



# KUNENE REGIONAL COUNCIL



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

M. Muharukua Street  
OPUWO, NAMIBIA

Private Bag 502  
OPUWO, NAMIBIA

## REQUEST FOR SEALED QUOTATIONS

**SUPPLY AND DELIVERY OF SUN HATS FOR THE NATIONAL  
COMMEMORATION OF INTERNATIONAL WOMEN'S DAY IN  
OPUWO, 07 MARCH 2025**

**Procurement Reference No: G/RFQ/KRC: MGEPESW-02/2025**

Name of bidder: \_\_\_\_\_

Contact Number of Bidder: \_\_\_\_\_

Email Address of Bidder: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_

Lot 1 total amount: N\$ \_\_\_\_\_

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## Letter of Invitation

*[Name and Address of Bidder]*

.....  
.....

Procurement Reference No: **G/RFQ/KRC: MGEPEW-02/2025**

Dear Sir/Madam,

### **REQUEST FOR QUOTATIONS FOR SUPPLY AND DELIVERY OF SUN HATS FOR THE NATIONAL COMMEMORATION OF INTERNATIONAL WOMEN'S DAY - KUNENE REGION 2024-2025 FY**


Kunene Regional Council invites you to submit your best quote for building materials 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. Martha Mvula at 0814102049 at Ministry of Gender - Opuwo or Ms. Sendra Nakale at 065-273950/+264812926753 Opuwo, [pmu.kunenerc@gmail.com](mailto:pmu.kunenerc@gmail.com)

Please prepare and submit your quotation in accordance with the instructions given or inform the under signed if you will not be submitting a quotation.

Yours faithfully,

  
George P. Kamseb  
CHIEF REGIONAL OFFICER

KUNENE REGIONAL COUNCIL  
PRIVATE BAG 502, OPUWO  
**05 FEB 2025**  
TEL: 065-273950  
FAX: 065-273077  
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 in Section II with its annex for Bid Security;
- (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 180 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 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) 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;
- (f) Attach certified copy (NAMPOL) 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.
- (g) Attach proof of confirmation of account from a Namibian Banking institution (not older than four (4) months).
- (i) Submit signed Bid-securing Declaration.

j) Attach certified copy (NAMPOL) of ID for the owner of the company.

#### **5. Bid Securing Declaration**

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

#### **6. Delivery**

Delivery shall be 15 days after issuing of Purchase Order. Deviation in delivery period shall not be accepted as it will lead to termination of contract.

Partial deliveries are not allowed.

#### **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, P/Bag 502, Opuwo, not later than **25 February 2025 at 11h00**. Late quotations will be rejected. Quotations received by e-mail will not be considered.

#### **9. Opening of Quotations**

Quotations will be opened internally by the Kunene Regional Council immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted and discount offered will be posted on the website of the Public Entity.

#### **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, with the required specifications and to qualify deviations if any with respect to Public Entity's 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 in Namibian Dollars.

#### **13. Margin of Preference**

The bidder's price must be within 0% above and 3% below the budget allocation.

**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) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

**SECTION II: QUOTATION LETTER**

**(to be completed by Bidders)**

*[Complete this form with all the requested details and submit it as the first page of your quotation with the Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. If your quotation is not authorised, it will be rejected.]*

Quotation addressed to:	
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: Request for Quotations.

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 shall be construed as a Bid Securing Declaration which could lead to disqualification on the grounds mentioned in the BSD. *[Public Entity shall delete this paragraph in case no security is required or re-write the paragraph accordingly in case a Bid Security is requested].*

The validity period of the Quotation is \_\_\_\_\_ days *[to insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry date** of the quotation validity.

The delivery period offered from the date of issue 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		

**BID SECURING DECLARATION**

**(Section 45 of Act) (Regulation 37(1) (b) and 37(5))**

**Date:..... 2025**

**Procurement Ref No.:**

**To:** Kunene Regional Council Mbumbijazo Muharukua Street, P/Bag 502, Opuwo

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) 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 \_\_\_\_\_

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, 2007 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:** .....

*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.*

### SECTION III: LIST OF GOODS AND PRICE SCHEDULE

LOT NO: 1

QUOTATION FOR: Request for quotations for supply and delivery of sun hats for the national commemoration of international women’s day - kunene region 2024-2025 fy  
 Ref No: G/RFQ/KRC: MGEPEW-02/2025

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1.	Khaki Sun Hats with: a. Embroidery Namibian Coat of Arms in front with MGEPEW below the Coat of Arms b. IWD embroidered on the right side of the hat.	46			
				<b>Subtotal</b>	
				<b>VAT 15%</b>	
				<b>Grand Total</b>	

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

## 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-GCC), except where modified by the Special Conditions below.

## 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> GCC 1.1(h)	The purchaser is: <b>Kunene Regional Council, Opuwo</b>
<b>Site</b> GCC 1.1(m)	The Site/final destination for delivery of the Goods is to <b>Ministry of Gender, Opuwo</b>
<b>Incoterms Edition</b> GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices</b> GCC 8.1	Any notice shall be sent to the following addresses: For the [ <i>Kunene Regional Council</i> ], the address and the contact name shall be:  Procurement Management Unit Kunene Regional Council Mbumbijazo Muharukua Street Private Bag 502, Opuwo Tell: 065-273950
<b>Disputes</b> GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: Shall be in writing and addressed to PMU.
<b>Delivery and Documents</b> GCC 13.1	The Goods are to be delivered within <b>15</b> 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

Subject and GCC clause reference	Special Conditions
<b>Price Adjustment</b> GCC 15.1	The price charge for the Goods supplied and the related Services performed shall be fixed.
<b>Terms of Payment</b> 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
<b>Terms of Payment</b> GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment</b> GCC 16.4 (a)	The price shall not be adjustable to the fluctuation in the rate of exchange.
<b>Payment Period</b> GCC 16.5	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>i) <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</b> GCC 18.1	(i) No performance security is required
<b>Discharge of Performance Security</b> GCC 18.4	None
<b>Packing</b> GCC 23.2	<p>The packing, marking and documentation within and outside the packages shall be: Procurement Management Unit, Kunene Regional Council Mbumbijazo Muharukua Street, Private Bag 502, Opuwo, Tell: 065-273950 Procurement reference number:</p>
<b>Insurance</b> GCC 24.1	N/A
<b>Transportation</b> GCC 25	The Goods shall be delivered: <b>Ministry of Gender, Opuwo</b>
<b>Inspection and Test</b> GCC 26.1	The inspection and tests shall be: <b>Done during the delivery of the items</b>
<b>Location of Inspection and Tests</b> GCC 26.2	The inspections and tests shall be conducted at: <b>Kunene Regional Council, Ministry of Gender, Opuwo</b>

Subject and GCC clause reference	Special Conditions
<b>Liquidated Damages</b> GCC 27.1	N/A
<b>Warranty</b> GCC 28.3	The period of validity of the warranty shall be (comply with manufacturer`s warranty period): For the purpose of the Warranty, the place(s) of the final destination(s) shall be: <b>Ministry of Gender Opuwo</b>
<b>Repair and Replacement</b> GCC 28.5	The period for repair or replacement shall be: (comply with warranty period):

**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.:**

<b>Description</b>	<b>Attached (please tick if submitted and cross if not)</b>
Have a valid certified copy of Company registration certificate from the Ministry of Industrialisation, Trade and SME Development	
Have a valid certified copy (NAMPOL) of good standing Tax Certificate	
Have a valid certified copy(NAMPOL) of good standing Social Security Certificate	
Have a valid certified copy (NAMPOL) of Affirmative Action Compliance Certificate	
Have a valid certified copy (NAMPOL) of SME Certificate	
Attach certified copy (NAMPOL) 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.	
Attach proof of confirmation of account from a Namibian Banking institution <b>(Not elder than four month)</b> .	
Attach certified copy (NAMPOL) of ID for the owner of the company.	

**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.*