

REPUBLIC OF NAMIBIA
ZAMBEZI REGIONAL COUNCIL
DIRECTORATE OF WATER SUPPLY AND SANITATION COORDINATION

Tel: + 264-66-253323
Fax: + 264-66-253239

Hospital Road

Private Bag 1056
Katima Mulilo

Enquiries: PMU

Ref:

Date: 23/06/2026

REQUEST FOR SEALD QUOTATION: TONER CARTRIDGE

Bid Reference No:	G/RFQ/ZRC-15/26/27
Title:	SUPPLY OF TONER CARTRIDGE
Description:	TONER CARTRIDGE
Closing Date and Time:	TUESDAY, 10 JULY 2026 AT 10H00
Bidding Documents:	BID DOCUMENT AVAILABLE ON ZRC WEBSITE: Https:// www.zambezirc.gov.na SUBMIT BID, QUOTATION AND CERTIFIED MANDATORY DOCUMENTS
Levy (non-refundable):	NONE
Delivery Address	QUOTATION BOX NUMBER 1, GROUND FLOOR, ZAMBEZI REGIONAL COUNCIL OFFICE BUILDING


Mr. A Shikoyeni
Head: PMU





MINISTRY OF FINANCE

Procurement Policy Unit

(Established under section 6 of the Public Procurement Act, 2015)

Ref: G/RFQ/ZRC-15/26/27

STANDARD BIDDING DOCUMENTS

for

Request for Sealed Quotations

[Issued in terms of section 7(1)(1) of the Public Procurement Act, 2015]

(Goods)

Procurement Policy Unit
Ministry of Finance
Head Office (6th Floor, room 6.11)
Moltke Street
Private Bag 13295
Windhoek, Namibia

Tel: +264 61 209 2463

[Fax: +264 61 230 179]

[Website: www.mof.gov.na/procurement-policy-unit]

[This template may be used for sourcing Quotations for procurement of goods under Request for Sealed Quotation for contract amount of up to NAD 2 000 000. The Public Entity may include attachments with further details to define specifications and/or scope of related services. Guidance in italics for preparing the Request for Sealed Quotation Bidding Document shall not appear in the final text.]

STANDARD FORMAT FOR REFERENCE NUMBERS:

G/RFQ/ZRC-15/26/27

Guidance notes

1. **P – Procurement Category** (select appropriate abbreviation below)
 - a) Goods – G
 - b) Works – W
 - c) Consultancy Services – SC
 - d) Non-Consultancy Services – NCS
2. **M – Procurement Method** (select appropriate abbreviation below)
 - a) Open National bidding – ONB
 - b) Open International Bidding – OIB
 - c) Restricted Bidding – RB
 - d) Request for Sealed Quotation – RFQ
 - e) Emergency Procurement – EP
 - f) Execution by Public Entities – EPE
 - g) Request for Proposals – RP
 - h) Direct Procurement – DP
 - i) Electronic Reverse Auction – ERA
 - j) Small Value Procurement – IQ
3. **ID – Organizational Identity** (select appropriate abbreviation below)
 - a) Office/Ministry/Agencies - Budget Vote Number
 - b) Public Enterprise – Official abbreviation of Public entity name
 - c) Regional Council & Local Authority - Official abbreviation of Public entity name
4. **X – Procurement Contract Number for the Financial Period**
5. **2026/2027 – Procurement year**



**REPUBLIC OF NAMIBIA
ZAMBEZI REGIONAL COUNCIL
DIVISION: MAFWLR**



Tel: +264 66-26 1700
Fax: +264 66-25 2650

Ngoma Road
Govt. Building

Private Bag 5002
Katima Mulilo

**Request for Sealed Quotations
for Goods**

PROCUREMENT OF TONER CARTRIDGE

Procurement Reference No: G/RFQ/ZRC-15/26/27

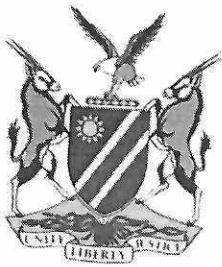
Zambezi Regional Council

Private Bag 5002

Katima Mulilo

Namibia

Tel: 066-26 1700



REPUBLIC OF NAMIBIA
ZAMBEZI REGIONAL COUNCIL



Tel: +264 66-26 1700

Fax: +264 66-25 2650

Ngoma Road
Govt. Building

Private Bag 5002
Katima Mulilo

Enquires: Ms. A Muyoba

Date: 23/06/2026

Letter of Invitation

TO:
.....
.....

Procurement Reference Number: G/RFQ/ZRC-15/26/27

Dear Sir/Madam,

Request for Quotations: Procurement for Toners and Cartridges

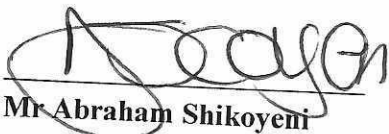
The Zambezi Regional Council invites you to submit a quotation for the items described in detail hereunder.

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

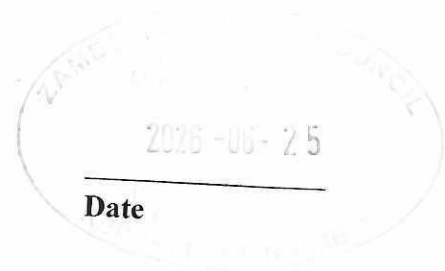
Queries, if any, should be addressed to *Mr. A. Shikoyeni* telephone: 066-261700.

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

Yours faithfully,


Mr Abraham Shikoyeni

Head:PMU



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Zambezi Regional 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 Security/Bid Securing Declaration [Public Entity to select as appropriate]*;
- (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 30 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;
- (b) have an original valid good Standing Tax Certificate;
- (c) have an original valid 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);

5. Bid Security/Bid Securing Declaration

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

6. Delivery

Delivery shall be 10 days after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable. 4 days more

- 6.1 The following tests and inspections will be conducted on the goods at delivery:
The items to be delivered should be exactly as those we have requested

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name and contact information at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at ground floor located at the Zambezi Regional Council building forwarded not later than **10 July 2026 by 10H00**. Quotations by post or hand delivered should reach Zambezi Regional Council by the same date and time at 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 Public Entity 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, the presence or absence of a Bid Security/Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

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 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 quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

The Specifications, Performance Requirements and Compliance Sheet details 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 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.

13. 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 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 VI: Contract Agreement and General Conditions of Contract.

14. Notification of Award and Debriefing

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

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

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.

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 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 30 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 validity.

The delivery period offered from the date of issue of 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	

[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-15/26/27**

To: Zambezi Regional Council

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*

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

Appendix to Quotation Letter

Bid Security (Bank Guarantee)

.....*[Bank's Name and Address of issuing Branch or Office]*.....

Date:

To: Zambezi Regional Council

BID GUARANTEE No.:

We have been informed that*[name of the Bidder]*..... (hereinafter called "the Bidder") has submitted to you its bid dated (hereinafter called "the Bid") for the execution of*[name of contract]* under Invitation for Bids No.....*[IFB number]* ("the IFB").

Furthermore, we understand that, according to your conditions, bids must be supported by a Bid Security.

At the request of the Bidder, we*[name of Bank]*..... hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of*[amount in figures]*.....*[amount in words]*..... upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (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 the bidder 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.

This guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the Performance Security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) thirty days after the expiration of the Bid Validity.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before*[Public Entity to insert date]*.....

.....*[Bank's seal and authorized signature(s)]*.....



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

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

QUOTATION FOR: Toner Cartridge..... Procurement Ref No: **G/RFQ/ZRC-15/26/27**

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 Item no.	B Description of Goods	C Quantity required	D Unit of measures	E *	F Price per unit NAD ¹	G Total price without VAT NAD	H VAT: NAD	I Delivery weeks (days/month) Country of Origin
1.	HP Laser Jet CE505A (black)	6						
2.	HP Laser Jet Q2612A (black)	3						
3.	Canon Toner CRG 071 (black)	20						
4.	SHARP BP 30M315 black Toner (black)	1						
5.								
6.								
7.								
8.								
				TOTAL				
NAME OF BIDDER:		POSITION:		SIGNATURE		DATE		
		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**

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

[the Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.]

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/ZRC-15/26/27**

[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 to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	HP Laser Jet CE505A Black		
2	HP Laser Jet Q2612A Black		
3	Canon Toner CRG 071 Black		
4	SHARP BP 30M315 Black Toner		

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

Specifications and Compliance Sheet Authorised By:

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

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-GCC on the website of the Public Entity <https://www.zambezirc.gov.na> except where 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-15/26/27**

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: Zambezi Regional Council
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is Ministry of Agriculture Forestry Water and Land Reform Main Stores
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, P/Bag 5005 Govt building, Ngoma road For the Supplier, the address and contact name shall be: _____
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____

Subject and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	The Goods are to be delivered within 10 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note; (b) Invoice
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed <i>shall not</i> be adjustable. If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used
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 documents listed in clause 13.1
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 (a)	The price " <i>shall</i> " " <i>shall not be</i> " adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: 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. ii) An interest rate of <i>Bank of Namibia</i> is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
Transportation GCC 25	The goods shall be delivered at Ministry of Agriculture Fisheries Water and Land Reform/ Water Supply Sanitation and Coordination regional office.
Location of Inspection and Tests GCC 25.1	The inspections shall be conducted at: Ministry of Agriculture Fisheries Water and Land Reform/ DWSSC- Katima Mulilo upon delivery of goods.

QUOTATION CHECKLIST SCHEDULE

SCHEDULE 3

[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-15/26/27**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
Evidences for conformity of Goods		
<i>[Public Entity to insert any other]</i>		

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.*