REPUBLIC OF NAMIBIA
ZAMBEZI REGIONAL COUNCIL
SUBDIVISION: WATER SUPPLY AND SANITATION COORDINATION

Tel: +264 66 261700 Fax: +264 66 252650	Ngoma/Hospital Road ZRC Office Park	Private Bag 5002 Katima Mulilo
Enquiries: Ms. M. Ndala	*Cell: 0814185795*	*02/07/2026*

REQUEST FOR SEALED QUOTATIONS (RFQ)

Bid Reference No:	**G/RFQ/ZRC-21/2026/2027**
Tittle:	Supply of materials for hand pump boreholes and tools for the Works Inspector.
Description:	Suppliers are hereby invited to supply materials for hand pump boreholes and tools for the Works Inspector for the Directorate of Water Supply and Sanitation Coordination, Katima Mulilo.
Closing Date and Time:	**Monday, 13 July 2026 at 10H00.**
Bidding Documents:	Available on the Zambezi Regional Council website:
Levy(non-refundable):	None
Eligibility:	Only certified suppliers of major components will be considered.
Delivery Address:	**Zambezi Regional Council Office Building, Bid Box Number 1- Ground Floor.**

NB: FAXED/EMAILED/ELECTRONIC BIDS SHALL NOT BE ACCEPTED. BIDS RECEIVED BY COURIER AFTER THE CLOSING DATE, TIME AND LATE SUBMISSION SHALL NOT BE ACCEPTED. SEALED BIDS IN THE ENVELOPE CLEARLY MARKED WITH THE ABOVE PROCUREMENT REFERENCE NUMBER AND BIDDERS DETAILS SHALL BE DELIVERED ON OR BEFORE 13 JULY 2026 AT 10H00.

Mr. A Shikoyeni
~~Head:~~ Procurement Management Unit

-07- 03
Date

All official correspondence must be addressed to the Chief Regional Officer

MINISTRY OF FINANCE

Procurement Policy Unit

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

Ref: G/RFQ/ZRC-21/2026/2027

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

ZAMBEZI REGIONAL COUNCIL

Request for Sealed Quotations for Goods

Procurement of materials for hand pump boreholes and tools for the Works Inspector

Bidder Name	
E-mail Address	
Contact No	
Bid Amount	
Closing Date of Bids	**13 July 2026 @ 10H00**

DOCUMENTS CLEARLY MARKED WITH THE PROCUREMENT REFERENCE NUMBER MUST BE DEPOSITED IN THE BID BOX NUMBER 1, GROUND FLOOR, ZAMBEZI REGIONAL COUNCIL.

Procurement Reference No: G/RFQ/ZRC-21/2026/2027

Zambezi Regional Council
Private Bag 5002
Katima Mulilo, Namibia
Tel: 066-261700
Fax 066-252650
Email Address: Abraham.Shikoyeni@zambezirc.gov.na

REPUBLIC OF NAMIBIA
ZAMBEZI REGIONAL COUNCIL

Tel: +264 66 261700 Ngoma/Hospital Road Private Bag 5002
Fax: +264 66 252650 ZRC Office Park Katima Mulilo
Inquiries: Ms. M. Ndala *02/07/2026*

Letter of Invitation

……………………………………………………..
……………………………………………………..
…………………………………………………….

Procurement Reference Number: G/RFQ/ZRC-21/2026/2027

Dear Sir/Madam,

Invitation for Bids for the Supply of: Materials for hand pump boreholes and tools for the Works Inspector.

The Zambezi Regional Council invites you to submit your best quote 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 ***Ms. Mildred Ndala, telephone: 066-253323***.

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: PROCUREMENT MANAGEMENT UNIT

ZAMBEZI REGIONAL COUNCIL
Procurement Management Unit
2026 -07- 03
Private Bag 5002
Katima Mulilo
NAMIBIA

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 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 **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 (certified copy);

(b) have an original valid good Standing Tax Certificate/certified copy (NAMRA);

(c) have an original valid good Standing Social Security Certificate/certified copy;

(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 - This Bid is not reserved for SMEs);

(f) 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) Initial all pages and corrections;

(i) Principal Business must be in line with the procurement;

(j) Certified suppliers of major components will be considered;

(k) Attach quotation.

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

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

- The received items are according to the specifications and standard.
- Received items are in good order.

7. Sealing and Marking of Quotations

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

8. Submission of Quotations

BIDS SHOULD BE DEPOSITED IN THE BID BOX NUMBER ONE LOCATED AT ZAMBEZI REGIONAL COUNCIL BUILDING, GROUND FLOOR, NOT LATER THAN 10:00HRS ON THE 13th OF JULY 2026. Bids by post or hand delivered should reach **ZAMBEZI REGIONAL COUNCIL BUILDING** by the same date and time at latest. Late bids will be rejected.
Bids 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 Bid Opening stating the name of the bidders, the amount quoted, the presence or absence of a 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 shall be fixed in Namibian Dollars.

13. Margin of Preference

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

Not applicable

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

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 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.

15. Performance Security

Not Applicable

16. 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)

[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: *[name of Public Entity]*	
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 Securing Declaration* (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to *disqualification on the grounds mentioned in the BD.*

The validity period of the Quotation is _________ days *[insert number of 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	

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)

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

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: Materials for hand pump boreholes and tools for the Works Inspector. **Procurement Ref No. G/RFQ/ZRC-21/2026/2027**

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 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 price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
1.	GMS exact pipe 80mm x 3m (incl socket)	3	Each						
2.	GMS WS nipple barrel 80mm	5	Each						
3.	GMS red socket 80x50mm	5	Each						
4.	GMS red socket 80x40mm	4	Each						
5.	GMS exact pipe 65mm x 3m (incl socket)	70	Each						
6.	GMS exact pipe 50mm x 3m (incl socket)	150	Each						
7.	GMS exact pipe 40mm x 3m (incl socket)	50	Each						
8.	Pump rod galvanized 3 MTR 16mm	50	Each						
9.	Pump rod galvanized 3 MTR 12mm	100	Each						
10.	Pump rod socket red 16 x 12	100	Each						
11.	GMS red bush 65 x 50mm	30	Each						
12.	Cylinder SS 50x50x12x500	30	Each						
13.	Leather washer 3	150	Each						
14.	Vastrap 40-80 mm	2	Each						
15.	Schmidt hammer analog	2	Each						
16.	Schmidt hammer digital	2	Each						
17.	Borehole depth meter 200m type 10	2	Each						

					TOTAL				

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

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-21/2026/2027**________

[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)
*A**	*B**	*C*	*D*
1	GMS exact pipe 80mm x 3m (incl socket)		
2	GMS WS nipple barrel 80mm		
3	GMS red socket 80x50mm		
4	GMS red socket 80x40mm		
5	GMS exact pipe 65mm x 3m (incl socket)		
6	GMS exact pipe 50mm x 3m (incl socket)		
7	GMS exact pipe 40mm x 3m (incl socket)		
8	Pump rod galvanized 3 MTR 16mm		
9	Pump rod galvanized 3 MTR 12mm		
10	Pump rod socket red 16 x 12		

11	GMS red bush 65 x 50mm		
12	Cylinder SS 50x50x12x500		
13	Leather washer 3		
14	Vastrap 40-80 mm		
15	Schmidt hammer analog		
16	Schmidt hammer digital		
17	Borehole depth meter 200m type 10		

**** 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 Zambezi Regional Council: 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-21/2026/2027**______

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**
Site **GCC 1.1(m)**	The Site/final destination for delivery of the Goods is **Directorate of Water Supply and Sanitation Coordination, 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: For **Zambezi Regional Council**, the address and the contact name shall be: **P/Bag 5002** **Katima Mulilo** **Mr. Abraham Shikoyeni, Head: PMU** For the Supplier, the address and contact name shall be: ______________________________ ______________________________

Subject and GCC clause reference	Special Conditions
Disputes **GCC 10.2**	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: 10.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with the rules of procedure **specified in the SCC.** Arbitration proceedings shall be conducted in accordance to the Namibian Laws.
Delivery and Documents **GCC 13.1**	The Goods are to be delivered within **10 working 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 *shall not* 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 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 *shall not be* adjustable to the fluctuation in the rate of exchange.

Subject and GCC clause reference	Special Conditions
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.
Performance Security **GCC 18.1**	(i) No performance security is required
Insurance **GCC 24.1**	**Unless otherwise specified in the SCC,** the Goods supplied under the Contract shall be fully insured—in a freely convertible currency from an eligible country—against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in accordance with the applicable Incoterms or in the manner **specified in the SCC.**
Transportation **GCC 25**	The Goods shall be collected by the Public Entity. **Unless otherwise specified in the SCC,** responsibility for arranging transportation of the Goods shall be in accordance with the specified Incoterms

Subject and GCC clause reference	Special Conditions
Inspection and Test **GCC 26**	The inspection and tests shall be: 26.1 The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Goods and Related Goods/Services **as are specified in the SCC.** 26.7 The Purchaser may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser, and shall repeat the test and/or inspection, at no cost to the Purchaser, upon giving a notice pursuant to GCC Sub-Clause 26.4. 26.8 The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Purchaser or its representative, nor the issue of any report pursuant to GCC Sub-Clause 26.6, shall release the Supplier from any warranties or other obligations under the Contract.
Location of Inspection and Tests **GCC 26.2**	The inspections and tests shall be conducted at: 26.2 The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the Goods' final destination, or in another place in Namibia **as specified in the SCC.** Subject to GCC Sub-Clause 26.3, if conducted on the premises of the Supplier or its Subcontractor, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.
Liquidated Damages **GCC 27.1**	27.1 Except as provided under GCC Clause 32, if the Supplier fails to deliver any or all of the Goods by the date(s) of delivery or perform the Related Services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage **specified in the SCC** of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage **specified in those SCC.** Once the maximum is reached, the Purchaser may terminate the Contract pursuant to GCC Clause 35.

Subject and GCC clause reference	Special Conditions
Warranty **GCC 28.3**	The period of validity of the warranty shall be: 28.3 **Unless otherwise specified in the SCC,** the warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination **indicated in the SCC,** or for eighteen (18) months after the date of shipment from the port or place of loading in the country of origin, whichever period concludes earlier. The warranty for all Major components is 12 months.
Repair and Replacement **GCC 28.5**	The period for repair or replacement shall be: 14 days

Attachment: Price Adjustment Formula

If in accordance with GCC 15.1, prices shall be adjustable, the following method shall be used to calculate the price adjustment:

15.2 Prices payable to the Supplier, as stated in the Contract, shall be subject to adjustment during performance of the Contract to reflect changes in the cost of labor and material components in accordance with the formula:

$$P_1 = P_0 \left[a + \frac{bL_1}{L_0} + \frac{cM_1}{M_0}\right] - P_0$$

$$a+b+c = 1$$

in which:

P_1	=	adjustment amount payable to the Supplier.
P_0	=	Contract Price (base price).
a	=	fixed element representing profits and overheads included in the Contract Price and generally in the range of five (5) to fifteen (15) percent.
b	=	estimated percentage of labor component in the Contract Price.
c	=	estimated percentage of material component in the Contract Price.
L_0, L_1	=	labor indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively.
M_0, M_1	=	material indices for the major raw material on the base date and date for adjustment, respectively, in the country of origin.

The coefficients a, b, and c as specified by the Purchaser are as follows:

a = *[insert value of coefficient]*

b= *[insert value of coefficient]*
c= *[insert value of coefficient]*

The Bidder shall indicate the source of the indices and the base date indices in its bid.

Base date = thirty (30) days prior to the deadline for submission of the bids.

Date of adjustment = *[insert number of weeks]* weeks prior to date of shipment (representing the mid-point of the period of manufacture).

The above price adjustment formula shall be invoked by either party subject to the following further conditions:

(a) No price adjustment shall be allowed beyond the original delivery dates unless specifically stated in the extension letter. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The Purchaser will, however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment.

(b) If the currency in which the Contract Price P_0 is expressed is different from the currency of origin of the labor and material indices, a correction factor will be applied to avoid incorrect adjustments of the Contract Price. The correction factor shall correspond to the ratio of exchange rates between the two currencies on the base date and the date for adjustment as defined above.

(c) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment.

SCHEDULE 2

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT	N$	N$
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		

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

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

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/ZRC-21/2026/2027

Description	Attached	Not Attached
Quotation Letter: section II		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
A valid company Registration Certificate (certified copy)		
An original valid good Standing Tax Certificate/certified copy (NAMRA)		
An original valid good Standing Social Security Certificate/certified copy		
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		
Attach quotation		

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.*