



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

Restricted bidding

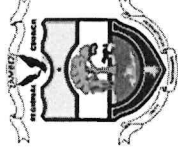
BID REFERENCE NO:	W/RB/ZRC-04/26/27
TITLE	DESIGN AND PRINTING SERVICES
CLOSING DATE	15/07/2026 @11H00
BIDDING DOCUMENTS AND SPECIFICATIONS	AVAILABLE ON ZRC WEBSITE
OBLIGATORY DOCUMENTS	GOOD STANDING CERTIFICATES FROM NAMRA, SOCIAL SECURITY COMMISSION, AFFIRMATIVE COMPLIANCE CERTIFICATE AND COMPANY REGISTRATION, 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 Wednesday the 15th of July 2026 @ 11H00.

Enquiries

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





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BID REGISTER

(NB: COMPULSORY: TO BE SIGNED, STAMPED BY A BIDDER & SUBMITTED WITH THEIR BID)

BID DESCRIPTION: Design & printing services
BID REFERENCE NUMBER: W/RB/ZRC-04/26/27
PROCUREMENT METHOD: RESTRICTED BIDDING
CLOSING DATE: 15/07/2026@11H00

NAME OF SUPPLIER	BID COLLECTED BY	EMAIL/NUMBER	SIGNATURE	DATE

COMPANY SEAL OR STAMP OF BIDDERS:



REPUBLIC OF NAMIBIA ZAMBEZI REGIONAL COUNCIL



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Fax: +264 66-25 2650

Ngoma Road
Govt. Building

Private Bag 5002
Katima Mulilo

RESTRICTED BIDDING FOR WORKS

Request for quotations for designing & printing

Procurement Reference No: W/RB/ZRC-04/26/27
CLOSING DATE: 15/07/2026 @11H00

Bidder's name: _____

Bid amount: _____





REPUBLIC OF NAMIBIA ZAMBEZI REGIONAL COUNCIL



Tel: +264 66-26 1700

Fax: +264 66-25 2650

Enquires: Mr. A. Shikoyeni

Ngoma Road

Govt. Building

Our Ref:

Private Bag 5002

Katima Mulilo

Date: 11/02/2026

Letter of Invitation

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

Procurement Reference Number: W/RB/ZRC-04/26/27

Dear Sirs,

Invitation for quotations for the design & printing services

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 Mr. A. Shikoyeni the Head, Procurement Management Unit.

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. A. Shikoyeni

Head: Procurement Management Unit



SECTION I: INVITATION FOR BIDS

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 bid; and
- (c) to cancel the bidding process and reject all bids at any time prior to contract award.

2. Preparation of Bids

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

- (a) the Bid Letter in Section II with its annex for *Bid Securing Declaration*; and
- (b) the List of Goods and Price Schedule in 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 Invitation for Bids document, including the Special Conditions of Contract in Section VII, before preparing your bid. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

3. Validity of Bids

The Bid 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);
- (f) Submit signed Bid-securing Declaration.
- (g) signed bid register by the bidder.

5. Bid Securing Declaration

Bidders are required to *submit a Bid Securing Declaration* for this procurement process. The Bidder shall furnish as part of its quotation, a Bid Security as per the format contained in Appendix to Quotation Letter of this document for *an amount of NAD.....[based on 0.05% - 2% of your budget estimate for the procurement] OR% [insert percentage within the following range: 0.05% - 2% of the quoted price]* valid up to 30 days

[Public Entity shall insert amount/percentage of bid security and validity period, if a Bid Security is applicable].

6. Delivery

Delivery shall be (2) Two Weeks after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted/shall be considered if such deviation is reasonable. *[Public Entity to select as appropriate]*.

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

- The received items are according to the specification.

7. Sealing and Marking of Bids

Bids 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.

8. Submission of Bids

Bids should be deposited in the Quotation/Bid Box located at *[insert address]* or forwarded by fax *[insert fax number]*¹, not later than *[insert date and time]*. Bids by post or hand delivered should reach *[insert address]* 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 Bids

Bids will be opened by the "Public Entity" at ZAMBEZI REGIONAL COUNCIL, NEW OFFICE BUILDING, 2ND FLOOR, ON THE 15th OF July 2026 @ 11H00 Bidders or their representatives may attend the Bid Opening if they choose to do so.

10. Evaluation of Bids

The Public Entity shall have the right to request for clarifications 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 bid.

11. Documents Establishing Conformity of Goods and Related Services *[the list mentioned hereunder may be amended by Public Entity to supplement requirements for a specific procurement]*

Bidders shall submit along with their bids the documents marked ☒ hereunder:

(a)	Documents to establish conformity of goods as specified in Schedule of Requirements, highlighting deviations, if any, so as to establish substantial responsiveness of the proposed goods item;	☐
(b)	A list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period specified in the Specification and Performance Requirement Sheet, following commencement of the use of the goods.	☐
(c)	Documentary evidence to establish to the satisfaction of the Purchaser that goods proposed, as per other than the brand name, catalogue numbers or standard as specified by the Purchaser, ensures substantial equivalence or are superior.	☐
(d)	Evidence of the bidder's technical capacity to be furnished by one or more of the following means: (i) a list of the principal deliveries effected in the past three years, with the sums, dates and recipients, whether public or private, involved; and (ii) Type test certificates drawn up by official quality control institutes or agencies of recognized competence attesting the conformity of the goods with respect to specifications conformity.	☐ ☐

¹ Insert number of fax machine secured for bids not to be disclosed before the set date and time.

(e)	Documentary evidence to establish Bidder's ability to provide the service or to execute the installation with regard to their skills, efficiency, experience and reliability.	☐
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12. Technical Compliance

Bidders shall submit along with their bids 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 and 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.

13. Prices and Currency of Bids

Bids shall be fixed in Namibian Dollars.

Goods supplied from overseas delivered to the Public Entity at port of entry shall be on a CIF/CIP basis mentioning the ports of loading and entry with a breakdown in FOB, freight charges and insurance charges for evaluation purpose. The Purchaser reserves the right to subsequently choose any of the possible INCOTERMS conditions at placement of order.

14. Margin of Preference

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

[To be inserted if applicable]

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

[To be inserted if applicable]

15. Award of Contract

The Bidder having submitted the lowest evaluated responsive bid 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 and General Conditions of Contract.

SECTION II: BID LETTER

(to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your bid with the Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RB prevail over any attachments. **If your bid is not authorised, it will be rejected***

Bid addressed to:	Zambezi Regional Council
Procurement Reference Number:	W/RB/ZRC-04/26/27
Subject matter of Procurement:	for designing & printing services

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 Invitation for Bids referenced above.

We confirm that we are eligible to participate in this bidding exercise and meet the eligibility criteria specified in Section 1: Invitation for Bids.

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act 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 *[forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

The validity period of our bid is _____ days from the date of the bid submission deadline.

We confirm that our quoted prices 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 bid validity.

The delivery period offered, from the date of issue of Purchase Order/ Letter of Acceptance, is as shown in the List of Goods items and Price Schedule.

Bid Authorised by:

Name of Bidder	Company's Address and seal		
Contact Person			
Name of Person Authorising the Quotation:	Position:	Signature:	
Date		Phone No./E-mail	

[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.: *W/RB/ZRC-04/26/27*

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*



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written 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.: G/RB/ZRC-31/25/26

Procurement Description: Request for quotations for designing & printing

Anticipated Contract Duration:

Location where work will be done, good/services will be delivered: ZAMBEZI REGIONAL COUNCIL, STORE ROOM

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: Request for quotations for the designing & printing									
INSTRUCTIONS TO THE PUBLIC BODY									
At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity. [To be filled by the Public Entity]									
INSTRUCTIONS TO BIDDERS									
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	I
Ite m no.	Description of Goods	Quant ity requir ed	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT NAD	Deliver y weeks) (days/	Count ry of Origin
1.	Functional Service Charter - To be printed in Full color throughout back to back - Size: 297mm x 210mm A4 flat - Folded: 99mm x 210mm - Material: 160gsm sun bright gloss paper	30							
2.	Strategic plan: - To be printed in full color throughout back to back - Size: A4 34 pages 297mm x 210mm - Material: text-115 sun bright gloss paper, cover 200gsm sun bright gloss paper. - Finishing: saddle stitched & trimmed to size	200							
3.	Customer Service Charter - To be printed in full color throughout back to back - Size: A4 24 pages 148mm x 210mm - Material: text-115 sun bright gloss paper, cover-200gsm sun bright gloss paper - Finishing: Saddle stitched & trimmed to size	200							

4.	Pull up banner • PVC 0.85m x 2m	13								
NAME:		POSITION:		SIGNATURE		DATE				
NAME OF COMPANY:		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

FOR GOODS TO BE SUPPLIED BY OVERSEAS SUPPLIERS OR LOCAL AGENTS DELIVERED TO THE PURCHASER AT PORT OF ENTRY

BID FOR:

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTION TO BIDDERS							
At time of preparation of the IFB, Columns A to D shall be filled in by the Public Entity. <i>Where specification are necessary, use section V and indicate "S" under column B</i> <i>[To be filled by the Public Entity]</i>				Bidders shall fill-in columns E - K and fill the total stating currency F= mark with a * if an equivalent is quoted K=Total price for one item (C x I) J= Rate per unit CIF/CIP (F+G+H) - 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	J	K	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Unit Price FOB	Freight Charges per unit	Insurance Charges per unit	Unit price CIF/CIP	CIF/CIP ¹ Price per line item	Delivery (weeks/ months)	Country of Origin
1.											
2.											
3.											
4.											
5.											
				TOTAL							
NAME:				SIGNATURE				DATE OF SIGNING			
NAME OF COMPANY:											

1 Price quoted as CIF payable to foreign suppliers may be in foreign currency except where the local Agent is itself the bidder the price payable to the local agent shall be in Namibian Dollars equivalent as per exchange rate prevailing on date payment is made to obtain negotiable document drawn up on Purchaser's name.

Key notes: NA=NOT APPLICABLE, NQ=NO QUOTE

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENT

[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: *W/RB/ZRC-04/26/27*

d. 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.]

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

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.	Functional Service Charter - To be printed in Full color throughout back to back - Size: 297mm x 210mm A4 flat - Folded: 99mm x 210mm - Material: 160gsm sun bright gloss paper		
2.	Strategic plan: - To be printed in full color throughout back to back - Size: A4 34 pages 297mm x 210mm - Material: text-115 sun bright gloss paper, cover 200gsm sun bright gloss paper. - Finishing: saddle stitched & trimmed to size		
3.	Customer Service Charter - To be printed in full color throughout back to back - Size: A4 24 pages 148mm x 210mm - Material: text-115 sun bright gloss paper, cover-200gsm sun bright gloss paper - Finishing: Saddle stitched & trimmed to size		
4.	Pull up banner PVC 0.85m x 2m		

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised 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) for the Procurement of Goods - Ref. **G/RFQ-GCC** 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: W/RB/ZRC-04/26/27

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 Zambezi Regional Council storeroom
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Delivery and Documents GCC 13.1	The Goods are to be delivered within 14 days from the date of Purchase Order or Letter of Acceptance. The shipping and other documents to be furnished by the Supplier are: (a) signed delivery note;
Price Adjustment GCC15.1	The Price <i>shall not</i> 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	The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of Requirements.

Subject and GCC clause reference	Special Conditions
Payment Method 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. An interest rate of <i>[insert percentage]</i> is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
Subject and GCC clause reference	Special Conditions
Transportation GCC 25	The Goods shall be delivered: <i>[Incoterm for transportation]</i> .
Inspection and Tests GCC 26.	<i>[The Purchaser may consider the application of this clause as appropriate for procurement of equipment or other goods items from both overseas and local suppliers.]</i> 1. <i>If all delivered goods are as per specification</i> 2. <i>All delivered good are in good condition and not expired</i>
Warranty GCC 28.3	For item 1, the minimum period of warranty/shelf life shall be 1 year
Repair and replacement GCC 28.5	The period for repair and replacement of defects shall be: <i>[insert number of days/weeks/months]</i>

SCHEDULE 3

BID CHECKLIST SCHEDULE

Procurement Reference No.: W/RB/ZRC-04/26/27

Description	Attached (please tick if submitted and cross if not)
Bid Letter	
List of Goods and Price Schedule	
Specification and Compliance Sheet	
Evidences for conformity of Goods	
(a) A valid company Registration Certificate;	
(b) an original valid good standing Tax Certificate;	
(c) An original valid good Standing Social Security Certificate;	
(d) A valid certificate copy of Affirmative Action Compliance Certificate , proof from the Employment Equity Commission that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998	
(e) A certificate indicating SME status (for bids reserved for SMEs)	
f. Signed bid register by the bidder	

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 bid 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.