



REPUBLIC OF NAMIBIA



OSHIKOTO REGIONAL COUNCIL

Tel: (065) 281 900
Fax: (065) 240 315
Enquiries: Leo Paulus

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

Request for Sealed Quotations for Works

MINOR RENOVATION AT ONATHINGE CIRCUIT OFFICE

NAME OF BIDDER:

CONTACT NO:

EMAIL ADDRESS:

BID AMOUNT N\$:

PROCUREMENT REFERENCE NO. W/RFQ/ORC DEIYSAC – 13/2025

Closing Date & Time: 11 February 2026 @ 11h00



REPUBLIC OF NAMIBIA



OSHIKOTO REGIONAL COUNCIL

Tel: (065) 281 900
Fax: (065) 240 315
Enquiries: Leo Paulus

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

INVITATION LETTER

Dear Sir / Madam

REQUEST FOR SEALED QUOTATIONS FOR WORKS: MINOR RENOVATION OF ONATHINGE CIRCUIT OFFICE

The **Oshikoto Regional Council** hereby invites your company to submit quotation for works as per the specifications outlined herein. This request is in line with the Public Procurement 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 Bid Box located at **Ground Floor, ORC Head Office in Omuthiya Oshikoto Regional Council**, in a sealed envelope marked Quotation Reference No. **W/RFQ/ORC DEIYSAC – 13/2025**. Your quotation should reach **Oshikoto Regional Council** on or before the **Wednesday, 11 February 2026** by **11:00** latest. Enquiries, if any, should be addressed to **Procurement Management Unit**,

Mr Leo Paulus

Tel: +264 65281953

Technical enquiries

Mr. Willigis Kutuwowa

Tel: +264 65 281929

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 **90** 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 are attached:

| | Document name / title | Please tick |
|---|---|-------------|
| 1 | Original / Certified copy of a valid Certificate of Good Standing for Procurement Purposes , issued by Namibia Revenue Agency (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), 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. | |
| 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 of the bidding document should be completed and initialled | |
| 8 | Business principle should be in line(Construction/ Renovation) | |
| 9 | Attach proof of confirmation of account from a Namibian Banking Institution, issued within the past 6 months with a date stamp. | |
| 10 | Attach Three (3) copy of completion certificate/ reference letters of rendering of similar services/works | |
| 11 | Bidders with records of turning down Awards, and poor services delivery with Oshikoto Regional Council will not be considered. | |
| 12 | Bidders with more than two awards pending will not be considered | |

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. Services Completion Period

The completion period for works shall be **60 days**, after acceptance / issuing of the Purchase Order and Claim Form. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Oshikoto Regional Council- Directorate of Education, Arts and Culture with the Bidder's name at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Bid Box located at **Ground Floor, ORC Head Office in Omuthiya**, on or before **Tuesday, 10 February 2026, before 11h00.** Oshikoto Regional Council, Office, Quotations by post or hand delivered should reach the above address, before the closing date and time. Late quotations will be rejected. Quotations received by fax or e-mail will not be considered.

9. Opening of Bids

The Public Entity will open quotations internally 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 and the presences of Obligatory documents will be made available to any bidder on request within three working days after the Opening.

10. Evaluation of Bids

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

The Specifications and Compliance Sheet details the minimum specifications of the works to be carried out. The specifications have to be met, but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

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.

13. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the works 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. **NB: Council Reserved Right to award as whole or per Lots**

14. Notification of Award and Debriefing

The Oshikoto Regional Council-Directorate of Education, Arts and Culture shall after award must make available the Evaluation Reports, upon on request from successful and unsuccessful bidders. Furthermore, the Directorate 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: 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 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. 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 _____ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted 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 quotation validity.

The delivery period offered from the date of issue Letter of Acceptance is as shown in the List of Goods 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.:

To: *Oshikoto Regional Council – Directorate: Education, Innovation, Youth, Sports, Arts and Culture*

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

[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*

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

AS PER THE BILL OF QUANTITIE HERE TO ATTACHED

OSHIKOTO REGIONAL COUNCIL

Tel: (065) 281 900
Fax: (065) 240 315

P. O. Box 19247
OMUTHIYA

| Minor Renovation of Onathing Circuit Office | | | | |
|--|---|-------------------|------|--------|
| | | Quantity | Rate | Amount |
| 1 | Demolition and alterations | | | |
| | Breaking up or breaking down and removing brickwork ,Apron etc. | | | |
| | One brick wall | 44 m ² | | |
| | Apron | 55 m ³ | | |
| | Taking out and removing doors, windows etc from brickwork walls to be demolished. | | | |
| | Window frame not exceeding 2.5m ² in area | 2 no. | | |
| | Taking out and removing glass from steel windows frame and prepare to receive new glasses. | | | |
| | Clear glasses | 3 m ² | | |
| 3 | EARTHWORKS | | | |
| | Concrete, formwork and reinforcement | | | |
| | 25mpa/19mm concrete | | | |
| | Surface beds, aprons, paving, ramps, etc cast in panels | 4 m ² | | |
| | MANSORY | | | |
| | BRICKWORK IN SUPERSTRUCTURE | | | |
| | Brickwork of 7MPa cement bricks in class1 mortar | | | |
| | One brick wall | 44 m ² | | |
| | Brickwork Reinforcement | | | |
| | 150mm wide reinforcement build horizontally | 40 m | | |
| 6 | IRONMONGERY | | | |
| | Locksets, etc | | | |
| | UNION Gower CZ682-24-61CH”or similar and approved four lever lockset | 3 no | | |
| | Plumbing and drainage | | | |
| | White vitreous china or glazed fireclay. | | | |
| | Low level wc. suite compromising wash down pan, | 5 no | | |
| | Taps, Valves, etc | | | |
| | 20mm Square pattern pillar tap with aerator | 8 no | | |
| | 15mm Angle regulating valve with 10mm chromium plated copper service pipe 300mm girth bent as required. | 5 no | | |
| | Hard draw thin walled class o copper pipes to SABS | | | |

| | | | | |
|---|---|--------------------|--|--|
| | 460 including all straight joints and connectors. | | | |
| | 15mm pipe fixed or chased in walls. | 8 m | | |
| | 15mm Tee | 4 no | | |
| | 15mm elbow | 3 no | | |
| | Upvc soil,waste and vent pipes including all straight joints and connectors | | | |
| | 40mm pipe fixed or chased into walls. | 6 m | | |
| | Underground twin-wall uPVC structured wall pipes laid in ground, including excavations, backfilling, etc and all straight joints between pipes. | | | |
| | 110mm pipe laid in and including trenches not exceeding 1m deep. | 12 m | | |
| | 110mm Bend | 3 no | | |
| | 110mm Plain junction (Tee Junction) | 3 no | | |
| | Internal plaster | | | |
| | Cement plaster on brickwork to | | | |
| | Walls | 44 m ² | | |
| | External plaster | | | |
| | Cement plaster on brickwork to | | | |
| | Walls | 44 m ² | | |
| | Walls in foundations | 10 m ² | | |
| | GLAZING | | | |
| | Glazing to steel with Putty | | | |
| | 4mm clear float glass | | | |
| | Panes exceeding 0.1mm ² and not exceeding 0,5m ² | 3 m ² | | |
| 9 | PAINTING | | | |
| | On plaster | | | |
| | Prepare and apply one coat alkaline resistant wall primer and two coats of acrylic based PVA emulsion paint | | | |
| | Internal walls | 390 m ² | | |
| | External walls | 201 m ² | | |
| | External walls on foundations | 20 m ² | | |
| | On metal | | | |
| | Prepare and apply one coat zinc –chromate primer and two coats matt enamel paint on | | | |
| | Door frames and doors | 16 m ² | | |
| | Wooden doors | 6 m ² | | |
| | Security gates | 4 m ² | | |
| | Windows with burglar bars(both sides measured). | 49 m ² | | |
| | On exposed truss,purlines members | 7 m ² | | |
| | Scrub with “Spick and Span” or similar and approved galvanised iron cleaner , rinse with clean water , apply one coat of self-etching primer and two coats “Peraroll” or similar and approved textured paint | | | |
| | On ceilings | 425 m ² | | |

| | | | | |
|--|---|------|--|--|
| | Site clearance | | | |
| | All the building rubbles to be transported to the dumping area. | Item | | |

Final Summary

| | |
|---|-----------|
| Total value of building items | N\$ _____ |
| Preliminaries.....8% | N\$ _____ |
| Contingencies 5% | N\$ _____ |
| Allow the contingent of 5% for general contingencies | |
| To be used as directed by the Principal Agent and to be deducted in part or whole if not required | |
| NET CONSTRUCTION COST | N\$ _____ |
| VAT 15% | N\$ _____ |
| GRAND TOTAL | N\$ _____ |

END

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **W/RFQ/ORC DEIYSAC-11/2025**

[Bidders should complete columns C and D with the specification of the goods 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

| Item No | Technical Specification Required | Compliance of Specification Offered | Details of Non-Compliance/ Deviation (if applicable) |
|----------------|---|--|---|
| <i>A</i> | <i>B*</i> | <i>C</i> | <i>D</i> |
| 1. | As Per the Bill of quantity hereto attached | | |
| | | | |

signature block below.

*** Columns 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 | |



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