

**REPUBLIC OF NAMIBIA
ZAMBEZI REGIONAL COUNCIL**



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Ngoma Street
Govt. Building

Private Bag 5002
Katima Mulilo

RESTRICTED QUOTATION PROCUREMENT FOR GOODS

PROCUREMENT OF DECORATIVE SERVICES FOR THE END YEAR FUNCTION

Procurement Reference No: G/IQ/ZRC-24.../2025/2026

Zambezi Regional Council, Private Bag 5002, Tel: 066-261700, Fax 066-252650,
shikoyeni@zambezirc.



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Enquiries: Mr. Abraham Shikoyeni

14 November 2025

Letter of Invitation

To:.....

.....

.....

G/IQ/ZRC-24/2025/2026

Dear Sir,

INVITATION FOR BIDS: PROCUREMENT OF HIRE MATERIALS, EQUIPMENTS & DECORATIVE SERVICES FOR THE END YEAR FUNCTION

The Zambezi Regional Council invites you to submit your best bid for the items described in detail hereunder.

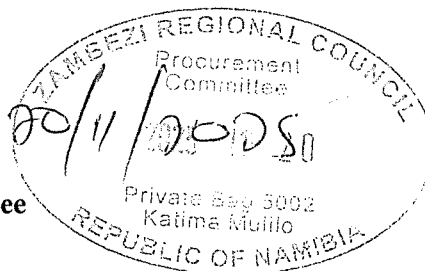
Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to **Mr. Abraham Shikoyeni, telephone no: 066-261, Head: Procurement Management Unit, Zambezi Regional Council, Private Bag 5002, Katima Mulilo.**

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

Yours faithfully,

Mr. Sylvester Simwaza
Chairperson: Procurement Committee



SECTION I: INVITATION FOR BIDS

1. Rights of Public Entity

The 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 bid; and
- (c) to cancel the bidding process and reject all bids at any time prior to contract award.

2. Preparation of Bids

You are requested to quote for the items mentioned in Section III by completing, signing and returning:

- (a) the Bid Letter in Section II with its annex for *Bid Securing Declaration*,
- (b) the List of Goods and Price Schedule in 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 Invitation for Bids document, including the Special Conditions of Contract in Section VII, before preparing your bid. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

3. Validity of Bids

The Bid validity period shall be 3 **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 company Registration Certificate/valid certified copy of company registration
- (b) have an original valid good Standing Tax Certificate/valid certified copy of good standing tax certificate
- (c) have an original valid good Standing Social Security Certificate/valid certified 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 SMEs);
- (f) [public entity to select appropriate] Submit bid valid security/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;
- (h) attached quotation

5. Delivery

Delivery shall be (2) two days after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted/shall be considered if such deviation is reasonable.

5.1 The following tests and inspections will be conducted on the goods upon collection:

- (1) Quality of the items
- (2) Quantity of the items
- (3) Any defects/damage/cracks

5.1.1 upon collection all items quoted per specification need to be verified before payment is affected.

6. Sealing and Marking of Bids

Quotation should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Zambezi Regional Council with the Bidder's name at the back of the envelope.

7. Submission of Quotations

Quotations should be deposited in the Bid Box located at Zambezi Regional Council building, ground floor, by not later than 21 November 2025, Time 11H00 latest. Quotation by post or hand delivered should reach Zambezi Regional Council, Procurement Management Unit, Private Bag 5002 Katima Mulilo, Attention: Mr. Abraham Shikoyeni by the same date and time. Late quotation will be rejected. Quotations received by e-mail will not be considered.

8. Opening of Bids

Quotations will be opened by Zambezi Regional Council Procurement Management Unit, 2nd floor, on the 21 November 2025. Time 11H00 latest.

Bidders or their representatives may attend the Bid Opening if they choose to do so.

9. Evaluation of Bids

The Public Entity shall have the right to request for clarifications during evaluation. Offers that are substantially responsive shall be compared based on price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated bid.

SECTION II: BID LETTER

(to be completed by Bidders)

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

Bid 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 Invitation for Bids referenced above.

We confirm that we are eligible to participate in this bidding exercise and meet the eligibility criteria specified in Section 1: Invitation for Bids.

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act during the procurement process and the execution of any resulting contract.

The validity period of our bid is 14 days *[insert number of days]* from the date of the bid submission deadline.

We confirm that our quoted prices 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 bid validity.

The delivery period offered, from the date of issue of Purchase Order/ Letter of Acceptance, is as shown in the List of Goods items and Price Schedule.

Bid 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	

[This form is to be deleted if Bid Securing Deceleration 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.

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:.....

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

PROCUREMENT OF DECORATIVE SERVICES FOR THE END YEAR FUNCTION

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. [To be filled 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 without VAT NAD	price VAT NAD	Delivery weeks (days/month)	Country of Origin
1.	Round tables	11							
2.	Tablecloths (black colour)	11							
3.	Decoration services (set-up and photo both) black and gold, gold napkins and photograph								
4.	Cutlery	160							
5.	Under plates & plates	160							
6.	Glasses	160							
NAME		POSITION:		SIGNATURE		DATE			
NAME OF BIDDER:		ADDRESS:							

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

¹ Price quoted as CIF payable to foreign suppliers may be in foreign currency except where the local Agent is itself the bidder the price payable to the local agent shall be in Namibian Dollars equivalent as per exchange rate prevailing on date payment is made to obtain negotiable document drawn up on Purchaser's name.

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENT

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/IQ/ZRC.....2025/26

Name:		Signature:	
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5	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	Round tables		
2.	Tablecloths		
3.	Decoration services (set up and photo booth) black and gold, gold napkins and Photograph		
4.	Cutlery		
5.	Under plates & plates		
6.	Glasses		

Position:		Date:	
Authorised for and on behalf of:		Company	

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: G/IQ/ZRC-.....-2025/2026

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
Purchaser GCC 1.1 (h)	The purchaser is: <i>Zambezi Regional Council</i>
Site GCC 1.1(m)	The Site/destination for delivery of the Goods is Zambezi Regional Council Premises
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: For the Zambezi Regional Council, the address and the contact's name shall be P/Bag 5002 Katima Mulilo. Mr. Abraham Shikoyeni, HEAD: PMU For the Supplier, the address and contact name shall be: _____ _____ _____
Settlement of Dispute GCC 10.2	Arbitration proceedings shall be conducted in accordance to the Namibian Laws
Delivery and Documents GCC 13.1	The Goods are to be delivered within 3 days from the date of Purchase Order or Letter of Acceptance. The shipping and other documents to be furnished by the Supplier are: (a) signed delivery note;
Price Adjustment GCC15.1	The Price <i>shall not</i> be adjustable
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 original delivery notes from the original principal/supplier
Terms of Payment GCC 16.3	Payments shall be made not later than thirty 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.

Subject and GCC clause reference	Special Conditions
Payment Method 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) 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> <p>An interest rate of 2% is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.</p>
Performance Security GCC 18.1	<p>(i) No performance security is required*</p>
Subject and GCC clause reference	Special Conditions
Transportation GCC 25	<p>The Goods shall be collected by ZRC staff members for Rural Services and the supplier to produce a delivery note to be sign by ZRC staff members.</p>
Inspection and Tests GCC 26.	<p>Inspection shall be verified upon collection of goods by Zambezi Regional Council staff members.</p>

SCHEDULE 3
BID CHECKLIST SCHEDULE

Procurement Reference No.....- G/IQ/ZRC-.....2025/2026

Description	Attached (please tick if submitted and cross if not)
Bid Letter	
List of Goods and Price Schedule	
Specification and Compliance Sheet	
Bid Security (if applicable)	
Evidences for conformity of Goods	
Valid Company Registration Certificate	
Original Valid Good Standing Tax Certificate;	
Original valid good Standing Social Security Certificate;	
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;	
have a certificate indicating SME Status (for Bids reserved for SMEs);	
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;	

