



AA REPUBLIC OF NAMIBIA  
ZAMBEZI REGIONAL COUNCIL

Tel: +264 66-261908  
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Ngoma /Hospital Road  
ZRC Office Park

P/Bag 5002  
Katima Mulilo

DIRECTORATE OF EDUCATION, ARTS AND CULTURE

## Request for Sealed Quotations (Goods)

### SUPPLY AND DELIVERY OF TONER CATRIDGES FOR SUPPORT SERVICES

Ref: G/RFQ/ZRC.....29...../2026/2027

ENQUIRIES: MR ABRAHAM SHIKOYENI: 066 261771

NAME OF BIDDER:

CONTACTS NUMBER:

EMAIL ADDRESS:

TOTAL AMOUNT:



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INVITATION LETTER

*DEAR POTENTIAL BIDDER*

**SUPPLY AND DELIVERY OF TONER CTRODGES FOR SUPPORT  
SERVICES**

The Zambezi Regional Council hereby invites your company to submit a quotation for **SUPPLY AND DELIVERY OF TONER AND CATRIDGES FOR SUPPORT SERVICES** as per specification attached. This request is in line with the public procurement Act No. 15 of 2015. Your offer should be made on this form, with any annexure which you may wish to enclose, and should be deposited in the quotation bid box located at Zambezi Regional Council, Directorate of Education in the sealed envelope marked quotation Reference No.

2026/2027 G/RFQ/ZRC 29 /2026/2027

Your quotation should reach Zambezi Regional Council on or before **20 JULY 2026** at 10H00 latest.

Yours faithfully,

  
MR ABRAHAM SHIKOYENI  
HEAD: PMU

## SECTION I: INSTRUCTIONS TO BIDDERS

## 1. Rights of Public Entity

**The Directorate of Education, Arts and Culture (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; or
- (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 services 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;
- (b) The Priced Activity Schedule in Section IV;
- (c) The Specifications and Performance Standards Compliance Sheet in Section V; and;
- (d) Any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Quotations document, including the Special Conditions of Contract in Section VII, before preparing your

the Bidder is responsible for their accurate reproduction.

### 3. Validity of Quotations

**The quotation validity period shall be 180 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 valid company Registration Certificate;
- (b) Have an original/ Copy valid good Standing Tax Certificate;
- (c) Have an original/ Copy 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);
- (f) Each page should be fully completed, initialled and the principal business should be in line.
- (g) Have original good standing certificate BIPA
- (h) Bid to fully Completed
- (i) Within the budget to considered
- (J) Fitness certificate form Town council /Municipality

## 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 within *14* after acceptance/issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

**6.1 The following test and inspections will be conducted on the goods at delivery:**

**6.1.1 Confirmation of the quantity and quality of the goods.**

## 7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number *G/RFQ/ZRC.....29.....2026/2027* addressed to the Public Entity with the Bidder's name at the back of the envelope.

## 8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Zambezi Regional Council Ground Floor (*Directorate of Education, Arts and Culture*) on or ~~before 20 July 2026 at 10H00~~. Quotations received by e-mail will not be considered.

## 9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after closing time referred to in Section 9 above. A record of the Bid Opening Report will be available on the website of the Zambezi Regional Council, Zambezi Region.

## 10. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However, evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the **lowest evaluated quotation as per the base requirements, unless the bidder is not responsive**.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

## 11. 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.

## 12. Margin of Preference

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

N/A

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

N/A

### 15. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the services shall be selected for award of contract, unless not responsive. 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 and General Conditions of Contract

### 16. Notification of Award and Debriefing

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

9. Opening of Quotations

## 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 Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]*

|                                |  |
|--------------------------------|--|
| Quotation Addressed to:        |  |
| Procurement Reference Number   |  |
| Subject matter of Procurement: |  |

We offer to provide the services detailed in the Scope of Service, 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 terms 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 *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

The validity period of our Quotation is \_ days.

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 quotation validity.

The services will commence within \_\_\_\_\_ days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within \_\_\_\_\_ days from date of issue of Purchase Order/ Letter of acceptance.

**Quotation Authorised by:**

|                                           |               |                            |  |
|-------------------------------------------|---------------|----------------------------|--|
| Name of Bidder                            |               | Company's Address and seal |  |
| Contact Person                            |               |                            |  |
| Name of Person Authorizing 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.:** .....

**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.

(e)

~~I/We\* understand that 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*



**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: .....

~~Seal and the signature of the Bid Secretary have been and shall remain the property of the Bid Secretary~~  
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 ..... owner/representative

.....

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

SUPPLY AND DELIVERY OF TONER CARTRIDGES FOR SUPPORT SERVICES

REF NO: Ref: /RFQ/ZRC...../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<br>F= Rate per unit<br>G= Total price for one item (C x F)<br>If an equivalent is quoted, please attach to your quote appropriate technical information & specification<br>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 <sup>1</sup> | Total price without VAT NAD | VAT: NAD | Delivery weeks) (days/month | Country of Origin |
| 1                                                                                         | HP TONER 14A         | 6                 |                  |                                                                                                                                                                                                                                                                                                                                             |                                 |                             |          |                             |                   |
| 2                                                                                         | KIYICERA 475         | 2                 |                  |                                                                                                                                                                                                                                                                                                                                             |                                 |                             |          |                             |                   |
| 3                                                                                         | HP85A                | 8                 |                  |                                                                                                                                                                                                                                                                                                                                             |                                 |                             |          |                             |                   |
| 4                                                                                         | HP 26A               | 4                 |                  |                                                                                                                                                                                                                                                                                                                                             |                                 |                             |          |                             |                   |
| 5                                                                                         | CANON 040 BLACK      | 8                 |                  |                                                                                                                                                                                                                                                                                                                                             |                                 |                             |          |                             |                   |
| 6                                                                                         | CANON 040 CYAN       | 8                 |                  |                                                                                                                                                                                                                                                                                                                                             |                                 |                             |          |                             |                   |
| 7                                                                                         | CANON YELLOW         | 8                 |                  |                                                                                                                                                                                                                                                                                                                                             |                                 |                             |          |                             |                   |
| 8                                                                                         | CANON MAGENTA        | 8                 |                  |                                                                                                                                                                                                                                                                                                                                             |                                 |                             |          |                             |                   |
| 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

Priced Activity Schedule Authorised by: *[insert company seal]*

|                    |  |            |  |
|--------------------|--|------------|--|
| Name of signatory: |  | Signature: |  |
| Position:          |  | Date:      |  |
| Company Name :     |  |            |  |

## SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: *G/RFQ/ZRC...../2026/2027 Bidders*  
should complete columns C and D with the specifications of the services 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   | 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.        | HP TONER 14A                            |                                                      |                                                      |
| 2.        | KIYICERA 475                            |                                                      |                                                      |
| 3.        | HP85A                                   |                                                      |                                                      |
| 4.        | HP 26A                                  |                                                      |                                                      |
| 5.        | CANON 040 BLACK                         |                                                      |                                                      |
| 6.        | CANON 040 CYAN                          |                                                      |                                                      |
| 7.        | CANON YELLOW                            |                                                      |                                                      |
| 8.        | CANON MAGENTA                           |                                                      |                                                      |

Specifications and Performance Standard Compliance Sheet Authorised by:

|                                  |  |            |  |
|----------------------------------|--|------------|--|
| Name:                            |  | Signature: |  |
| Position:                        |  | Date:      |  |
| Authorized for and on behalf of: |  | Company    |  |

## SECTION VI: 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: NCS-LS/RFQ-GCC for procurement of services (lump-sum) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

## SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: G/RFQ/ZRC...../2026/2027 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].

| Subject and GCC Reference | Special Conditions                                                                                                                                                                                                                                                                                                |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Definitions<br>GCC 1.1(a) | Adjudicator is Not Applicable for this contract                                                                                                                                                                                                                                                                   |
| Definitions<br>GCC 1.1(l) | The site/final destination for delivery of the Goods is:<br><b>Zambezi Regional Council</b><br><b>Directorate of Education, Arts and Culture</b>                                                                                                                                                                  |
| Definitions<br>GCC 1.1(o) | The Service Provider is: <i>[Zambezi Regional Council, Directorate of Education, Art &amp; Culture]</i>                                                                                                                                                                                                           |
| Notices<br>GCC 1.4        | Any notice shall be sent to the following addresses:<br>For the [Public Entity], the address and the contact name shall be:<br><b>Zambezi Regional Council</b><br><b>Private Bag 5000</b><br><b>Katima Mulilo</b><br>For the [Service Provider], the address and contact name shall be<br>.....<br>.....<br>..... |

|                                           |                                                |
|-------------------------------------------|------------------------------------------------|
| Prohibition<br>GCC 3.2.3(c)               | List of Activities: .....                      |
| Contract Price<br>GCC 6.2(a)              | The amount in local currency is _____.         |
| Terms and Condition of Payment<br>GCC 6.4 | Insert the payment terms in line with the GCC. |
| Price Adjustment<br>GCC 6.6.1             | Price adjustment <i>is/not</i> applicable.     |

## SCHEDULE 4

### QUOTATION CHECKLIST SCHEDULE

PROCUREMENT REFERENCE NO.: G/RFQ/ZRC...../2026/2027

| Description                                                                                                                                                                                                                                 | Attached | Not attached |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|
| Have a valid company Registration Certificate                                                                                                                                                                                               |          |              |
| Have an original/ Copy valid good Standing Tax Certificate;                                                                                                                                                                                 |          |              |
| Have an original/ Copy valid good Standing Social Security Certificate;                                                                                                                                                                     |          |              |
| 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; |          |              |
| Have a certificate indicating SME Status (for Bids reserved for SMEs);                                                                                                                                                                      |          |              |
| Have original good standing certificate BIPA                                                                                                                                                                                                |          |              |
| Fitness certificate form Town council /Municipality                                                                                                                                                                                         |          |              |

**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.

Private Bar 5000 | ACTION ACT, 1998, | Private Bar 5000 | ACTION ACT, 1998, |