



**KUNENE REGIONAL COUNCIL
HEAD OFFICE**



Request for Sealed Quotations For Goods

*Request for procurement of materials for Food/ Cash for
Work Projects in Epupa; Opuwo Rural; Khorixas; and
Kamanjab Constituencies*

Procurement Reference No: G/RFQ/KRC-07/2025

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

Letter of Invitation

To:

.....

.....

Tel / Cell:

Procurement Reference No: **G/RFQ/KRC-07/2025**

20 May 2025

Dear Sir/Madam

Request for procurement of materials for Food/ Cash for Work Projects in Epupa; Opuwo Rural; Khorixas; and Kamanjab Constituencies

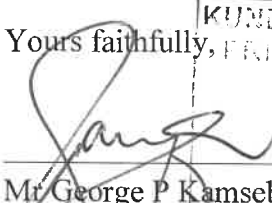
Kunene Regional Council invites you to submit your best quote for the items described in detail hereunder.

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

Yours faithfully,


KUNENE REGIONAL COUNCIL
 PRIVATE BAG 502, OFUWO
22 MAY 2025
 Mr George P Kamseb
 Chief Regional Officer
 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 **120 days** from the date of submission deadline.

3. Delivery

Delivery shall be **21 days** after acceptance/issue of 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 **17 June 2025 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 will be rejected. 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 SME)
- (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; and;

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.

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: Contract.

NB: Bidders can bid for all lots, but only one lot will be awarded to a successful bidder.

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 days** the unsuccessful bidders are 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 **120 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: Request for procurement of materials for Food/ Cash for Work Projects in Epupa; Opuwo Rural; Khorixas; and Kamanjab Constituency
Procurement Ref No. G/RFQ/KRC-07/2025

Item no.	Description of Goods LOT A: Material for Opuwo Rural constituency	Quantity required	Unit of measures	Price per unit NAD	Total price NAD
1.	Sap Solidor SABS 813x2032	2	each		
2.	PVC Plumb easy P/E 110x6M	30	each		
3.	PVC pipe 40MM 6m Vent WPE 213 WHI	12	each		
4.	Leaf M/Duty 7MM x 813 O/I L/H R/H	1	each		
5.	Cornice Rhino 75x3600MM GYP	120	each		
6.	Lockset Chrome cylinder Jaguar	8	each		
7.	Lockset 2L CPL Jaguar	3	each		
8.	Basin Trap 1.25x40MM 38MM	3	each		
9.	Basin WEF0208A white 470x290	4	each		
10.	Valve Angle Chrome Plated 15MMx	11	each		
11.	Connector Braided 450MM 15MM	11	each		
12.	Pillar Tap 15MM	3	each		
13.	Waste Basin G-FP5/1slot 32MM Dut	1	each		
14.	NEO Contractor Paint Econo PVA	6	each		
15.	Board Gypsum 1200x3600x6.4MM	85	each		
16.	Roofing Screw S/Drilling 75MM	4	each		
17.	Dull Acrylic PVA Base 7 Pastel 20L	3	each		
18.	Cistern White 9L Valve	4	each		
19.	Seat Toilet Cover F527A white	4	each		
20.	Bent Vent Horn 87.5 ACCESS	4	each		
21.	Junction Plain UG sand 90D 110MM	3	each		
22.	Pan Collar Flexible 110MM	4	each		
23.	Valve Vent 2 way PVC White 50MM	4	each		

24	Socket Kimberley 110MM	3	each	
25	Y-Bar 12MMx6 M	24	each	
26	Set Fixing 80660 WST1140 Basin 2PP	4	each	
27	Ridging 6M Top RRWI 5A Z160 0.4x4	2	each	
28	Switch 2 Level Wall PVC UE	6	each	
29	Switch 1 Level Wall 4x2 PVC	7	each	
30	LED + Fitting Silver Finish 5W	12	each	
31	Toilet Pot Ceramic White	4	each	
32	Sliding Door 1800 x 2100 Bronze	1	each	
33	Round Bar 8.0mm x 6m	5	each	
34	Window Frame F7 YEL C1H L/Hand	2	each	
35	Glass 3mm clear 880 x 470mm	3	each	
36	Glass clear 954 x 1175 3mm	2	each	
37	Glass clear 1444 x 438 4mm	14	each	
38	Wire GP 2.5mm Black 100m	2	each	
				TOTAL AMOUNT
				VAT 15 %
				GRAND TOTAL
NAME:		SIGNATURE:		DATE:
NAME OF COMPANY:		ADDRESS:		

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Request for procurement of materials for Food/ Cash for Work Projects in Epuwa; Opuwo Rural; Opuwo Urban; and Kamanjab
Constituencies
Procurement Ref No. G/RFQ/KRC-07/2025

Item no.	LOT B: Materials for Kainatseb Centre, Kamanjab	Description of Goods	Quantity required	Unit of measures	Price per unit NAD	Total price NAD
1.		Toilet Suite Close Coupled white F/Flush Tamarin	2	each		
2.		Basin 410MM X 340MM 2 Tap Hole Kalahari	2	each		
3.		Cement 32.5 All Purpose 50KG	15	each		
4.		Cement 42.5 High Strenght 50KG	5	each		
5.		Door Chawl Frame & (Door) Leave 813x2032x115 RH O/I (Metal)	2	each		
6.		Toilet roller Holder Nandi	2	each		
7.		Steel Lip Channel 75x50x20x2.0 x 6.00M	3	each		
8.		Corrugated Iron Sheet 0.25MMx6.00 Full Hard	3	each		
9.		Door Locks 3 Lever SABS	2	each		
10.		Paint PVA White 20L	2	each		
11.		Safetop Screw with bonded washer (Box)	1	each		
12.		Windows frame Steel FX7 NEI	2	each		
13.		Glass clear 4MM Decorvue 559MMX438MM	2	each		

14.	Putty 1kg	2	each	
				SUB TOTAL
				VAT 15%
				GRAND TOTAL
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

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Request for procurement of materials for Food/ Cash for Work Projects in Epupa; Opuwo Rural; Opuwo Urban; and Kamanjab
Constituencies
Procurement Ref No. G/RFQ/KRC-07/2025

Item no.	Description of Goods	Quantity required	Unit of measures	Price per unit NAD	Total price NAD
1.	Door Pine Double Boarded Batten	2	Each		
2.	Taps/Pillar Type Sink Mixer 15MM with swivel outlet and Angle regulations valves	1	Each		
3.	Waste Bath/Sink 40MM PVC (BI)	1	Each		
4.	Toilet Suite Close Coupled white T/Flush Tamarin Toilet System (Structure Complete)	1	Each		
5.	Toilet roller Holder Nandi	3	Each		
6.	Basin Deluxe 450MM x 310MM White	3	Each		
7.	Copper pipe 15mm x 5.5M Class 0	1	Each		
8.	Door lockset with 3x Cylinder Keys	3	Each		
9.	Door Lockets Mortice 2 lever BP SAMSON	8	Each		
10.	Paint Interior Duram PVA White Colour 20Litre	8	Each		
11.	Corrugated Iron Sheet 0.45MM x 3.60M 925MM	30	Each		
12.	Steel Angle Iron 30MM x 30MM x 3MM X 6.00M	20	Each		
13.	Waste pipe 110MM 6M Plumb easy	1	Each		

14. W	Waste Pipe 40MM White 6M	1	Each	
15.	Waste basin 32MM BRASS UNSLOTTED	1	Each	
16.	Pillar Type Basin Mixer 15MM	3	Each	
17.	Wall Type bath mixer 20MM with diverted Sport and Hand shower flexible pipe	1	Each	
18.	Shower Arm & Flange CP	1	Each	
19.	Valve Angle CP 1/2 x 15MM AGRI	8	Each	
20.	Connector Braided 15MM FXF 450MM SABS	8	Each	
21.	Oxide Powder 500g Green Colour	10	Each	
22.	Windows frame Steel FX7 NEI	3	Each	
23.	Glass clear 4MM Decorvue 559MMX438MM	3	Each	
24.	Safetop Screw with bonded washer (Box)	2	Each	
25.	Welding rots box	2	Each	
				SUB TOTAL
				VAT 15%
				GRAND TOTAL
NAME:	POSITION:	SIGNATURE:		DATE:
NAME OF COMPANY:		ADDRESS:		

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SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Request for procurement of materials for Food/ Cash for Work Projects in Epupa; Opuwo Rural; Opuwo Urban; and Kamanjab
Constituencies
Procurement Ref No. G/RFQ/KRC-07/2025

Item no.	Description of Goods LOT D: Materials for Okanguati Maternity Shelter	Quantity required	Unit of measures	Price per unit NAD ¹	Total price NAD
1.	DB BOARD 12 WAY FLUSH PLASTIC PRE-POP	1	each		
2.	LED T8 BATTEN FMYZ-15-A/121 5FT SING	12	each		
3.	LED TUBE 24W 2640LM 5 FOOT DAY 1S	24	each		
4.	SOCKET DOUBLE CLASSIC&PLATE 4X4IN W	6	each		
5.	WIRE GP 1.5MM BLACK 100M	1	each		
6.	WIRE GP 1.5MM GREEN 100M	1	each		
7.	WIRE GP 1.5MM RED 100M	1	each		
8.	PIPE PVC CONDUIT 110MM 6M LENGTH	20	each		
9.	PVC COUPLING 110MM	40	each		
10.	PIPE COPPER CLASS 20MM	4	each		
11.	GALV WIRE 2.00MM X 50KG	1	each		
12.	UNDER GROUND PIPE NON SABS	13	each		
13.	PLUMBING SOLDER 2MM X 250G 1'S	1	each		

14.	GALV WIRE 3.15MM X 50KG LC	1	each		
15.	DPI PP 110X UG UNIVER SOCK 1S	11	each		
16.	PVC HIGH PRESSURE 500ML	2	each		
17.	CHEETAH CEMENT 42.5N 50KG	25	each		
				SUB TOTAL	
				VAT 15 %	
				GRAND TOTAL	
NAME:	POSITION:	SIGNATURE:		DATE:	
NAME OF COMPANY:		ADDRESS:			

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SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Request for procurement of materials for Food/ Cash for Work Projects in Epupa; Opuwo Rural; Opuwo Urban; and Kamanjab
Constituencies
Procurement Ref No. G/RFQ/KRC-07/2025

Item no.	Description of Goods LOT E: Materials for Etanga Hostel Block in Epupa constituency	Quantity required	Unit of measures	Price per unit NAD	Total price NAD
1.	BRICKFORCE 150MM-NHBRC GALVANISED	27	each		
2.	LINTOL 110X75MMX1.5M	1	each		
3.	LINT12 LINTOL 110X75MM1.2M	3	each		
4.	LIN36 LINTOL 75MMX110MM 3.6M	1	each		
5.	LINT18 LINTOL 110X75MMX1.8M	1	each		
6.	DOOR INTERIOR HOLLOWCORE EE	4	each		
7.	STEEL DOOR FRAME KNOCKDOWN 813X2032X115X0.9MM	6	each		
8.	TOPHUNG WINDOW 600X600 BRONZE	7	each		
9.	TAP BASIN PILLAR 15MM BOLD	5	each		
10.	TRAP BOTTLE PVC WHITE 1-1/4 WITH WASTE VIEGO	5	each		
11.	VALVE ANGLE 1/2IN X1/2IN BRASS CHROME/P EA	9	each		
12.	CEMENT 42.5N 50KG	100	each		
13.	NEOPERL 350MM 1/2F X1/2 F BRAIDED CONNECTOR 9/13M	10	each		

14.	TAP UNDERTILE 15MM CXC IDEAL	4	each		
15.	ROSE SHOWER ABS 5-FUNCTION CHROME	4	each		
16.	PIPE COPPER CLASS 0 15MM 1'S	25	each		
17.	UNDERGROUND PIPE SABS1601 110MM	15	each		
18.	50MMX6M FREEFLO NEW SPEC PIPE	4	each		
19.	LIP CHANNEL 100X50 X2.0MM X 9.145M RED	6	each		
20.	IBR GALV 0.40MMX6M	28	each		
21.	DOOR EXTERIOR PINE DOUBLE BOARDED	2	each		
22.	POLYPROP SOCKET KIMBERLEY UG 110MM SATAS	14	each		
23.	COLLAR PAN STRAIGHT PVC	5	each		
24.	BEND SV VENT HORN IE HEEL PVC	5	each		
25.	JUNCTION 90DEG UGPL 110MM	4	each		
26.	VALVE TWO WAY VENT 50MM	4	each		
27.	STRAP WASTE ON BOSS PVC	4	each		
28.	BEND SV PLN 95DEG PVC	5	each		
				SUB TOTAL	
				VAT 15%	
				GRAND TOTAL	

NAME:	POSITION:	SIGNATURE:	DATE:
NAME OF COMPANY:		ADDRESS:	

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

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SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Request for procurement of materials for Food/ Cash for Work Projects in Epupa; Opuwo Rural; Opuwo Urban; and Kamanjab
Constituencies
Procurement Ref No. G/RFQ/KRC-07/2025

Item no.	Description of Goods LOT F: Materials for Erwee Women Project in Sesfontein constituency	Quantity required	Unit of measures	Price per unit NAD	Total price NAD
1.	UNDER GROUND PIPE NONE SABS	1	each		
2.	50MMX6M FREEFLO NEW SPEC PIPE	2	each		
3.	WIRE GP 2.5MM BLACK 100M	2	each		
4.	WIRE GP 2.5MM RED 100M	2	Meter		
5.	WIRE GP 2.5MM GREEN 100M	2	each		
6.	CHEETAH CEMENT 42.5N 50KG	233	each		
7.	BRICKFORCE NHBRC 75 150X 2.8MMX	34	each		
8.	DPC ANTI TERMITTE 110MM X 40MX 25	1	each		
9.	LINTOL 110X75MM1.5M	1	each		
10.	LINTOL 110X75MMX1.8M	5	each		
11.	GUNPLAS BLACK 250MIC 6X10M DIY	3	each		
12.	KAYO 900X2100 FR + SINGLE TOP GLS	1	each		
13.	DOOR INTERIOR HOLLOWCORE EE	2	each		
14.	LOCKSET MORTICE 2 LEVER CP B/IT VA	2	each		

15.	TOPHUNG WINDOW PTT1212B	4	each		
16.	WINDOW ALU PT 900X900 BRONZE KE	2	each		
17.	PRECISION GREY R 600X600 A	64	each		
18.	NANDI BUE 250X400A	30	each		
19.	SUPER BRICKS 7MPA	11788	each		
20.	SUPER BRICKS 14MPA	1985	each		
21.	CONCRETE STONE 19MM	8	each		
				SUB TOTAL	
				VAT 15%	
				GRAND TOTAL	
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

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/KRC-07/2025**

[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 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>
1.	LOT A: Material for Opuwo Rural constituency		
2.	LOT B: Materials for Kainatseb Centre, Kamanjab		
3.	LOT C: Materials for Eastwood clinic - Kamanjab Constituency		
4.	LOT D: Materials for Okanguati Maternity Shelter		
5.	LOT E: Materials for Etanga Hostel Block in Epupa constituency		
6.	LOT F: Materials for Erwee Women Project in Sesfontein constituency		
7.			
8.			
9.			
10.			
11.			
12.			

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.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

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 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)

[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-07/2025

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

Subject and GCC clause reference	Special Conditions
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods for Lot B and C should be delivered to the Kamanjab constituency office while other Lots should be delivered at the Kunene Regional Council , Mbumbijazo Muharukua Street, P/Bag 502, Opuwo
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms DELIVER AT PLACE OF DESTINATION.
Notices GCC 8.1	<p>Any notice shall be sent to the following addresses: <u>pmu@kunenerc.gov.na</u> For Kunene Regional Council, the address and the contact name shall be: Administrative: Ms Sendra Nakale. 065 – 273 950 OR Technical: Kunene Regional Council Mbumbijazo Muharukua Street P/Bag 502, Opuwo 065-273 239</p> <p>For the Supplier, the address and contact name shall be (To be completed by the bidder)</p>

Subject and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	The Goods are to be delivered within 21 days 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
Terms of Payment 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
Terms of Payment GCC 16.3	Payments shall be made not later than thirty (30) days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4	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.
Performance Security GCC 18	None
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be
Insurance GCC 24	None
Transportation GCC 25	The Goods shall be delivered at Opuwo Urban Constituency (Kunene Regional Council)
Inspection and Tests GCC 26.	Materials to be verified by staff members of Kunene Regional Council
Liquidated Damages GCC 27	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
Warranty GCC 28.3	N/A

SCHEDULE 4**QUOTATION CHECKLIST SCHEDULE**

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

Procurement Reference No.:

Description	Attached	Not Attached
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.*