



Republic of Namibia
Zambezi Regional Council
DIRECTORATE OF EDUCATION, ARTS AND CULTURE



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Ngoma/ Hospital Road
Govt Building/ ZRC Office Park

Private Bag 5002
Katima Mulilo

Request for Quotations
For Goods Restricted Bidding:

PROCUREMENT OF THREE HEAVY DISC HARROWS

Procurement Reference No: G/RB/ZRC-28/2025/2026

BIDDER

ADDRESS

TEL

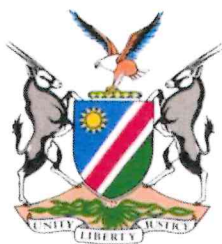
FAX/EMAIL

Total price

Bid Amount in
words.....
.....
.....

DOCUMENTS MUST BE DELIVERED BEFORE 10H00: 22 DECEMBER 2025
TO:

The Secretary:
Zambezi Regional Council Procurement Committee
Ngoma Road
Private Bag 5002
Katima Mulilo
Namibia



**REPUBLIC OF NAMIBIA
ZAMBEZI REGIONAL COUNCIL**



Letter of Invitation

To:.....

.....

.....

G/RB/ZRC-28/2025/2026

Dear Sir/Madam,

**INVITATION FOR BIDS: PROCUREMENT OF THREE HEAVY DUTY DISC
HARROWS**

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: 066-261771, 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. ABRAHAM SHIKOYENI
HEAD: PROCUREMENT MANAGEMENT UNIT**



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The *Zambezi Regional Council* reserves the right:

- (a) to split the contract as per the lowest evaluated cost per lot; and
- (b) to accept or reject any quotation or 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 works 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; (Retype Bid Securing Declaration under company letter head and insert company seal where appropriate)
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment as deemed appropriate
- (e) Bid document must be completed in full, were not relevant state not applicable.

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. Use of correction fluid is strictly prohibited.

3. Validity of Quotations

The bids validity period shall be **30 days** from the date of bid submission deadline.

4. Eligibility Criteria

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

- (a) have a **certified copy** of company founding statement
- (b) have a **valid certified copy** Good Standing Certificate (BIPA);
- (c) have an **original** valid Good Standing Tax Certificate (NamRA);
- (d) have an **original** valid Good Standing Social Security Certificate;
- (e) 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;
- (f) have a **valid certified copy** certificate indicating SME Status (for Bids reserved for SMEs);

- (g) Submit Bid- securing Declaration (Retype Bid Securing Declaration under company letter head and insert company seal where appropriate);
- (h) Valid certified copy of owner/owner's identification documents

Additional Requirements:

- 1 Documents to be fully completed with black ink.
- 2 No eraser fluid (tippex) to be used.
- 3 All the pages of the bid document should be initialed and the bid document should be fully completed with accurate information at relevant spaces provided.
- 4 A certified ID Copy of the owner.
- 5 Minimum 3 years of experience in the supply or manufacturer of agricultural implements.
- 6 Documentation to be Provided by the Bidder
 - a) Manufacturer's technical data sheets & brochures.
 - b) Warranty certificate.
 - c) Authorization from equipment manufacturer (if supplier is not OEM).
 - d) Service centre contact and availability details.
- 7 General Requirements
 - a) Type of equipment: Trailed heavy duty disc harrow.
 - b) Intended use: Land preparation, residue management, soil pulverization, seedbed preparation.
 - c) Year of manufacture: 2022 onwards
 - d) Warranty: Minimum 12–24 months.
 - e) After-sales service: Availability of service centres and technical support.

9. Technical Specifications

- a) Frame and Construction
 - Frame type: All Flat
 - Hitch type: Drawbar
- b) Working Dimensions
 - Working width: 2000mm
 - Working depth: 200mm-250mm
 - Number of sections: Two (front & rear gang)
- c) Disc Assembly
 - Number of discs: 18 Pcs (9 discs in front and 9 discs at rear gang)
 - Disc type: Combination.

-
- Disc diameter: 660x5mm
 - Gang angle adjustment: Hydraulic
 - Bearings type: Round bearings
 - Mud-proof housing

d) Weight and Ballast: Total weight of unit: 1300 kg

10. Power Requirements

- Tractor horsepower compatibility: 60-80(44kw-60kw)
- PTO requirement: None

11. Operational Features

- a) Adjustment features: Working depth control: 200mm-250mm
- b) Transport wheels (for trailed types): Hydraulic lifting system

12. Safety Features: Reflectors or warning signs for roadway transport.

13. Accessories and Attachments:

- a) Scraper sets
- b) Extra discs
- c) Extra bearings
- d) Tool kits
- e) Operator manual (in English language)

14. Performance Requirements: Field capacity: 1.5 ha – 2.5 ha/hour (depending on tractor power).

15. Quality Assurance: Pre-delivery inspection

16. Delivery, Installation & Training

- a) Delivery timeline: Within 1-2 weeks after signing of purchase order.
- b) Installation requirements: Implements should be fully assembled upon delivery.
- c) Operator and maintenance training to be provided by service provider after delivery.
- d) Spare parts availability for at least 5 years.

17. Specific Country to render the supply of the implements: Restricted to Namibia Only

5. Bid Securing Declaration

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

6. Contract Period for Services

The contract shall be on fixed rate for a period of 30 days after the closure.

7. Documents to be submitted

Bidders shall submit along with their quotation documents giving company's profile, past experience and evidence of similar services provided with customers' reference details.

8. Sealing and Marking of Bids

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

9. Submission of Bids

Bids should be deposited in the Quotation/Bid Box located at *Zambezi Regional Council, Ngoma Road, Katima Mulilo*, not later 22 December 2025 at 10H00, Quotations by post or hand delivered should reach *Zambezi Regional Council* by the same date and time at latest. Late bids will be rejected.

Bids received by e-mail will not be considered.

10. Opening of Bids

Bids will be opened internally by the Public Entity at Zambezi Regional Council on 22 December 2025 at 10H00. The bidders or their representatives may attend the Bid Opening if they choose to do so.

11. Evaluation of Bids

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

12. Scope of Services and Performance Standards

The Scope of Services, Specifications and Performance standards detailed in Sections IV are to be complied with.

13. Prices and Currency of Payment

Prices for the execution of works shall be fixed in Namibian Dollars as quoted.

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

14. Margin of Preference

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

The maximum cumulative allowable margin of preference applicable to exclusive preference for **price evaluation purposes in 10%.**

Bidder must include a **declaration in its bid**, outlining the preferences the bidder qualifies for and its grounds for such qualification

15. Labour Clause

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

16. Margin of Preference

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

16.2 Bidders applying for the Margin of Preference shall submit, upon request, evidence of:

17. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service 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 VIII: Contract and General Conditions of Contract.

18. Notification of Award and Debriefing

The Zambezi Regional Council shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and post a notice of award on its website within 7 days. Furthermore, the Zambezi Regional Council shall attend to all requests for debriefing made in writing within 7 days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

If your quotation is not authorized, it will be rejected

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

We offer to provide the services detailed in the Scope of Services, 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 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 disqualification on the grounds mentioned in the BDS.

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

The validity period of our quotation is 30 days from the date of the bid submission deadline.

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 bid validity.

The service will commence from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed date of issue of Purchase Order/Letter of Acceptance.

Bids Authorised by:

Name of Bidder		Company's Address and Seal.	
Contact Person			
Name of Person Authorizing the bid :		Position:	Signature:
Date		Phone No./E-mail	

BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))

Date: *[Day|month|year]*.....

Procurement Ref No.: **G/RB/ZRC-28/2025/2026**

To: Zambezi Regional Council
Directorate of Agricultural Production, Engineering and Extension Services
Katima Mulilo

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:

Capacity
of:.....
.....

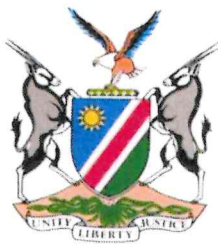
Name:

Duly authorized to sign the bid for and on behalf of:
.....

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.]



Ministry of Labour, Industrial Relations and Employment Creation

**Witten undertaking in terms of section 138 of the Labour Act,
2015 and section 50(2) of the Public Act, 2015**

1. EMPLOYMENT DETAILS

Company Trade Name:.....

Registration Number:

Vat Number:

Industry/ Sector:

Place of Business:

Tell No:

Fax No:

Email Address:

Postal Address:

Full name of Owner/ Accounting
officer.....

Email Address:

2. PROCURMENT DETAILS

Procurement Reference No:

Procurement Description:

.....

.....

Anticipated Contract Duration:

Location where work will be done, good/service 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 times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collative Agreement as applicable

I am fully aware that failure to abide to such shall lead to action as stipulated in section 138 of labour Act, 2007, which include but not limited to the cancellation of the contract/license/grant/permit or concession

Signature:.....

Date:

Seal:

Please take note:

1. A labour inspector may conduct unannounced inspections to asses 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 produced under this contract

SECTION III: STATEMENT OF REQUIREMENTS

This text hereunder is a guidance for the preparation of the Specifications and Performance Requirements and should not form part of the final document

A set of precise and clear Specifications is a prerequisite for bidders to respond realistically and competitively to the requirements of the Public Entity without qualifying or conditioning their quotations. Specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done shall the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of quotations be ensured, and the subsequent task of quotation evaluation facilitated. The Specifications should require that all goods and materials to be incorporated in the Works be new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

Samples of Specifications from previous similar Contracts are useful in preparing Specifications. Most Specifications are normally written specially by the Public Entity to suit the Contract Works in hand. There is no standard set of Specifications for universal application in all sectors, but there are established principles and practices, which are reflected in these Documents.

There are considerable advantages in standardizing General Specifications for repetitive Works in recognized public sectors. The General Specifications should cover all classes of workmanship, materials, and equipment commonly involved in construction, although not necessarily to be used in a particular Works Contract. Deletions or addendums should then adapt the General Specifications to apply them to the particular Works.

Care must be taken in drafting Specifications to ensure that they are not restrictive. In the Specifications of standards for goods, materials, and workmanship, recognized international standards should be used as much as possible. Where other particular standards are used, whether national standards of Namibia or other standards, the Specifications should state that goods, materials, and workmanship that meet other authoritative standards, and which ensure substantially equal or higher quality than the standards mentioned, shall also be acceptable. To that effect, the following sample clause may be inserted in the Special Conditions or Specifications.

Equivalency of Standards and Codes

Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: : G/RB/ZRC-28/2025/2026

[Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below.]

The quantities shown below are approximate, and not subject to re-measurement for payment purposes.

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price N\$	Total Price N\$
A*	B*	C*	D*	E	F
1	Transport Rate (N\$/KM) To Katima Mulilo				
2	Heavy Duty Disc Harrows				
			Other additional costs		
			Subtotal		
			VAT @ %		
			Total		

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

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RB/ZRC-28/2025/2026

A. *[Bidders should complete columns C and D with the specification and performance of the Works 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]*

B.

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	Transport Rate (N\$/KM) To Katima Mulilo		
2	Heavy Duty Disc Harrows		

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

Specifications and Performance Standard Compliance Sheet Authorised By:

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

Section V. Bidding Data Sheet

The following specific data for the services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

A. General	
ITB 1.1	<p>The Employer is Zambezi Regional Council and Delegated Functions the name and identification number of the Procurement of three heavy duty disc harrows for Zambezi Regional council.</p> <p>Procurement Reference No: G/RB/ZRC-28/2025/2026</p>

ITB 1.2	The Intended Contract Period: None
ITB 2.1	The application for review is: The Review Panel Ministry of Finance Private Bag 13295 Windhoek, Namibia
ITB 5.2(a)	Pre-qualifications will not be carried out.
ITB 5.3	The Qualification Information and Bidding forms to be submitted are as follows: (a) A certified copy of a valid Company Registration Certificate or Registration of defensive name (if applicable), issued by the Ministry of Industrialization and Trade or BIPA; (b) A valid written power of attorney of the signatory of the Bid (if applicable); (c) list of major items of equipment proposed in ITB 5.5 (c) to carry out the Contract; (d) An authority to the Employer to seek references from the Bidder's bankers; and
ITB 5.3(b)	This authorization shall consist of written confirmation and shall be attached to the bid. It may include a delegation of power by resolution of the Board of a company or from the CEO, himself holding power from the Board or from a Director being a shareholder of a company or through a Power of Attorney. The name and position held by each person signing the authorization must be typed or printed below the signature. Note: The power of Attorney or other written authorization does not apply to the sole member.
ITB 5.4	Joint ventures shall be allowed and shall comply with the requirements described under ITB 5.4.
ITB 5.5	The qualification criteria in Sub-Clause 5.5 are modified as follows: "none
ITB 5.5(b)	The experience required to be demonstrated by the Bidder should include the following, as a minimum that he/she has executed for the past years: 1. two (2) service contracts (Attach a copy of Proof of reference letter or Purchase Order)
ITB 5.5(c)	The essential equipment to be made available for the Contract, by the Bidder, shall be the following, which could be owned, leased or hired: 1. As per specifications
ITB 5.5@)	The minimum amount of liquid assets and/or credit facilities net of other contractual commitments of the successful Bidder shall be: Not applicable.
ITB 5.6	Subcontractors' experience will not be taken into account.

B. Bidding Data	
ITB 8.1 (b)	Substantive responsive bidders will have a briefing meeting.
ITB 9.2 and 19.1	Only one bid document (ORIGINAL) shall be completed and submitted, and all the pages should be initialed.
C. Preparation of Bids	
ITB 10.1	The deadline to seek clarifications is before 22 December 2025 at IOHOO AM.
ITB 13.1(d)	<p>Documentation/Materials required to be completed and submitted are:</p> <ul style="list-style-type: none"> (a) have a valid certified copy of the Company Registration Certificate or Registration of defensive name if applicable, issued by the Ministry of Industrialization and Trade or BIPA. (b) have an original or certified copy of a valid good Standing Tax Certificate issued by NAMRA. (c) have an original or certified copy of a valid good Standing Certificate from the Social Security Commission, issued within the past one (1) month from the date of issuance; (d) have a certified copy of a valid 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; <p>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</p>

	<p>it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof;</p> <p>(f) Experience in rendering the supply of agricultural implements for the past two (2) years.</p> <p>Official testimonial / reference letter or copy of Purchase order indicating the total monetary value of Services rendered (work performed).</p> <p>(h) Attach certified copy of a proof of confirmation of account from a Namibian Banking Institution, issued within the past 6 months (Proof of Confirmation should have a bank date stamp).</p> <p>(i) Certified copy of Namibian Identity document of the owner of the company.</p>
ITB 14.1	Rates shall be quoted in Namibian Dollars (N\$) Only.
ITB 14.4	The Contract is not subject to price adjustment.
ITB 16.1	The bid validity period shall be 90 working days.
ITB 17.1	The Bidder shall subscribe to a Bid Securing Declaration by signing the Bid Submission Form containing the provision with regard thereto.

ITB 17.3	No bid security required.
ITB 18.1	Alternative bids are not permitted.
ITB 18.2	Alternative times for completion are not permitted.
D. Submission of Bids	
ITB 20.2	<p>The Employer's address for Bid submission is: Zambezi Regional Council, Private Bag 5002, Katima Mulilo</p> <p>Procurement Management Unit, (to be deposited in the Bid Box, Ground Floor)</p> <p>For identification of the bid the envelopes should indicate:</p> <p>Procurement of three heavy duty disc harrows</p> <p>FOR ZAMBEZI REGIONAL COUNCI Procurement Reference No: G/RB/ZRC-28/2025/2026)</p> <p>Markings on the envelope: "DO NOT OPEN BEFORE CLOSING DATE AND TIME"</p> <p>The name and contact details of the bidder should be written at the back of the envelope.</p>
ITB 21.1	The deadline for submission of bids shall be 22 December 2025 at IOHOO AM
E. Bid Opening and Evaluation	
ITB 24.1	Bids will be opened at 10:15 AM of the day 22 December 2025 at the following address Zambezi Regional Council Office Park, at ground floor Boardroom.
F. Award of Contract	
ITB 32.1	The Public Entity reserves the right to award the bid lowest responsive bidder.
ITB 35.1	N/A
ITB 36.1	No Advance Payment shall be applicable

Section VI. Evaluation Criteria

Evaluation Methodology

Evaluation is going to be conducted by an appointed ad-hoc Bid Evaluation Committee (BEC), in accordance to the following criteria, as stated in Tables I and 2 in three phases.

Phase 1: Mandatory Documents

The eligibility criteria will be assessed based on a Yes or No. Bidders that pass with 100% Yes in the required documents as stated in Table I. will proceed to the next phase (phase 2 - technical evaluation).

Phase 2: Technical Evaluation

Bidders will be assessed against the technical evaluation criteria as stated in table I. Bidders who fail to pass the technical requirement will be excluded from being considered for further evaluation.

Phase 3: Financial Evaluation

The procurement contract will be awarded to the lowest substantially economically responsive and technically compliant to the bid, and such bidder would be selected as preferred services provide for a period of rainy season 2025/2026 financial year.

Financial capacity: Recent audited financial statement (for the past 2 years)

Qualification and eligibility

Table 1: Mandatory Requirements

This table is to be completed by the BEC. Bidders should only initial the page.

Document Description	Yes/No
1. A certified copy of the valid Company Registration Certificate or Registration of Defensive Name if applicable issued by the Ministry of Industrialization and Trade or BIPA.	
2. An original or certified copy of a valid Good Standing Tax Certificate from the Receiver of Revenue (NAMRA).	
3. An original or certified copy of a valid Good Standing Certificate from the Social Security Commission.	
4. A certified copy of a valid Affirmative Action Compliance Certificate or in its absence, 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;	
5. Certified Copy of a valid SME certificate	
6. A duly completed and signed Bid Securing Declaration form.	
7. A duly signed and completed Bid submission form	

8. Document completed in black ink	
9. No Eraser fluids used	
10. Each page of the bid document should be initialed and the bid document should be fully completed with accurate information at relevant spaces provided.	
11. A Certified copy of identification documents (IDs) of the owner(s) of the company or shareholders or members of the trustee	
12. Manufacturer's technical data sheets & brochures	
13. Warranty certificate	
14. Authorization from equipment manufacturer (if supplier is not OEM)	
15. Service centre contact and availability details	

Phase 2 Technical evaluation

Bidders who did not meet the technical evaluation cannot proceed to the next step.

Phase 3: Financial Evaluation

The prices shall be evaluated on the lowest substantive economically responsive bidder (s)

SECTION VII: 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: GRB/ZRC-28/2025/2026 for the procurement of goods (time based) available on the website of the Public Entity (insert website address) except where modified by the Special Conditions below.

SECTION VIII: CONTRACT DATA SHEET

Procurement Reference Number: G/RB/ZRC-28/2025/2026

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].

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract shall be deemed to come into effect as from Issue of Purchase Order.
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by
GCC 1.6.1 Issue of notices	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/ Contact number: 066261700 For the Supplier, the address and contact name shall be: _____ _____ _____
GCC 2.6 Insurance liabilities and to Third Par	The amount of the Professional Indemnity Insurance Cover shall be at least: Not applicable
GCC 2.7 Reporting Obligations	The Service Provider shall report to: Zambezi Regional Council, the address and the contact's name shall be: P/Bag 5002 Katima Mulilo. Mr. Abraham Shikoyeni, HEAD: PMU
GCC 2.10 Performance Security	The Performance Security shall be for an amount of: Not applicable.
GCC 4.2 Contract Price	The amount payable per month is. Not applicable
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider after receipt of invoice.
GCC 4.5 Price Adjustment	Prices shall not be adjustable.

SCHEDULE 3
QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RB/ZRC-28/2025/2026

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Performance Compliance Sheet	
Bid Security (if applicable)	
Documents evidencing eligibility	
Company profile, past experience and references where similar services have been provided	