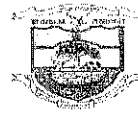




**ZAMBEZI REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, ARTS AND CULTURE**



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Katima Mulilo

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THE ACTING CHIEF REGIONAL OFFICER
ZAMBEZI REGIONAL COUNCIL
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KATIMA MULILO

AMENDMENT LETTER TO BID DOCUMENT

Date: 14 July 2026

**SUBJECT: AMENDMENT TO BID DOCUMENT – SUPPLY AND DELIVERY OF CHAIRS
FOR PRIMARY TEACHER AND SUPPLY AND DELIVERY OF DESKS FOR SECONDARY
TEACHERS.**

This letter serves to inform all prospective bidders that the Directorate of Education, Innovation, Youth, Sports, Arts and Culture wishes to amend the bid document issued for the **supply and delivery of desks for Pre – Primary Teachers, Supply and Delivery of chairs for primary teachers and Supply and delivery of desks for secondary teachers, Reference No: G/RFQ/ZRC-30/2026/2027 and Reference No: G/RFQ/ZRC 31/2026/2027 and Reference No: G/RFQ/ZRC-32/2026/2027.**

The purpose of this amendment is to clarify and/or revise certain provisions of the bid document to ensure transparency, fairness, and consistency throughout the procurement process. All bidders are advised to take note of the following amendment:

Amendment Details:

The procurement requirement has been amended to reflect the correct quantity of chairs. Section III of price schedule is amended page 10 of the bid document.

Bid to be closed on the 30th of July 20276

Bidders are requested to acknowledge receipt of this amendment and ensure that it forms part of their bid submission.

Yours faithfully,

MR. ABRAHAM SHIKOYENI
HEAD: PMU



SECTION III: LIST OF GOODS AND PRICE SCHEDULE

SUPPLY AND DELIVERY OF DESKS FOR SECONDARY TEACHERS

REF NO: Ref./RFQ/ZRC.....32...../2026/2027

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 G=Total price for one item (C x F) F= Rate per unit - 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 (days/month)	Country of Origin
1	DESKS 2 DRAWERS TEACHERS TABLE SIZE 1500 X 850 X 750H	29							
2									
3									
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