



REPUBLIC OF NAMIBIA



OSHIKOTO REGIONAL COUNCIL

Tel: (065) 281900  
Fax: (065) 240315

Private Bag 2028  
ONDANGWA  
06 May 2026

**Request for Sealed Quotations  
for Non-Consultancy Services  
Lump-Sum**

**Rebranding of the Directorate Fleet**

NAME OF BIDDER:

CONTACT NO:

EMAIL ADDRESS:

TOTAL BID AMOUNT IN NUMBER:

TOTAL BID AMOUNT IN WORD:

**PROCUREMENT REFERENCE NO. NCS/RFQ/ORC DEIYSAC – 01/2026**

Closing Date & Time: 12 May 2026 @ 11h00





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### INVITATION LETTER

Dear Sir / Madam

**REQUEST FOR SEALED QUOTATIONS FOR NON-CONSULTANCY SERVICES (LUMP SUM): Rebranding of the Directorate Fleet**

Procurement Ref. No. NCS/RFQ/ORC DEIYSAC – 01/2026

The **Oshikoto Regional Council** hereby invites your company to submit quotation for materials 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. **NCS/RFQ/ORC DEIYSAC – 01/2026**. Your quotation should reach **Oshikoto Regional Council** on or before the **Tuesday, 12 May 2026 by 11:00 latest**. Enquiries, if any, should be addressed to **Procurement Management Unit**

Mr. Leo Paulus Tel: 065 281953

Mr. Samuel Sackaria Tel: 065 281948

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.

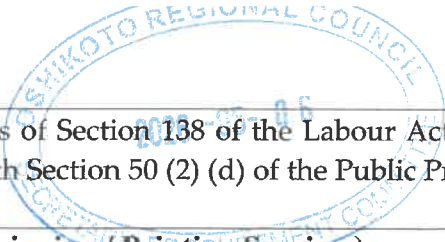
**3. Validity of Quotations**

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	<b>Original/ Certified copy of a valid Certificate of Good Standing for Procurement Purposes, issued by Namibia Revenue Agency (NAMRA).</b>	
2	<b>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).</b>	
3	<b>Original / Certified copy of a valid Good Standing Certificate from Social Security Commission.</b>	
4	<b>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.</b>	



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	Principal business should be in line ( <b>Designing / Printing Services</b> )	
8	Attach proof of confirmation of bank account from a Namibian Banking Institution, issued within the past 6 months with date stamp.	
9	Attached certified copy of proof of Three (3) reference letters of rendering similar services ( <b>Rebranding/ Designing</b> )	

#### 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 services shall be *One Month*, 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, 12 May 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. Scope of Services, Specifications and Performance Standards**

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

#### **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 supply the goods/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-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 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 90 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, 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***



**SECTION III: SCOPE OF SERVICES**  
**SECTION IV: PRICED ACTIVITY 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.	Supply of stickers and Side-door branding (Oval Shape)	70	Each		
2.	Supply of Black Cut-out and branding of back-door	36	Each		
3.	Labelling	36	Each		
<i>Enter 0% VAT rate if VAT exempt.</i>				<b>Subtotal</b>	
				<b>VAT @</b> %	
				<b>Total</b>	

**Priced Activity Schedule Authorised By:** *[insert company seal]*

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

**See Sample in Annexure 1**



**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: **G/RFQ/ORC DEIYSAC-01/2026**

[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 signature block below.]

Item No	Item Description	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C*	D*	E*
1.	Side-door stickers (Oval Shape)	500mm × 300mm		
2.	Back door Black Cut-out	1100mm × 150mm		

*\* 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*
- 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.*



# ANNEXURE 1



## Side-door Stickers branding in colour (Oval Shape)



**DIRECTORATE OF EDUCATION, INOVATION, YOUTH, SPORTS, ARTS AND CULTURE**

## Back Door Bradding



**DEIYSAC-OSHIKOTO REGION**