

**REPUBLIC OF NAMIBIA
ZAMBEZI REGIONAL COUNCIL
DIVISION LAND REFORM**

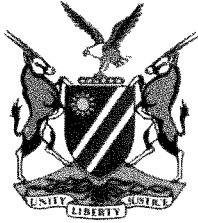
Request for Quotations For Non-Consultancy Services

REQUEST FOR PROVISION OF PROCURING CARTRIDGES FOR THE DIVISION OF LAND REFORM.

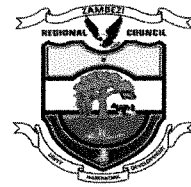
Procurement Reference No: G/RFQ/ZRC – 46/2025/2026

BIDDER'S DETAILS

Bidder Name: _____	Bidder Representative: _____
Tel: _____	Mobile: _____
Fax: _____	E-mail: _____
Bid Amount: _____	Contract Period: _____ (Calendar Days)



**REPUBLIC OF NAMIBIA
ZAMBEZI REGIONAL COUNCIL**



Enq: MS. Felician Shishiveni
Tel: +264 66 252148

DIVISION LAND REFORM

**REQUEST FOR SEALED QUOTATIONS
(CARTRIDGES)**

To: _____

Katima Mulilo

Procurement Ref No: G/RFQ/ZRC-46/2025/2026

**REQUEST FOR PROVISION OF PROCURING CARTRIDGES FOR LAND
REFORM.**

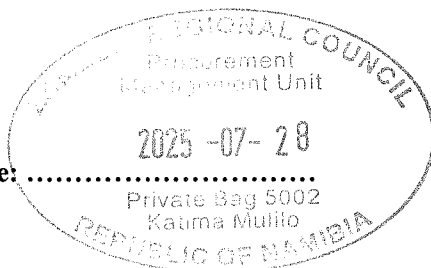
The Zambezi Regional Council hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be submitted on the enclosed form. The quote should be sent to: Addressed to the Head of Procurement Management Unit, Mr. Abraham Shikoyeni, Private Bag 5002, Katima Mulilo, Namibia, in a sealed envelope marked quotation reference No: **G/RFQ/ZRC-46/2025/2025**.

Your quotation to Zambezi Regional Council ground floor bid box **on or before the 1st day of August 2025, by 10:00hrs.**

NB: Bidders are strictly advised to take into consideration item seven (7) of section 1.

Full Name of the Head of Procurement Management Unit: Mr. Abraham Shikoyeni

Date:



Signature:

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Zambezi Regional Council - Division Land Reform 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 Securing Declaration*;
- (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 **60** days from the date of submission deadline.

4. Eligibility Criteria

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

- (a) Have a copy of the company Registration Certificate and proof of Hundred **100** percent Namibian-owned SMEs and Entities, which are 51 percent or more equity owned by Namibian citizens, of which no less than 30% is owned by previously disadvantaged persons.
- (b) Have a certified copy/original valid good Standing Tax Certificate;
- (c) Have a certified copy/ original valid, good-standing Social Security Certificate;
- (d) Have a valid certified copy of Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) Submit signed Bid-securing Declaration.
- (f) 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
- (g) Bidders must initial all pages of the Standard bidding document, including all attachments.
- (h) Preference will be given to the local bidders
- (i) Local sourcing declaration to be completed and signed

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 by 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 to *[forfeiture of the security amount/disqualification on the grounds mentioned in the BD]*.

The validity period of the Quotation is 60 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's validity.

The delivery period offered from the date of issue of the 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./Fax		

- (j) Have a Certificate from BIPA

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 **thirty (30) days** after the issue of the Purchase Order. Deviation in delivery period *shall not be considered*.

- 6.1. The following tests and inspections will be conducted on the goods at delivery:

- **Products to be inspected against specifications.**

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Zambezi Regional Council – Land Reform, with the Bidder's name and contact information on 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**, not later than Friday, **1st of August 2025, at 10h00**. Quotations by hand delivered should reach **Our Office (Land Reform Office, Ngoma Road, Former Regional Council Offices)** by the same date and time at the latest. 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 Procurement Officers 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 a Bid Opening Report will be posted on the website of the Zambezi Regional Council and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

The Division of Land Reform shall have the right to request for clarifications in writing during evaluation. Substantially responsive offers shall be compared based on 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 quotation documents and any other literature to substantiate compliance with the required specifications.

The Specifications, Performance Requirements and Compliance Sheet detail 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

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

[To be inserted if applicable] [Not Applicable]

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

[To be inserted if applicable] [Not Applicable]

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 the award of the contract. Award of the contract shall be by issue of a Purchase Order in accordance with the terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

15. Performance Security *[Not Applicable]*

16. Notification of Award and Debriefing

The Zambezi Regional Council – Procurement Committee shall, after award of contract, promptly inform all unsuccessful bidders, if necessary, in writing or telephonically, 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 Zambezi Regional Council – Division Land shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

[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.: G/RFQ/ZRC –46/2025/2026

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 the 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, goods/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 contr

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

**DESCRIPTION: PROCUREMENT OF SUPPLIES AND DELIVERY OF CARTRIDGES FOR THE
DIVISION OF LAND REFORM AND FOR OFFICIAL USE.**

Should be delivered at the Zambezi Regional Council - Land Reform, Administration Block, Ngoma Road

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.				<u>Bidders shall fill in columns E-I and fill in the total</u> E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) <ul style="list-style-type: none"> No equivalent is allowed; it will lead to disqualification Bidders shall fill in and sign the bottom section of this page This contract will be awarded as a whole thus grand totals should be indicated. Bids without grand totals will be rejected (G + H). 					
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measure	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery (weeks) (days/month)	Country of Origin
	Hp LaserJet 212A Black	04							
	Hp LaserJet 212A Cyan	04							
	Hp LaserJet 212A Yellow	04							
	Hp LaserJet 212A Magenta	04							
	Cartridge Canon 40-G1 Cyan	03							
	Cartridge Canon 40-G1 Yellow	03							
	Cartridge Canon40-G1 Magenta	03							
	Cartridge Canon 40-G1 Black	05							
	Cartridge Canon 46-G1 Cyan	04							
	Cartridge Canon 46-G1 Black	07							
	Cartridge Canon 46-G1 Magenta	04							
	Cartridge Canon 46-G1 Yellow	04							
	LaserJet Yellow Toner Cartridge	02							
	LaserJet Magenta Toner Cartridge	02							
	LaserJet Cyan Toner Cartridge	02							
	LaserJet Black Toner Cartridge	02							
		GRAND TOTAL G + H							
NAME:		SIGNATURE				DATE			
NAME OF BIDDER:		ADDRESS:							

1. If the Price quoted is subject to change in the 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 intents and purposes.

Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOT

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

The technical requirements are as specified in section (V). Inspection will be conducted accordingly to the specifications upon receipt of goods.

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/ZRC-46/2025/2026**

*[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 from 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 the Public Entity*

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/Deviation (if applicable)
A*	B*	C	D
1.	Hp LaserJet 212A Black		
2.	Hp LaserJet 212A Cyan		
3.	Hp LaserJet 212A Yellow		
4.	Hp LaserJet 212A Magenta		
5.	Cartridge Canon 40-G1 Cyan		
6.	Cartridge Canon 40-G1 Yellow		
7.	Cartridge Canon40-G1 Magenta		
8.	Cartridge Canon 40-G1 Black		
9.	Cartridge Canon 46-G1 Cyan		
10.	Cartridge Canon 46-G1 Black		
11.	Cartridge Canon 46-G1 Magenta		
12.	Cartridge Canon 46-G1 Yellow		
13.	LaserJet Yellow Toner Cartridge		
14.	LaserJet Magenta Toner Cartridge		
15.	LaserJet Cyan Toner Cartridge		
16.	LaserJet Black Toner Cartridge		

Specifications and Performance Standard Compliance Sheet Authorised By:

Name		Signature	
Position		Date	
Authorization for and on behalf of		Company Name	

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

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/ZRC-46/2025/2026, except were modified by the Special Conditions below.

SECTION VI: CONTRACT AGREEMENT

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, except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/ZRC – 46/2025/2025**

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

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Zambezi Regional Council - Land Reform, Ngoma Road, Administration Block. Private Bag 5002, Katima Mulilo
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is Zambezi Regional Council - Land Reform, Ngoma Road, Administration Block. Private Bag 5002, Katima Mulilo
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: Attention: Chief Regional Officer Street: Hospital Road, 4 th Floor/ Telephone: +264 66 261700 Facsimile: +264 66 252650
Disputes GCC 10.2	The rules of procedure for arbitration proceedings pursuant to GCC 10.2 shall be as follows: Namibian rules and procedures on arbitration. <hr/>

Subject and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	<p>The Goods are to be delivered within 14 days from the date of the Purchase Order or Letter of Acceptance.</p> <p>The documents to be furnished by the Supplier are:</p> <p>(a) Signed delivery note, one original and two copies of the Supplier's invoice showing Purchaser, the Procurement Reference Number, Goods' description, quantity, unit price, and total amount. Invoices must be signed in original and stamped or sealed with the company stamp/seal.</p>
Price Adjustment GCC 15.1	<p>The price charged for the Goods supplied and the related Services performed shall not be adjustable.</p> <p>If the prices are adjustable, the method described in the Price Adjustment Formula, as attached to these SCC, shall be used.</p>
Terms of Payment GCC 16.1	<p>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</p>
Terms of Payment GCC 16.3	<p>Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.</p>
Terms of Payment GCC 16.4 (a)	<p>The price shall not be adjusted to the fluctuation in the rate of exchange.</p>
Payment Period 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>On Acceptance: 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>
Performance Security GCC 18.1	<p>(i) No performance security is required.</p>
Discharge of Performance Security GCC 18.4	<p>The performance security will not be discharged.</p>

Subject and GCC clause reference	Special Conditions
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: NONE
Insurance GCC 24.1	The insurance coverage shall be as specified in the Incoterms. If not in accordance with Incoterms, insurance shall be as follows: N/A
Transportation GCC 25	Responsibility for the transportation of Goods shall be as specified in the Incoterms. If not in accordance with the Incoterms, responsibility for transportation shall be as follows: as per Incoterms 2010
Inspection and Test GCC 26.1	Inspection will be conducted accordingly to the specifications upon receipt of goods in order to determine if the cartridges are genuine. The demo will not form part of the items delivered to the purchaser, Zambezi Regional Council - Land Reform, Ngoma Road, Administration Block. Private Bag 5002, Katima Mulilo
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Zambezi Regional Council - Land Reform, Ngoma Road, Administration Block. Private Bag 5002, Katima Mulilo
Liquidated Damages GCC 27.1	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 4% of the final contract price.
Warranty GCC 28.3	The period of validity of the warranty shall be: Not Applicable For the purpose of the Warranty, the place(s) of the final destination(s) shall be: Zambezi Regional Council - Land Reform, Ngoma Road, Administration Block. Private Bag 5002, Katima Mulilo
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: NONE

SCHEDULE 2[]

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

<u>COST STRUCTURE FOR VALUE ADDED CALCULATION</u> <u>PER PRODUCT</u>		
	NS	NS
Raw Materials, Accessories & Components		
• Imported (CIF)	
• Local (VAT & Excise Duty Fee)
Labour Cost		
• Direct Labour	
• Clerical Wages	
• Salaries to Management
Utilities		
• Electricity	
• Water	
• Telephone
Depreciation	
Interest on Loans	
Rent
Other (please specify)		
•	
•	
•
TOTAL COST		

$$\text{Local Value Added} = \frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$$

NB! The cost structure should be certified by a Certified Accountant

SCHEDULE 3

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.: G/RFQ/ZRC – 46 /2025/2026

Description	Attached	Not Attached
Quotation Letter		
Priced Activity Schedule		
Specification and Compliance Sheet		
Valid certified copy of the company Registration Certificate;		
A valid copy of good Standing Tax Certificate;		
A valid copy of good Standing Social Security Certificate;		
Valid certified copy of Affirmative Action Compliance Certificate,		
Bidders must initial all pages of the Standard bidding document, including all attachments.		
A certified copy of the SME		
A certified copy of BIPA		

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.*