) AND DELIVER THEM TO PROJECT SITES. TWENTY (20) TOILETS PER CONSTITUENCY ARE TO BE ASSEMBLED.

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

Currency: Exchange Rate:

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 REQUIREMENTS

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: W/RFQ/ORC-35/2026.

[Bidders should complete column C and D with the specification of the work 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 specifications required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A	B	C	D
1	Excavation of toilet pits, assembling of precast panels for underground and top structures, fitting of accessories		

- **Column A and B to be completed by Public Entity.**

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-35/2026.

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Certified copy or Original of a valid Certificate of Good Standing, issued by NAMRA.		
Certified copy of a valid Affirmative Action Compliance Certificate or letter from the Employment Equity Commissioner		
Certified copy or Original of a valid Good Standing Certificate with the Social Security 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 Institution not older than 6 months.		
Each page should be fully completed, initialled and the principal business of the company should be in line with this bid (construction).		
Attach proof of vehicle ownership or lease agreement to lease a vehicle (with proof of ownership from the lessor).The vehicle should be a four wheel drive (4x4).		
Provide proof of experience in works of a similar nature and size (at least three projects with traceable reference).		
Bidder's declaration confirming that they have no outstanding and/or delayed works or services under Oshikoto Regional Council or its Delegated Functions.		
Proof of residence for the Constituency of preference		
Certified copy of ID/s of all shareholder in the company		

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: _____

Cell phone: _____ 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.*