



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, Namibia

PROCUREMENT MANAGEMENT UNIT

Request for sealed quotation

BID REFERENCE NO:	NCS/RFQ/ZRC-25/26/27
TITLE	REPAIRS AND MAINTAINANCE OF GRN 81546
CLOSING DATE	16/07/2026 @11H00
BIDDING DOCUMENTS AND SPECIFICATIONS	AVAILABLE ON ZRC WEBSITE
OBLIGATORY DOCUMENTS	GOOD STANDING CERTIFICATES FROM NAMRA, SOCIAL SECURITY COMMISSION, AFFIRMATIVE COMPLIANCE CERTIFICATE AND COMPANY REGISTRATION, SIGNED & STAMPED BID REGISTER
LEVY (NONE REFUNDABLE)	NONE
DELIVERY ADDRESS	ZAMBEZI REGIONAL COUNCIL

Faxed, mailed/ electronic bids shall not be accepted. Bids received after closing date, time and late shall not be accepted. Sealed bids in the envelopes clearly marked with the above procurement reference number, title and bidder's details shall be delivered before Friday the 16th of July 2026 @ 11H00.

Enquiries

MR. ABRAHAM SHIKOYENI
HEAD OF PROCUREMENT MANAGEMENT UNIT
TEL: 066 261700/081 7366320





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REQUEST FOR SEALED QUOTATION

For

REPAIRS AND MAINTENANCE OF GRN 81546

(TOYOTA HILUX MODEL 2015)

(ENGINE NO: 2KDA595466)

(VIN NO: AHTFR22GX06094264)

Procurement Reference No: NCS/ RFQ - ZRC - 25-26/27

*[Zambezi Regional Council, Private Bag 5002, Tel: 066-261700, Fax 066-252650,
07/07/2026]*



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Letter of Invitation

Name and Address of Bidder

Procurement Reference Number

NCS/ RFQ – ZRC - 25 -26/27

Dear Sir/Madam,

PROCUREMENT OF SERVICES FOR REPAIRS AND MAINTENANCE OF GRN 81546

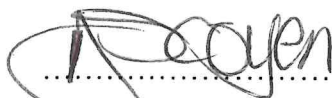
The Zambezi Regional Council invites you to submit your sealed quote for the repairs and maintenance of GRN 81546.

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

Queries, if any, should be addressed to Zambezi Regional Council Private Bag 5002 Att: Mr Abraham Shikoyeni

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

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 item, or
- (b) To accept or reject any sealed quotation; and
- (c) To cancel the sealed quotation process and reject all sealed quotation at any time prior to contract award.

2. Preparation of sealed Quotation

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

- (a) The sealed quotation Letter
- (b) The Price Schedule
- (c) 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 sealed quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

3. Eligibility Criteria

To be eligible to participate in this sealed 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) Affirmative action compliance certificate

4. Opening of sealed quotations.

Sealed Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 below. A record of the sealed Quotation Opening stating the name of the bidders, the amount quoted, will be submitted to the Public Entity and available to any bidder on request within three working days of the Opening.

5. Evaluation of sealed 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 sealed quotation.

6. Technical Compliance

Bidders shall submit along with their sealed 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.

7. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

8. Submission of Quotations

Sealed Quotations should be deposited in the Bid Box located at ***ZRC Office*** not later than ***the 16th of July 2026 at 11:00.*** Quotations by post or hand delivered should reach **The Head of Procurement Management Unit, Zambezi Regional Council, Private Bag 5002, Katima Mulilo** by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered.

9. 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 at the back of the envelope.

SECTION II: SEALED QUOTATION LETTER

Complete this form with all the requested details and submit it as the first page of your sealed 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.

Sealed Quotation addressed to:	ZAMBEZI REGIONAL COUNCIL
Procurement Reference Number:	NCS/ RFQ – ZRC - 25 -26/27
Subject matter of Procurement:	REQUEST FOR SEALED QUOTATION

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, and, in accordance with the terms and conditions stated in your Request for sealed Quotations referenced above.

We confirm that we are eligible to participate in this sealed 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.

The validity period of the sealed Quotation is 7 days from the date of the bid submission deadline.

We confirm that the prices for sealed quoted in the work 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 sealed quotation validity.

The delivery period offered from the date of issue of Purchaser Order is as shown in the List of Goods items and Price Schedule.

Sealed 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	

SECTION III: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **NCS/ RFQ – ZRC - 25 -26/27**

ITEM NO	TECHNICAL SPECIFICATION REQUIRED	QUANTITY	WORK TO BE DONE
<i>A*</i>	<i>B*</i>	<i>C</i>	
1.	Clutch kit	1	- REMOVE AND REPLACE

Specifications and Compliance Sheet Authorised By:

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

SECTION V: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order shall be subject to the General Conditions of Contract (GCC) for the Procurement of works.

SECTION VI: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/ RFQ – ZRC - 25 -26/27**

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	The purchaser is: Zambezi Regional Council
Site	To be done on Zambezi Regional Council vehicle GRN 81546
Terms of Payment	The structure of payments shall be: full payment following submission of an invoice.
	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
	The price " <i>shall not be</i> " adjustable to the fluctuation in the rate of exchange.
Payment Period	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: 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.

SCHEDULE 3

SEALED QUOTATION CHECKLIST SCHEDULE

PROCUREMENT REFERENCE NO.: NCS/ RFQ – ZRC - 25 -26/27

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Original valid good Standing Tax Certificate		
Original valid good Standing Social Security Certificate		
Company registration certificate		

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.