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## **KUNENE REGIONAL COUNCIL HEAD OFFICE**

### **Request for Sealed Quotations For Goods**

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**SUPPLY AND DELIVERY OF MATERIALS FOR THE CONSTRUCTION OF  
RURAL TOILETS UNDER SANITATION PROGRAMME FOR ALL THE  
CONSTITUENCIES - KUNENE REGION**

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**Procurement Reference No: G/RFQ/KRC-14/2025/26**

Kunene Regional Council  
P/Bag 502  
Opuwo  
Tel: +264-65-273950  
Fax: +264-65-273077



# KUNENE REGIONAL COUNCIL



Tel: +264-65-273950  
Fax: +264-65-273077

M. Muharukua Street  
OPUWO, NAMIBIA

Private Bag 502  
OPUWO, NAMIBIA

## Letter of Invitation

**To:** .....  
.....  
.....

**Tel / Cell:** .....

Procurement Reference No: G/RFQ/KRC-14/2025/26

*12 January 2026*

Dear Sir/ Madam

### **SUPPLY AND DELIVERY OF MATERIALS FOR THE CONSTRUCTION OF RURAL TOILETS UNDER SANITATION PROGRAMME FOR ALL THE CONSTITUENCIES - KUNENE REGION**

Kunene Regional Council invites you to submit your best quote for the items described in detail hereunder. Any resulting contract shall be subjected to the terms and conditions referred to in the document.

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 bidder should acknowledge the receipt of this document in writing.

Queries, if any, should be addressed to Ms. Sendra Nakale, Head of Procurement, Private Bag 502, Opuwo, at 065 – 273 950 or Email address; [pmu@kunenerc.gov.na](mailto:pmu@kunenerc.gov.na)

Yours faithfully,

**GEORGE R. KAMSEB**  
CHIEF REGIONAL OFFICER

KUNENE REGIONAL COUNCIL  
PRIVATE BAG 502, OPUWO  
  
30 JAN 2026  
  
TEL: 065-273950  
FAX: 065-273077  
CHIEF REGIONAL OFFICER

SECTION I: INSTRUCTIONS TO BIDDERS

## 1. 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 Security, where applicable;
- (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 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.

## 2. Validity of Quotations

The Quotation validity period shall be **180 working days** from the date of submission deadline.

## 3. Delivery

Delivery shall be **21 working days** after acceptance/issue of the Purchase Order. Deviation in delivery period shall not be accepted/shall be considered if such deviation is reasonable.

## 4. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name and contact information at the back of the envelope.

## 5. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Kunene Regional Council, Mbumbijazo Muharukua Street, P/Bag 502, Opuwo**, not later than **18 February 2026 at 11:00 A.M.** Quotations by post or hand delivered should reach Kunene Regional Council, Mbumbijazo Muharukua Street, P/Bag 502, Opuwo by the same date and time at latest.

Late quotations and quotations received by fax or e-mail will not be considered.

## 6. Opening of Quotations

Quotations will be opened internally by the Kunene Regional Council immediately after the closing time referred to in section 5 above

## 7. Evaluation of Quotations

Kunene 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 quotation.

## 8. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- (a) Have a certified valid copy of company Registration Certificate;

- (b) Have an original or certified valid copy of good Standing Tax Certificate;
- (c) Have an original or certified valid copy good Standing Social Security Certificate;
- (d) Have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) Have a certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Submit signed Bid-securing Declaration.
- (g) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof.

Kunene Regional Council may choose to request any bidder to substantiate compliance with these criteria.

#### **9. Technical Compliance**

Bidders shall submit along with their quotations documents. The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications. N/A

#### **10. Prices and Currency of Payment**

Prices shall be fixed in Namibian Dollars.

#### **11. Bid Securing Declaration**

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

#### **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 contained in Section VI:

#### **13. Performance Security**

N/A

#### **14. Notification of Award and Debriefing**

Kunene Regional Council shall after award of contract, promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount.

Furthermore, Kunene Regional Council shall attend to all requests for debriefing for contract made in writing within **7 working days** and all bidders will be informed of the award.

#### **15. Administrative Compliance**

Bidders should submit a dully completed bidding document with all pages initialled and signed were required expect for non-amended administrative literature.

**16. Authority of the person signing the bid**

Bidders should submit a letter giving authority to the person signing or initialling the bid.

**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 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: Request for Quotations.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

The validity period of our Quotation is ..... **working 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 of Purchaser Order/ 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./E-mail	

## SECTION III: LIST OF GOODS AND PRICE SCHEDULE

**QUOTATION FOR: SUPPLY AND DELIVERY OF MATERIALS FOR THE CONSTRUCTION OF RURAL TOILETS UNDER SANITATION PROGRAMME FOR ALL THE CONSTITUENCIES - KUNENE REGION**

Procurement Ref No. G/RFQ/KRC-14/2025/26

INSTRUCTIONS TO THE PUBLIC BODY						INSTRUCTIONS TO BIDDERS				
At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity.										
A	B	D	E	F	G	H	I			
Item no.	Description of Goods	Quantity required	Unit of measures		Price per unit NAD <sup>1</sup>	Total price NAD				
	<b>LOT A</b>									
	<b>Opuwo Urban Constituency - Opuwo</b>									
1.	SQUARE TUBES 25X25X2.5MM.6M PIN	30	each							
2.	ZINCS NORMAL 3MM CORRUGATED ION 0.47 2.0MM THICK	120	each							
3.	SELF DRILLING SCREW WITH WASHERS 5.5 MM 100PP	10 BOX	each							
4.	ROUND BAR SIZE 8MM X 6M	6	each							
5.	TEK SCREW AND NUTS GAW 70MM	35	each							
6.	SQUARE TUBING 19MM X 19MM: 6M	4	each							
7.	HINGERS (BUTTERFLY) 75MM	40	each							
8.	LOCKER (SMALL PAD BOLT GALVAISED 100MM)	20	each							
9.	WELDING RODS 2.5 BOX 5KG	10	each							
10.	PAINT PRIMER (RED OXIDE) 5L	5	each							
11.	5 PIECE BEE BRUSH	2	each							
12.	POP RIVERT SCREEW 3.2MM 10PP	10	each							
13.	ANGLE IRON SIZE 25MM	5	each							
14.	MESH WIRE SHEET REF 617 6MX2.4MX10MM	5	each							

15.	PIT PEDESTAL VIP (TOILET POT PLASTIC)	20	each					
16.	THREADED ROD SIZE M12 1M	20	each					
17.	BOLD AND NUTS SIZE 12	80	each					
18.	WATER PROOFING BLACK PLASTIC 40M X 4M	1	each					
19.	PLAIN SEWER PIPE 110MM 6M	20	each					
20.	PLAIN ELBOW 110 90 DEGREE	20	each					
21.	PAINT GROSS ENAMEL BACK 5L	2	each					
22.	WASTE VENT VALVE 2-WAY 110MM	20	each					
23.	GALVANISED PIPE HOLDER 110MM	40	each					
24.	CEMENT 42.5 50KG BAG	65	each					
25.	THINNERS 5L	1	each					
							<b>TOTAL</b>	
							<b>VAT 15%</b>	
							<b>SUB TOTAL</b>	
NAME:	POSITION:	SIGNATURE:		DATE:				
NAME OF COMPANY:		ADDRESS:						

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

Currency: NA..... Exchange Rate: NA.....

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

**QUOTATION FOR: SUPPLY AND DELIVERY OF MATERIALS FOR THE CONSTRUCTION OF RURAL TOILETS UNDER  
SANITATION PROGRAMME FOR ALL THE CONSTITUENCIES - KUNENE REGION**

Procurement Ref No. G/RFQ/KRC-14/2025/26

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS			
At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity.							
A	B	D	E	F	G	H	I
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD'	Total price NAD	
	<b>LOT B</b> <b><u>Opuwo Rural Constituency - Otuani</u></b>						

	SQUARE TUBES 25X25X2.5MM.6M PIN	30	each						
2.	ZINCS NORMAL 3MM CORRUGATED ION 0.47 2.0MM THICK	120	each						
3.	SELF DRILLING SCREW WITH WASHERS 5.5 MM 100PP	10 BOX	each						
4.	ROUND BAR SIZE 8MM X 6M	4	each						
5.	TEK SCREW AND NUTS GAW 70MM	35	each						
6.	SQUARE TUBING 19MM X 19MM: 6M	4	each						
7.	HINGERS (BUTTERFLY) 75MM	40	each						
8.	LOCKER (SMALL PAD BOLT GALVAISED 100MM)	20	each						
9.	WELDING RODS 2.5 BOX 5KG	10	each						
10.	PAINT PRIMER (RED OXIDE) 5L	5	each						
11.	5 PIECE BEE BRUSH	2	each						
12.	POP RIVERT SCREW 3.2MM 10PP	100	each						
13.	ANGLE IRON SIZE 25MM	5	each						
14.	MESH WIRE SHEET REF 617 6MX2.4MX10MM	5	each						
15.	PIT PEDESTAL VIP (TOILET POT PLASTIC)	20	each						
16.	THREADED ROD SIZE M12 1M	20	each						
17.	4 BOLD AND NUTS SIZE 12	20	each						
18.	WATER PROOFING BLACK PLASTIC 40M X 4M	1	each						
19.	PLAIN SEWER PIPE 110MM 6M	20	each						
20.	PLAIN ELBOW 110 90 DEGREE	20	each						
21.	PAINT GROSS ENAMEL BACK 5L	2	each						
22.	WASTE VENT VALVE 2-WAY 110MM	20	each						
23.	GALVANISED PIPE HOLDER 110MM	40	each						

24.	CEMENT 42.5 50KG BAG	65	each					
25.	THINNERS 5L	1	each					
							<b>TOTAL</b>	
							<b>VAT 15%</b>	
							<b>SUB TOTAL</b>	
NAME:		POSITION:		SIGNATURE:		DATE:		
NAME OF COMPANY:		ADDRESS:						

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

Currency: NA..... Exchange Rate: NA.....

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

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**QUOTATION FOR: SUPPLY AND DELIVERY OF MATERIALS FOR THE CONSTRUCTION OF RURAL TOILETS UNDER  
SANITATION PROGRAMME FOR ALL THE CONSTITUENCIES - KUNENE REGION**  
Procurement Ref No. G/RFQ/KRC-14/2025/26

INSTRUCTIONS TO THE PUBLIC BODY					INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity.										
A	B				D	E	F	G	H	I
Item no.	Description of Goods <b>LOT C</b> <b><u>Epupa Constituency - Okangwati</u></b>				Quantity required	Unit of measures	*	Price per unit NAD'	Total price NAD	
1.	SQUARE TUBES 25X25X2.5MM.6M PIN				30	each				
2.	ZINCS NORMAL 3MM CORRUGATED ION 0.47 2.0MM THICK				120	each				
3.	SELF DRILLING SCREW WITH WASHERS 5.5 MM 100PP				10 BOX	each				
4.	ROUND BAR SIZE 8MM X 6M				4	each				
5	TEK SCREW AND NUTS GAW 70MM				35	each				
6	SQUARE TUBING 19MM X 19MM: 6M				4	each				
7	HINGERS (BUTTERFLY) 75MM				40	each				

8.	LOCKER (SMALL PAD BOLT GALVAISED 100MM)	20	each						
9.	WELDING RODS 2.5 BOX 5KG	10	each						
10.	PAINT PRIMER (RED OXIDE) 5L	5	each						
11	5 PIECE BEE BRUSH	2	each						
12.	POP RIVERT SCREW 3.2MM 10PP	100	each						
13.	ANGLE IRON SIZE 25MM	5	each						
14	MESH WIRE SHEET REF 617 6MX2.4MX10MM	5	each						
15	PIT PEDESTAL VIP (TOILET POT PLASTIC)	20	each						
16.	THREADED ROD SIZE M12 1M	20	each						
17.	4 BOLD AND NUTS SIZE 12	20	each						
18.	WATER PROOFING BLACK PLASTIC 40M X 4M	1	each						
19.	PLAIN SEWER PIPE 110MM 6M	20	each						
20.	PLAIN ELBOW 110 90 DEGREE	20	each						
21.	PAINT GROSS ENAMEL BACK 5L	2	each						
22.	WASTE VENT VALVE 2-WAY 110MM	20	each						
23.	GALVANISED PIPE HOLDER 110MM	40	each						
24.	CEMENT 42.5 50KG BAG	65	each						
25.	THINNERS 5L	1	each						
								<b>TOTAL</b>	
								<b>VAT 15%</b>	
								<b>SUB TOTAL</b>	
								<b>DATE:</b>	
<b>NAME:</b>		<b>POSITION:</b>		<b>SIGNATURE:</b>					
<b>NAME OF COMPANY:</b>				<b>ADDRESS:</b>					


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

Currency: NA..... Exchange Rate: NA.....

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

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**QUOTATION FOR: SUPPLY AND DELIVERY OF MATERIALS FOR THE CONSTRUCTION OF RURAL TOILETS UNDER  
SANITATION PROGRAMME FOR ALL THE CONSTITUENCIES - KUNENE REGION**

Procurement Ref No. G/RFQ/KRC-14/2025/26

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS			
At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity.				Bidders shall fill-in columns F, G & H and fill the total			
A	B	D	E	F	G	H	I
Item no.	Description of Goods <b>LOT D</b> <b>Sesfontein Constituency - Sesfontein</b>	Quantity required	Unit of measure	*	Price per unit NAD'	Total price NAD	
1.	SQUARE TUBES 25X25X2.5MM.6M PIN	30	each				
2.	ZINCS NORMAL 3MM CORRUGATED ION 0.47 2.0MM THICK	120	each				
3.	SELF DRILLING SCREW WITH WASHERS 5.5 MM 100PP	10 BOX	each				
4.	ROUND BAR SIZE 8MM X 6M	4	each				
5	TEK SCREW AND NUTS GAW 70MM	35	each				
6	SQUARE TUBING 19MM X 19MM: 6M	4	each				
7	HINGERS (BUTTERFLY) 75MM	40	each				
8.	LOCKER (SMALL PAD BOLT GALVAISED 100MM)	20	each				
9.	WELDING RODS 2.5 BOX 5KG	10	each				
10.	PAINT PRIMER (RED OXIDE) 5L	5	each				
11	5 PIECE BEE BRUSH	2	each				

F= mark with a \* if an equivalent is quoted  
 G= Rate per unit  
 H=Total price for one item ( D x G)  
 • 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

12.	POP RIVERT SCREEW 3.2MM 10PP	100	each					
13.	ANGLE IRON SIZE 25MM	5	each					
14.	MESH WIRE SHEET REF 617 6MX2.4MX10MM	5	each					
15.	PIT PEDESTAL VIP (TOILET POT PLASTIC)	20	each					
16.	THREADED ROD SIZE M12 1M	20	each					
17.	4 BOLD AND NUTS SIZE 12	20	each					
18.	WATER PROOFING BLACK PLASTIC 40M X 4M	1	each					
19.	PLAIN SEWER PIPE 110MM 6M	20	each					
20.	PLAIN ELBOW 110 90 DEGREE	20	each					
21.	PAINT GROSS ENAMEL BACK 5L	2	each					
22.	WASTE VENT VALVE 2-WAY 110MM	20	each					
23.	GALVANISED PIPE HOLDER 110MM	40	each					
24.	CEMENT 42.5 50KG BAG	65	each					
25.	THINNERS 5L	1	each					
							<b>TOTAL</b>	
							<b>VAT 15%</b>	
							<b>SUB TOTAL</b>	
<b>NAME:</b>	<b>POSITION:</b>	<b>SIGNATURE:</b>		<b>DATE:</b>				
<b>NAME OF COMPANY:</b>		<b>ADDRESS:</b>						

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At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity.	

A	B	D	E	F	G	H	I
Item no.	Description of Goods <b>LOTE</b> <b><u>Kamanjab Constituency - Kamanjab</u></b>	Quantity required	Unit of measure	*	Price per unit NAD'	Total price NAD	
1.	SQUARE TUBES 25X25X2.5MM.6M PIN	30	each				
2.	ZINCS NORMAL 3MM CORRUGATED ION 0.47 2.0MM THICK	120	each				
3.	SELF DRILLING SCREW WITH WASHERS 5.5 MM 100PP	10 BOX	each				
4.	ROUND BAR SIZE 8MM X 6M	4	each				
5	TEK SCREW AND NUTS GAW 70MM	35	each				
6	SQUARE TUBING 19MM X 19MM: 6M	4	each				
7	HINGERS (BUTTERFLY) 75MM	40	each				
8.	LOCKER (SMALL PAD BOLT GALVAISED 100MM)	20	each				
9.	WELDING RODS 2.5 BOX 5KG	10	each				
10.	PAINT PRIMER (RED OXIDE) 5L	5	each				
11	5 PIECE BEE BRUSH	2	each				
12.	POP RIVERT SCREEW 3.2MM 10PP	100	each				
13.	ANGLE IRON SIZE 25MM	5	each				
14	MESH WIRE SHEET REF 617 6MX2.4MX10MM	5	each				
15	PIT PEDESTAL VIP (TOILET POT PLASTIC)	20	each				
16.	THREADED ROD SIZE M12 1M	20	each				
17.	4 BOLD AND NUTS SIZE 12	20	each				
18.	WATER PROOFING BLACK PLASTIC 40M X 4M	1	each				
19.	PLAIN SEWER PIPE 110MM 6M	20	each				

20.	PLAIN ELBOW 110 90 DEGREE	20	each					
21.	PAINT GROSS ENAMEL BACK 5L	2	each					
22.	WASTE VENT VALVE 2-WAY 110MM	20	each					
23.	GALVANISED PIPE HOLDER 110MM	40	each					
24.	CEMENT 42.5 50KG BAG	65	each					
25.	THINNERS 5L	1	each					
							TOTAL	
							VAT 15%	
							SUB TOTAL	
NAME:		POSITION:		SIGNATURE:		DATE:		
NAME OF COMPANY:				ADDRESS:				

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At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity.									
A	B	D	E	F	G	H	I		

Item no.	Description of Goods <b>LOT F</b> <b><u>Khorixas Constituency - Khorixas</u></b>	Quantity required	Unit of measures	*	Price per unit NAD'	Total price NAD
1.	SQUARE TUBES 25X25X2.5MM.6M PIN	30	each			
2.	ZINCS NORMAL 3MM CORRUGATED ION 0.47 2.0MM THICK	120	each			
3.	SELF DRILLING SCREW WITH WASHERS 5.5 MM 100PP	10 BOX	each			
4.	ROUND BAR SIZE 8MM X 6M	4	each			
5	TEK SCREW AND NUTS GAW 70MM	35	each			
6	SQUARE TUBING 19MM X 19MM: 6M	4	each			
7	HINGERS (BUTTERFLY) 75MM	40	each			
8.	LOCKER (SMALL PAD BOLT GALVAISED 100MM)	20	each			
9.	WELDING RODS 2.5 BOX 5KG	10	each			
10.	PAINT PRIMER (RED OXIDE) 5L	5	each			
11	5 PIECE BEE BRUSH	2	each			
12.	POP RIVERT SCREW 3.2MM 10PP	100	each			
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19.	PLAIN SEWER PIPE 110MM 6M	20	each			
20.	PLAIN ELBOW 110 90 DEGREE	20	each			

21.	PAINT GROSS ENAMEL BACK 5L	2	each				
22.	WASTE VENT VALVE 2-WAY 110MM	20	each				
23.	GALVANISED PIPE HOLDER 110MM	40	each				
24.	CEMENT 42.5 50KG BAG	65	each				
25.	THINNERS 5L	1	each				
						<b>TOTAL</b>	
						<b>VAT</b>	
						<b>15%</b>	
						<b>SUB</b>	
						<b>TOTAL</b>	
<b>NAME:</b>		<b>POSITION:</b>		<b>SIGNATURE:</b>		<b>DATE:</b>	
<b>NAME OF COMPANY:</b>				<b>ADDRESS:</b>			

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

Currency: NA..... Exchange Rate: NA.....

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Procurement Ref No. G/RFQ/KRC-14/2025/26

INSTRUCTIONS TO THE PUBLIC BODY						INSTRUCTIONS TO BIDDERS				
At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity.										
A	B				D	E	F	G	H	I
Item no.	Description of Goods				Quantity required	Unit of measures	*	Price per unit NAD'	Total price NAD	
	<b>LOT H</b>									
	<b>Outjo Constituency - Outjo</b>									
1.	SQUARE TUBES 25X25X2.5MM.6M PIN				30	each				
2.	ZINCS NORMAL 3MM CORRUGATED ION 0.47 2.0MM THICK				120	each				
3.	SELF DRILLING SCREW WITH WASHERS 5.5 MM 100PP				10 BOX	each				
4.	ROUND BAR SIZE 8MM X 6M				4	each				
5	TEK SCREW AND NUTS GAW 70MM				35	each				
6	SQUARE TUBING 19MM X 19MM: 6M				4	each				
7	HINGERS (BUTTERFLY) 75MM				40	each				
8.	LOCKER (SMALL PAD BOLT GALVAISED 100MM)				20	each				
9.	WELDING RODS 2.5 BOX 5KG				10	each				
10.	PAINT PRIMER (RED OXIDE) 5L				5	each				
11	5 PIECE BEE BRUSH				2	each				
12.	POP RIVERT SCREEW 3.2MM 10PP				100	each				

13.	ANGLE IRON SIZE 25MM	5	each						
14	MESH WIRE SHEET REF 617 6MX2.4MX10MM	5	each						
15	PIT PEDESTAL VIP (TOILET POT PLASTIC)	20	each						
16.	THREADED ROD SIZE M12 1M	20	each						
17.	4 BOLD AND NUTS SIZE 12	20	each						
18.	WATER PROOFING BLACK PLASTIC 40M X 4M	1	each						
19.	PLAIN SEWER PIPE 110MM 6M	20	each						
20.	PLAIN ELBOW 110 90 DEGREE	20	each						
21.	PAINT GROSS ENAMEL BACK 5L	2	each						
22.	WASTE VENT VALVE 2-WAY 110MM	20	each						
23.	GALVANISED PIPE HOLDER 110MM	40	each						
24.	CEMENT 42.5 50KG BAG	65	each						
25.	THINNERS 5L	1	each						
								<b>TOTAL</b>	
								<b>VAT 15%</b>	
								<b>SUB TOTAL</b>	
								<b>DATE:</b>	
<b>NAME:</b>		<b>POSITION:</b>		<b>SIGNATURE:</b>					
<b>NAME OF COMPANY:</b>				<b>ADDRESS:</b>					

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

Currency: NA..... Exchange Rate: NA.....

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: **G/RFQ/KRC- 14/2025/26**

*[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.]*

*\* Columns A and B to be completed by Public Entity.*

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>

**Specifications and Compliance Sheet Authorised By:**

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

**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 outlined 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 VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (Ref. G/RFQ/KRC-.....), except where modified by the Special Conditions below.

## SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: G/RFQ/KRC-14/2025/26

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
<b>Site</b> <b>GCC 1.1(m)</b>	The Site/final destination for delivery of the Goods will be as follows: Lot A – Opuwo Urban constituency office – <b>Opuwo</b> Lot B – Opuwo rural constituency office – <b>Otuani</b> Lot C – Epupa constituency office – <b>Okangwati</b> Lot D – Sesfontein Constituency office – <b>Sesfontein</b> Lot E – Kamanjab Constituency office – <b>Kamanjab</b> Lot F – Khorixas Constituency office – <b>Khorixas</b> Lot H – Outjo Constituency office – <b>Outjo</b>
<b>Incoterms Edition</b> <b>GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms DELIVER AT PLACE OF DESTINATION.
<b>Notices</b> <b>GCC 8.1</b>	Any notice shall be sent to the following addresses: <u><a href="mailto:pmu@kunenerc.gov.na">pmu@kunenerc.gov.na</a></u> For Kunene Regional Council, the address and the contact name shall be: Administrative: Ms Sendra Nakale. 065 – 273 950 OR Technical: Ms. Justine Mwafangeyo - 0813532717 Kunene Regional Council Mbumbijazo Muharukua Street P/Bag 502, Opuwo 065-273 239  For the Supplier, the address and contact name shall be <b>(To be completed by the bidder)</b>

<b>Delivery and Documents</b> <b>GCC 13.1</b>	The Goods are to be delivered within twenty one (21) <b>working days</b> from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note; original invoice and original purchase order
<b>Terms of Payment</b> <b>GCC 16.1</b>	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
<b>Terms of Payment</b> <b>GCC 16.3</b>	Payments shall be made not later than thirty (30) <b>working days</b> after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment</b> <b>GCC 16.4</b>	The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of Requirements.
<b>Performance Security</b> <b>GCC 18</b>	None
<b>Packing</b> <b>GCC 23.2</b>	The packing, marking and documentation within and outside the packages shall be N/A
<b>Insurance</b> <b>GCC 24</b>	None
<b>Transportation</b> <b>GCC 25</b>	Successful bidder to transport the materials to the respective constituency offices as listed: Lot A – Opuwo Urban constituency office – <b>Opuwo</b> Lot B – Opuwo rural constituency office – <b>Otuni</b> Lot C – Epupa constituency office – <b>Okangwati</b> Lot D – Sesfontein Constituency office – <b>Sesfontein</b> Lot E – Kamanjab Constituency office – <b>Kamanjab</b> Lot F – Khorixas Constituency office – <b>Khorixas</b> Lot H – Outjo Constituency office – <b>Outjo</b>
<b>Inspection and Tests</b> <b>GCC 26.</b>	Materials to be verified by staff members of Kunene Regional Council at respective delivery points ( <b>Constituency offices</b> )
<b>Liquidated Damages</b> <b>GCC 27</b>	Liquidated damages for the whole contract are 1 % of the final contract price per day. The maximum amount of liquidated damages for the whole contract is 10 % of the final contract price N/A
<b>Warranty</b> <b>GCC 28.3</b>	N/A

*[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]*

**Procurement Reference No.: G/RFQ/KRC-14/2025/26**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Have a valid company Registration Certificate		
Have an original/certified Copy valid good Standing Tax Certificate		
Have a valid Affirmative Action Compliance Certificate		
Have an Original/certified Copy valid good Standing Social Security Certificate		
Attach certified copy of certificate indicating 100% Namibian owned SME from Ministry of Industrialization, Trade and SME Development. Or an entity of which 51% or more equity is owned by Namibian citizen.		

**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.*