



REPUBLIC OF NAMIBIA
ZAMBEZI REGIONAL COUNCIL



Tel: +264 66-261908
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Ngoma /Hospital Road
ZRC Office Park

P/Bag 5002
Katima Mulilo

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

REQUEST FOR SEALED Q.UOTATIONS (GOODS)

SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR PROFESSIONAL DEVELOPMENT

(THIS BID IS RESERVED FOR SMEs ONLY)

Ref: **G/RFQ/ZRC-22**...../2025/2026

ENQUIRIES: MR ABRAHAM SHIKOYENI: 066 261771

NAME OF BIDDER:

CONTACTS NUMBER:

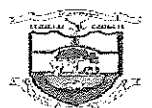
EMAIL ADDRESS:

TOTAL AMOUNT:

DELIVERY ADDRESS: ZAMBEZI REGIONAL COUNCIL, GROUND FLOOR IN THE BID BOX

CLOSING DATE & TIME: 23 JUNE 2025 @ 10H00

REPUBLIC OF NAMIBIA



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INVITATION LETTER

DEAR POTENTIAL BIDDER

SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR PROFESSIONAL DEVELOPMENT

The Zambezi Regional Council hereby invites your company to submit a quotation for **SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR PROFESSIONAL DEVELOPMENT**, as per specification attached. This request is in line with the public procurement Act No. 15 of 2015. Your offer should be made on this form, with any annexure which you may wish to enclose, and should be deposited in the quotation bid box located at Zambezi Regional Council, Directorate of Education in the sealed envelope marked quotation Reference No. **G/RFQ/ZRC-22.../2025/2026**.

Your quotation should reach Zambezi Regional Council on or before 23 June 2025 at 10:00 latest.

Yours faithfully,



**MR. ABRAHAM SHIKOYENI
HEAD: PROCUREMENT MANAGEMENT UNIT**



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The **Directorate of Education, Arts and Culture (Zambezi 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; or
- (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 services mentioned in Section III by completing, signing and returning:

- (a) The Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;
- (b) The Priced Activity Schedule in Section IV;
- (c) The Specifications and Performance Standards Compliance Sheet in Section V; and;
- (d) Any other attachment as 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.

3. Validity of Quotations

The quotation validity period shall be 180 days from the date of bid submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should please tick below, to indicate whether each of the following is in compliance:

No.	Document Name/Title	Please tick
1.	Certified copy of the Close Corporation Certificate (issued in terms of Act 26 of 1988), Founding Statement .	
2.	Have an original/certified copy of valid good standing Certificate Namibia Revenue Agency (NAMRA).	
3.	Have an original/certified copy of valid good Standing Social Security Certificate .	
4.	Have a valid certificate copy of Affirmative Action Compliance Certificate, proof from the Employment Equity Commission (EEC) that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998:	
5.	Have a certificate indicating SME status (for bids reserved for SMEs).	

6.	All pages of the bidding document should be fully completed and initialled and business principles should be in line.	
7.	Bidders to attach certified copy of Namibian ID	
8.	Valid work permit in case of none resident.	
9.	10% within and above the budget to be considered.	

5. Bid Security/Bid Securing Declaration

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

6. Delivery

Delivery shall be within **7** after acceptance/issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

6.1 The following test and inspections will be conducted on the goods at delivery:

6.1.1 Confirmation of the quantity and quality of the goods.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number **G/RFQ/ZRC/2025/2026**, addressed to the Public Entity with the Bidder's name at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Zambezi Regional Council Ground Floor (*Directorate of Education, Arts and Culture*) on or before **23 June 2025 at 10H00**. Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after closing time referred to in **Section 9** above. A record of the Bid Opening Report will be available on the website of the Zambezi Regional Council, Zambezi Region.

10. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However, evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the **lowest evaluated quotation as per the base requirements, unless the bidder is not responsive**.

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

11. Prices and Currency of Payment

Prices for the execution of services shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment,

overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

12. Margin of Preference

14.1. The applicable margins of preference and their application methodology are as follows:

N/A

14.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

N/A

15. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the services shall be selected for award of contract, unless not responsive. 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 and General Conditions of Contract

16. Notification of Award and Debriefing

The Public Entity shall after award must 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 of ward on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven days (7) days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

(To be completed by Bidders)

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

Quotation Addressed to:	
Procurement Reference Number	
Subject matter of Procurement:	

We offer to provide the services detailed in the Scope of Service, 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 I: 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 Security/Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

The validity period of our Quotation is _ days.

We confirm that the prices quoted in the Priced Activity 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 services will commence within _____ days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within _____ days from date of issue of Purchase Order/ Letter of acceptance.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorizing the Quotation:		Position:	Signature:
Date		Phone No./Fax	

[This form is to be deleted if Bid Securing Declaration is not applicable.]

Appendix to Quotation Letter

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.**
- (e)

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

**Witten 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 owner/representative

of

.....

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

SUPPLY AND DELIVERY OF OFFICE STATIONERY AND TONER PROFESSIONAL DEVELOPMENT

PROCUREMENT REF NO: Ref: G/RFQ/ZRC-...../2024/2025

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.				Bidders shall fill-in columns E - I and fill the total					
				E=	mark with a *if an equivalent is quoted				
				F=	Rate per unit				
				G=Total price for one item (C x F)					
				• 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					
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
1.	FINE BALL POINT (BLACK)	3 boxes							
2.	FINE BALL POINT (BLUE)	3 boxes							
3.	FINE BALL POINTS (RED)	1 box							
4.	PENCILS	2 boxes							
5.	ASSORTED HIGHLIGHTERS	3 boxes							
6.	ASSORTED CRAYONS	2 boxes							
7.	STAPLE PINS	30 boxes							
8.	HEAVY DUTY STAPLE PINS	10 boxes							
9.	HEAVY DUTY STAPLER	2							
10.	FLIP CHARTS	10 box							

11.	COLOURED PAPERS	3 boxes					
12.	FILE HOLDERS	2 boxes					
13.	ENVELOPS (SMALL AND BIG)	2 boxes					
14.	EXAMINATION PADS	30					
15.	CLEAR SILO TAPE (BIG)	20					
16.	CHARTS (ASSORTED COLOURS)	200					
17.	DIARY BOOKS A4 SIZE	15					
18.	LAMINATING POUCH	2 boxes					
19.	SHARPENERS STANDARD	15					
20.	ERASURES	10 boxes					
21.	WOOD GLUE	10					
22.	INSTRUMENTS SETS	20					
23.	ROTATRIMS PAPERS	500 rims					
		TOTAL					
NAME:		POSITION:	SIGNATURE		DATE		
NAME OF BIDDER:		ADDRESS:					

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

Currency: Exchange Rate:

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

Priced Activity Schedule Authorised by: [insert company seal]

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

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: ⁶⁰ G/RFQ/ZRC-...../2025/2026 Bidders should complete columns C and D with the specifications of the services offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1.	FINE BALL POINT (BLACK)		
2.	FINE BALL POINT (BLUE)		
3.	FINE BALL POINTS (RED)		
4.	PENCILS		
5.	ASSORTED HIGHLIGHTERS		
6.	ASSORTED CRAYONS		
7.	STAPLE PINS		
8.	HEAVY DUTY STAPLE PINS		
9.	HEAVY DUTY STAPLER		
10.	FLIP CHARTS		
11.	COLOURED PAPERS		
12.	FILE HOLDERS		
13.	ENVELOPS (SMALL AND BIG)		
14.	EXAMINATION PADS		
15.	CLEAR SILO TAPE (BIG)		
16.	CHARTS (ASSORTED COLOURS)		
17.	DIARY BOOKS A4 SIZE		
18.	LAMINATING POUCH		

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
19.	SHARPENERS STANDARD		
20.	ERASURES		
21.	WOOD GLUE		
22.	INSTRUMENTS SETS		
23.	ROTATRIMS PAPERS		

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

Specifications and Performance Standard Compliance Sheet Authorised by:

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

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) Ref: NCS-LS/RFQ-GCC for procurement of services (lump-sum) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/ZRC-2025/2026**. The clause numbers given in the first column correspond to the relevant clause numbers of the GCC [*This section is to be customized by the Public Entity to suit the requirements of the specific procurement*].

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(a)	Adjudicator is Not Applicable for this contract
Definitions GCC 1.1(l)	The site/final destination for delivery of the Goods is: Zambezi Regional Council Directorate of Education, Arts and Culture
Definitions GCC 1.1(o)	The Service Provider is: <i>[Zambezi Regional Council, Directorate of Education, Art & Culture]</i>
Notices GCC 1.4	Any notice shall be sent to the following addresses: For the [Public Entity], the address and the contact name shall be: Zambezi Regional Council Private Bag 5006 Katima Mulilo For the [Service Provider], the address and contact name shall be _____
Prohibition GCC 3.2.3(c)	List of Activities:

Contract Price GCC 6.2(a)	The amount in local currency is _____.
Terms and Condition of Payment GCC 6.4	Insert the payment terms in line with the GCC.
Price Adjustment GCC 6.6.1	Price adjustment <i>is/not</i> applicable.

SCHEDULE 4

QUOTATION CHECKLIST SCHEDULE

PROCUREMENT REFERENCE NO.: G/RFQ/ZRC-22/2025/2026

Description	Attached	Not Attached
Certified copy of the Close Corporation Certificate (issued in terms of Act 26 of 1988), Founding Statement .		
Have an original/certified copy of valid good standing Certificate Namibia Revenue Agency (NAMRA).		
Have an original/certified copy of valid good Standing Social Security Certificate .		
Have a valid certificate copy of Affirmative Action Compliance Certificate, proof from the Employment Equity Commission (EEC) that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998:		
Have a certificate indicating SME status (for bids reserved for SMEs).		
All pages of the bidding document should be fully completed and initialled and business principles should be in line.		
Bidders to attach certified copy of Namibian ID		
Valid work permit in case of none resident.		
10% within and above the budget to be considered.		

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.