



REPUBLIC OF NAMIBIA



OSHIKOTO REGIONAL COUNCIL

SUBDIVISION: AUDIOVISUAL AND PRINT MEDIA

Tel: 065-244 257
Fax: 062-562432
Web Address: <https://oshikotorc.gov.na>

P. O. Box 19831,
OMUTHIYA
mict@oshikotorc.gov.na

Enquiries: ndekuteelelad@gmail.com

Request for Informal Quotation (Non-Consultancy Service)

**SERVICING OF FIRE EXTINGUISHERS AND GAS REFILL FOR THE
MINISTRY OF INFORMATION COMMUNICATION AND
TECHNOLOGY**

Name of Bidder:.....

Contact Number(s):.....

E-mail address:.....

Procurement Reference No: NCS/IQ/ORC-MICT-01/2025/26

Closing Date& time: 2nd March 2026

All official correspondences must be addressed to the Chief Regional Officer



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INFORMAL QUOTATION

Procurement Ref. No. NCS/IQ/ORC-MICT-01/2025/26

Dear Potential Bidder,

The Regional Council of Oshikoto hereby invites you to submit your quotation, for the services listed hereunder. Your quotation should be made on this form, with any annexure which you may wish to enclose, and should be delivered to the Secretary: Procurement Committee, Oshikoto Regional Council, P. O. Box 19247, Omuthiya, ORC Head Office Building, Hon. Penda Ya Ndakolo Street in a sealed envelope clearly marked Quotation Reference No: **NCS/IQ/ORC/MICT-01/2025/26**. Your quotation should reach the Regional Council on or before Monday, 2nd March 2026 by 11h00 latest.

Enquiries should be made to Ms. Ndekuteelela Dumeni-Iita at Tel: 065-244257



Secretary: Procurement Committee

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Priced Activity Schedule

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1	Fire Extinguisher Dry Chemical Powder	06	9 KG		
2	Fire Hose pipe	02			
				Sub Total	
				VAT @15%	
				TOTAL	

- (a) Oshikoto Regional Council requests that the delivery of goods / services completion period should be within seven (7) days as from the date of placement of order.
- (b) Delivery Date: within seven (7) days from the date of placement of order.
- (c) Validity of offer: 14 days as from closing date set for submission of quotations.

Remarks *[if any from Bidder]*:

I/We agree to supply the abovementioned services at price(s) quoted by me/us and subject to conditions specified overleaf.

Date: _____

Bidder's signature and seal _____
(Please overleaf)

General Terms and Conditions Applicable

1. Employer

The Public Entity inviting the Informal Quotation is the Employer for the purpose of entering into contract with the successful bidder.

2. Supplier

The Bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award of contract and referred to as the Supplier.

3. Rights of Public Entity

The Public Entity shall have the rights to

- (a) ask for clarifications at time of evaluating quotations;
- (b) reject all quotations; and
- (c) the Public Entity shall not be bound to accept the lowest or any quotation.

4. Eligibility Criteria

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

	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 02 2007, read in conjunction with section 50 (d) of the Public Procurement Act,2015.	
7	All Page should be initialed and the business principle should be in line (Maintenance of fire extinguishers and Gas refill)	
8	Proof of confirmation of account from a Namibian Banking Institution, issued within the past 6 Months.	

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5. Bid Securing Declaration

Bidders are not required to subscribe to a Bid Securing Declaration for this procurement method.

6. Prices

Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

7. The Contract

The letter of Acceptance / Purchaser Order Form as the case may be, together with this Informal Quotation form, shall constitute the contract between the Public Entity and the Contractor.

8. Purchase order

A supplier to whom a purchase order is issued must confirm the purchase order within three days of receipt of the purchase order and;

(a) may not change or alter the terms of the purchase order; and

(b) Must undertake to deliver the services on or before the date set in the purchase order for delivery of the goods or services.

(c) The purchase shall be valid for 30 days only and will be cancelled thereafter

9. General Conditions of Contract

The general terms and conditions shall be as per the General Conditions of Contract (Services) Ref. No.- NCS/RFQ-GCC14 posted in the website of the Procurement Policy Unit subject to the data provided hereunder.

10. Project Manager

The Project Manager is the person appointed by the Employer responsible for supervising the execution of the services and administrating the contract.

11. Advanced payment

Advance payment is not applicable.

12. Payment

The Employer undertakes to effect payment within 30 days after completion of the services to the satisfaction of the Client, subject to the Service Provider, making goods all defects and submitting all required documents to initiate payment. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

13. Insurance Covers *[Not applicable].*

14. Performance Security *[Not applicable]*

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15. Liquidated damages *[insert quantum and conditions attached, applicable].*



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: _____

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