



REPUBLIC OF NAMIBIA



**KUNENE REGIONAL COUNCIL**

**DIRETORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE**

**REQUEST FOR SEALED QUOTATION**

**SUPPLY AND DELIVERY OF PROMOTIONAL MATERIALS FOR INTERNATIONAL ARCHIEVES WEEK: DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS ARTS AND CULTURE - KUNENE REGION**

**Procurement Reference: G/RFQ/KRC: DoEIYSAC-06/2026/27**

Name of Bidder:.....

Contact Number of Bidder:.....

Email Address of Bidder:.....

Authorized Representative of Bidder:.....

Signature of Bidder:.....

Bid Total Amount N\$ .....

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





REPUBLIC OF NAMIBIA



**KUNENE REGIONAL COUNCIL**

**DIREKTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE**

**Letter of Invitation**

*[Name and Address of Bidder]*

.....  
.....  
.....

Procurement Reference No: **G/RFQ/KRC: DoEIYSAC-06/2026/27**

Dear Sir/Madam,

**SUPPLY AND DELIVERY OF PROMOTIONAL MATERIALS FOR INTERNATIONAL ARCHIEVES WEEK: DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS ARTS AND CULTURE - KUNENE REGION**

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

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

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. G.P. Kamseb  
Chief Regional Officer



## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The Kunene 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 with its annex for Bid Security
- (b) the List of Goods and Price Schedule ;
- (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 **180** working days from the date of submission deadline.

### 4. Eligibility Criteria

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

- a) Have a valid certified copy (NAMPOL) of company Registration Certificate;
- b) Have a valid certified copy (NAMPOL) of good Standing Tax Certificate;
- c) Have a valid certified copy (NAMPOL) of copy good Standing Social Security Certificate;
- d) Have a valid certified copy (NAMPOL) 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 valid certified copy (NAMPOL) of certificate indicating SME Status (only for Bidders with SME status);
- f) Submit signed Bid-securing Declaration.
- g) Bidders should attach a company profile.

**5. Bid Securing Declaration**

Bidders are required to submit a subscribe Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation.

**6. Delivery**

Delivery shall be 30 working days after acceptance of award and signing of contract. Deviation in delivery period must be communicated.

**7. 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.

**8. Submission of Quotations**

**Quotations should be deposited in the Quotation/Bid Box located at Kunene Regional Council, Mbumbijazo Muharukua Street, and Private bag 502, Opuwo not later than 16 June 2026 at 11h00. Quotations by post or hand delivered should reach Kunene Regional Council 16 June 2026 at 11h00 at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered.**

**9. Opening of Quotations**

Quotations will be opened by members of Procurement Management Committee at the Kunene Regional Council immediately after the closing time referred to in instruction 7 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security will be posted on the website of the Kunene Regional Council and available to any bidder on request within three working days of the Opening.

**10. Evaluation of Quotations**

The Kunene Regional Council shall have the right to request for clarifications in writing 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.

**11. Technical Compliance**

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Kunene Regional Council requirements.

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.

**12. Prices and Currency of Payment**

Prices shall be fixed for the duration of the contract in Namibian Dollars.

**13. Margin of Preference**

N/A

**14. 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: Contract Agreement and General Conditions of Contract.

**15. Performance Security**

N/A

**16. Notification of Award and Debriefing**

The 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 and post a notice of award on its website within seven (7) working days. Furthermore, the Kunene Regional Council shall attend to all requests for debriefing made in writing within seven (7) working 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 Security attached hereto and subscribe fully to the terms and conditions contained therein.

The validity period of the 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<br>No./Fax           |            |

**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)



**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:**.....

## PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **G/RFQ/KRC: DoEIYSAC-06/2026/27**

*[Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below.]*

| Item No | Brief Description of Services   | Quantity<br>(Number of people) | Unit of Measure | Unit Price (N\$) | Total Price (N\$) |
|---------|---|--------------------------------|-----------------|------------------|-------------------|
| 1       | <b>Gazebo (standard size)</b> Regional logo, Directorate of Education, Innovation, Youth, Sports, Arts and Culture: International Archive Week    | 1                              | Each            |                  |                   |
| 2.      | <b>Gazebo (standard size)</b> Regional logo, Directorate of Education, Innovation, Youth, Sports, Arts and Culture: School Libraries              | 2                              | Each            |                  |                   |
| 3.      | <b>Gazebo (standard size)</b> Regional logo, Directorate of Education, Innovation, Youth, Sports, Arts and Culture: CLDC                          | 2                              | Each            |                  |                   |
| 4.      | <b>Gazebo (standard size)</b> Regional logo, Directorate of Education, Innovation, Youth, Sports, Arts and Culture: Libraries                     | 6                              | Each            |                  |                   |
| 5.      | <b>Banners - (standard size)</b> Regional logo, Directorate of Education, Innovation, Youth, Sports, Arts and Culture: International Archive Week | 2                              | Each            |                  |                   |
| 6.      | <b>Flyers: (standard size)</b> Regional logo, Directorate of Education, Innovation, Youth, Sports, Arts and Culture: International Archive Week   | 3                              | Each            |                  |                   |
| 7.      | <b>Golf T-shirts:</b> Regional logo, International Archive Week, #ArchivistForJustice: Rights, Memory & Futures from 8-12 June 2026               | 5                              | Each            |                  |                   |
|         |   |                                |                 | Sub Total        |                   |
|         |   |                                |                 | VAT @%           |                   |
|         |   |                                |                 | <b>Total</b>     |                   |

*\* Columns A to D to be completed as applicable by Public Entity*

**Priced Activity Schedule Authorised By:**

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

# SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: \_\_\_\_\_

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

**Specifications and Compliance Sheet Authorised By:**

| 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>   |
|           |                                  |                                     |  |
|           |                                  |                                     |  |
|           |                                  |                                     |  |

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

## SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number:

The clause numbers given in the first column correspond to the relevant clause number of the GCC. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

| Subject and GCC clause reference          | Special Conditions  |
|---|---|
| <b>Purchaser</b><br>GCC 1.1(h)            | The purchaser is: <b>Kunene Regional Council: Directorate of Education, Innovation, Youth, Sports, Arts and Culture</b>   |
| <b>Site</b><br>GCC 1.1(m)                 | The Site/final destination for delivery of the Goods is to: <b>Directorate of Education, Innovation, Youth, Sports, Arts and Culture - Khorixas</b>   |
| <b>Incoterms Edition</b><br>GCC 4.2(b)    | Incoterms shall be governed by the rules prescribed in Incoterms 2010.  |
| <b>Notices</b><br>GCC 8.1                 | Any notice shall be sent to the following addresses:<br>For the [ <i>Kunene Regional Council</i> ], the address and the contact name shall be:<br><br>Procurement Management Unit<br>Kunene Regional Council<br>Mbumbijazo Muharukua Street<br>Private Bag 502, Opuwo<br>Tell: 065-273950 |
| <b>Disputes</b><br>GCC 10.2               | The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows:<br>Shall be in writing and addressed to PMU.  |
| <b>Delivery and Documents</b><br>GCC 13.1 | The Goods are to be delivered within <b>15</b> working days from the date of Purchase Order or Letter of Acceptance.<br>The documents to be furnished by the Supplier are:<br>(a) signed delivery note; original invoice and original purchase order                                      |
| <b>Price Adjustment</b><br>GCC 15.1       | The price charge for the Goods supplied and the related Services performed shall be fixed.  |
| <b>Terms of Payment</b><br>GCC 16.1       | 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  |

| Subject and GCC clause reference                          | Special Conditions  |
|---|---|
| <b>Terms of Payment<br/>GCC 16.3</b>                      | Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.  |
| <b>Terms of Payment<br/>GCC 16.4 (a)</b>                  | The price " <i>shall not be</i> " adjustable to the fluctuation in the rate of exchange.  |
| <b>Payment Period<br/>GCC 16.5</b>                        | <p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p><b>On Acceptance:</b> The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.</p> |
| <b>Performance Security<br/>GCC 18.1</b>                  | (i) No performance security is required   |
| <b>Discharge of<br/>Performance Security<br/>GCC 18.4</b> | None  |
| <b>Packing<br/>GCC 23.2</b>                               | <p>The packing, marking and documentation within and outside the packages shall be: Procurement Management Unit, Kunene Regional Council<br/>Mbumbijazo Muharukua Street, Private Bag 502, Opuwo, Tell: 065-273950<br/>Procurement reference number:</p>  |
| <b>Insurance<br/>GCC 24.1</b>                             | <b>30 days</b>  |
| <b>Transportation<br/>GCC 25</b>                          | The Goods shall be delivered: <b>Directorate of Education, Innovation, Youth, Sports, Arts and Culture - Khorixas</b>   |
| <b>Inspection and Test<br/>GCC 26.1</b>                   | The inspection and tests shall be: <b>Done during the delivery of the items</b>   |
| <b>Location of Inspection<br/>and Tests<br/>GCC 26.2</b>  | The inspections and tests shall be conducted at: <b>Directorate of Education, Innovation, Youth, Sports, Arts and Culture - Khorixas</b>  |
| <b>Liquidated Damages<br/>GCC 27.1</b>                    | N/A   |

| <b>Subject and GCC clause reference</b>          | <b>Special Conditions</b>  |
|--|--|
| <b>Warranty</b><br><b>GCC 28.3</b>               | <p>The period of validity of the warranty shall be: <b>1 year</b></p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be: <b>Directorate of Education, Innovation, Youth, Sports, Arts and Culture - Khorixas</b></p> <p>For item 1, the minimum period of warranty/shelf life shall be <b>1 year</b></p> |
| <b>Repair and Replacement</b><br><b>GCC 28.5</b> | <p>The period for repair or replacement shall be: <b>1 year</b></p>  |

# CHECKLIST

PROCUREMENT REFERENCE NO.:

| Description   | Attached (please tick if submitted and cross if not) |
|---|--|
|   |  |
| Have a copy of Company registration certificate from the Ministry of Industrialisation, Trade and SME Development   |  |
| Have a valid original or certified copy of good standing Tax Certificate  |  |
| Have a valid original or certified copy of good standing Social Security Certificate  |  |
| Have a valid original or certified copy of Affirmative Action Compliance Certificate  |  |
| Attach a valid certified copy (NAMPOL) of certificate indicating SME Status (only for Bidders with SME status);   |  |
| 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. |  |
| Bidders should attach a company profile   |  |

*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.*

