



HARDAP REGIONAL COUNCIL



REQUEST FOR QUOTATION FOR GOODS

PROCUREMENT OF MATERIALS FOR MINOR
RENOVATIONS AT REHOBOTH URBAN EAST
CONSTITUENCY OFFICE

Procurement Reference No: G/RFQ/HRC-014/2026

Private Bag 2017, MARIENTAL

Tel: (063) 245839/885

Fax: (063) 242224 or (063) 240 527

axabskrywer@gmail.com

Deadline: 18 JUNE 2026

HARDAP REGIONAL COUNCIL
PROCUREMENT DEPT

2026-06-11

REQUEST FOR QUOTATION



HARDAP REGIONAL COUNCIL



PROCUREMENT COMMITTEE

REQUEST FOR SEALED QUOTATION

Dear Sirs/Madams,

PROCUREMENT OF RENOVATION MATERIALS FOR MINOR RENOVATIONS AT
REHOBOTH URBAN EAST CONSTITUENCY OFFICE

The Hardap 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. P A Skrywer at Hardap Regional Council, Private Bag 2017, MARIENTAL, Fax: (063) 242224.**

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,

HARDAP REGIONAL COUNCIL
PROCUREMENT DEPT

2026-06-11


.....

MR. P A SKRYWER

REQUEST FOR QUOTATION

HEAD: PROCUREMENT MANAGEMENT UNIT

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Hardap Regional Tender Board reserves the right:

- (a) to split the contract as per the best evaluated cost and performance specifications per lot; and
- (b) to accept or reject any bid or to cancel the bidding process; or
- (c) reject all bids 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 Bid Letter in Section II with its annex for Bid Securing Declaration; and
- (b) the Priced Activity Schedule Section IV;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment as deemed appropriate

You are advised to carefully read the complete Invitation for Bid 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 (7) days from the date of bid submission deadline.

4. Eligibility Criteria

To be eligible to participate in this bidding exercise, you should:

- (a) have a valid company Registration Certificate
- (b) have an original/originally certified valid BIPA Certificate and be in Good Standing with BIPA
- (c) have an original/certified and valid good Standing Tax Certificate;
- (d) have an original/certified and valid good Standing Social Security Certificate;
- (e) 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;
- (f) have a certificate indicating SME Status (for Bids reserved for SMEs);
- (g) Submit signed Bid-securing Declaration.
- (h) 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;

5. Bid Security/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 1.58% valid up to 30 Days.

6. Works Completion Period

The completion period for delivery shall be (21) days after acceptance and issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable.

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/Tender Box located at **The Hardap Regional Council Reception, first floor, Room No. 86/3**, not later than @11:00 A.M, **18 June 2026**. Bids by post or hand delivered should reach **Hardap Regional Council, Captain Hendrik Witbooi Building, Private Bag 2017**, by the same date and time at latest. **Late bids will be rejected.**

Bids received by E-mail and by Fax will not be considered.

9. Bid Opening

Quotations will be opened internally by the Procurement Committee after the closing time referred to in section 9 above.

10. Evaluation of Bids

The Public Entity shall have the right to request for clarification during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost, subject to Margin of Preference where applicable, to determine the lowest and/or best suitable evaluated bid.

11. Qualification Criteria

Bidders should submit documents in respect of the following:

- (a) Qualifications and experience of key management and technical personnel proposed for the Contract.

12. Technical Compliance

The Specification and Compliance Sheet details the minimum specifications of the works to be carried out. The specifications have to be met and Bidders should submit description of scope (s), but no credit will be given for exceeding the specification.

13. Prices and Currency of Payment

Prices for the execution of works shall be fixed in Namibian Dollars as quoted.

Bids shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works, and shall include all duties. The whole cost of performing the works shall be included in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted.

14. Margin of Preference

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

Preference will be given to local suppliers provided that their prices are reasonable and fair.

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

15. Award of Contract

The Bidder having submitted the suitable evaluated responsive bid and qualified to perform the works 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 the General Conditions of Contract.

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 within seven (7) days.

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.]

Bid addressed to:	HARDAP REGIONAL COUNCIL
Procurement Reference Number:	G/RFQ/HRC-014/2026
Subject of Procurement:	PROCUREMENT OF RENOVATION MATERIALS FOR MINOR RENOVATIONS AT REHOBOTH URBAN EAST CONSTITUENCY OFFICE.

We offer to execute the Works detailed in the Statement of Requirements, 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 disqualification on the grounds mentioned in the BD].

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 52 of the General Conditions of Contract, if we are awarded the contract or part thereof.

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

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 bid validity.

Delivery will commence within days from date of issue of Purchase Order/ Letter of Acceptance.

Delivery will be completed within days from date of issue of Purchase Order/ Letter of acceptance.

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		

BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))

Date:

Procurement Ref No.: G/RFQ/HRC-014/2026

To: HARDAP 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:

Capacity of:

Name:

Duly authorized to sign the bid for and on behalf of:

Dated on _____ day of _____, _____

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:

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 contra

SECTION IV: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: MINOR RENOVATIONS REHOBOTH EAST

Procurement Ref No. G/RFQ/HRC-014/2026

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS					
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]				Bidders shall fill-in columns E - I and fill the total E = mark with a * if an equivalent is quoted F = Rate per unit G = Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page					
A Item no.	B Description of Goods	C Quantity required	D Unit of measures	E *	F Price per unit NAD ¹	G Total price without VAT NAD	H VAT NAD	I Delivery weeks (days/	Country of Origin
1.	Turpentine	6	750ml						
2.	Polycell Polyfilla int	2	12kg						
3.	Silicone Alcolin mould resistant clear	2	260ml						
4.	All Purpose roll	3	50/p box						
5.	Indust QD Primer red oxide	2	5L						
6.	PVA Wall & Ceiling white Duram	1	20L						
7.	Duram Bonding liquid white	2	20L						
8.	Bulb tube 18W1980LM 4 foot daylight	20							
9.	Bulb Golfball frost 7w LED E27 3000K N	6							
10.	Bulb Golfball frost 7w LED B22 5000K N	6							
				Total:					
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

SECTION IV: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: MINOR RENOVATIONS REHOBOTH EAST

Procurement Ref No. G/RFQ/HRC-014/2026

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS					
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]				Bidders shall fill-in columns E – I and fill the total E = mark with a * if an equivalent is quoted F = Rate per unit G = Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page					
A Item no.	B Description of Goods	C Quantity required	D Unit of measures	E *	F Price per unit NAD ¹	G Total price without VAT NAD	H VAT NAD	I Delivery weeks (days/	Country of Origin
11.	Lockset Cylinder Victorian 6****SP	7							
12.	Braided Connector Satas MXF 15mmx350mm	3							
13.	Valve Angle W/Machine 3/4 3way GIO	3							
14.	Putty Tegso	1	2kg						
15.	Roller tray set 225mm EEZYPILE BI	3							
16.	Brush paint BI	3	38mm						
17.	Brush paint BI	3	75mm						
18.	Trap bottle basin CP 32x32x300mm A181-32	1							
19.	Paint TradePro all cover Trans Pro	3	20L						
20.	Plascon colourant PK white	645	1L						
				Total:					
NAME:		POSITION:		SIGNATURE			DATE		
NAME OF COMPANY:		ADDRESS:							

2. 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: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: MINOR RENOVATIONS REHOBOTH EAST

Procurement Ref No. G/RFQ/HRC-014/2026

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS				
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]				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/
								Country of Origin
11.	Plascon colourant PI Magenta	528	1L					
12.	Plascon colourant PU Hs Br Red	1651	1L					
13.	Plascon colourant PL Raw Umber	489	1L					
14.	Paint TradePro all cover Trans	4	20L					
15.	Plascon colourant PK white	248	1L					
16.	Plascon colourant PC Yellow oxide	26	1L					
17.	Plascon colourant PG Bright orange	52	1L					
18.	Plascon colourant PP LF Br Yellow	6089	1L					
19.								
20.								
			Total:					
NAME:		POSITION:		SIGNATURE		DATE		
NAME OF COMPANY:		ADDRESS:						

3. 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 V: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: G/RFQ/HRC-014/2026

Item No	Brief Description of Goods	Quantity	Unit of Measure	Unit Price N\$	Total Price N\$
A*	B*	C*	D*	E	F
01	Turpentine				
02	Polycell Polyfilla int				
03	Silicone Alcolin mould resistant clear				
04	All Purpose roll				
05	Indust QD Primer red oxide				
06	PVA Wall & Ceiling white Duram				
07	Duram Bonding liquid white				
08	Bulb tube 18W1980LM 4 foot daylight				
09	Bulb Golfball frost 7w LED E27 3000K N				
10	Bulb Golfball frost 7w LED B22 5000K N				
11	Lockset Cylinder Victorian 6****SP				
12	Braided Connector Satas MXF 15mmx350mm				
13	Valve Angle W/Machine 3/4 3way GIO				
14	Putty Tegso				
15	Roller tray set 225mm EEZYPILE BI				
16	Brush paint BI				
17	Brush paint BI				
18	Trap bottle basin CP 32x32x300mm A181-32				

19	Paint TradePro all cover Trans Pro				
20	Plascon colourant PK white				
21	Plascon colourant PI Magenta				
22	Plascon colourant PU Hs Br Red				
23	Plascon colourant PL Raw Umber				
24	Paint TradePro all cover Trans				
25	Plascon colourant PK white				
26	Plascon colourant PC Yellow oxide				
27	Plascon colourant PG Bright orange				
28	Plascon colourant PP LF Br Yellow				
			Subtotal		
			VAT @ %		
			Total		

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/HRC-014/2026**

[Bidders should complete columns C and D with the specification and performance of the Works 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>
01	Turpentine		
02	Polycell Polyfilla int		
03	Silicone Alcolin mould resistant clear		
04	All Purpose roll		
05	Indust QD Primer red oxide		
06	PVA Wall & Ceiling white Duram		
07	Duram Bonding liquid white		
08	Bulb tube 18W1980LM 4 foot daylight		
09	Bulb Golfball frost 7w LED E27 3000K N		
10	Bulb Golfball frost 7w LED B22 5000K N		
11	Lockset Cylinder Victorian 6****SP		
12	Braided Connector Satas MXF 15mmx350mm		
13	Valve Angle W/Machine 3/4 3way GIO		

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>
14	Putty Tegso		
15	Roller tray set 225mm EEZYPIL BI		
16	Brush paint BI		
17	Brush paint BI		
18	Trap bottle basin CP 32x32x300mm A181-32		
19	Paint TradePro all cover Trans Pro		
20	Plascon colourant PK white		
21	Plascon colourant PI Magenta		
22	Plascon colourant PU Hs Br Red		
23	Plascon colourant PL Raw Umber		
24	Paint TradePro all cover Trans		
25	Plascon colourant PK white		
26	Plascon colourant PC Yellow-oxide		
27	Plascon colourant PG Bright orange		
28	Plascon colourant PP LF Br Yellow		

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

Specification and Compliance Sheet Authorised By:

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

SECTION VII: 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 Works except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/HRC-014/2026**

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract.

SCHEDULE 3

BID CHECKLIST SCHEDULE

[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

Procurement Reference No.: G/RFQ/HRC-014/2026

Description	Attached (please tick if submitted and cross if not)
Bid letter	
Priced Activity Schedules	
Specification and Compliance Sheet	
Bid Securing Declaration	
Originally Certified Copy Good Standing BIPA Certificate	
Originally Certified Copy Good Standing Tax Certificate	
Originally Certified Copy Good Standing Social Security Certificate	
Originally Certified copy of Affirmative Action Compliance Certificate	
Originally certified copy of Certificate indicating SME Status	

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.*



HARDAP REGIONAL COUNCIL

Vehicle Requisition (mark where applicable) External Trip / Internal Trip

APPLICANT FULL NAME: M Garoes DESIGNATION/RANK: Labourer

DIRECTORATE/DIVISION: Admin TELEPHONE NO: 063 265363

TRIP FROM: Hoachanas TO: Farms
DATE FROM: 11 June 2026 TO: 11 June 2026

PURPOSE OF THE TRIP: Transporting rice to surrounding farms namely Kentanie 181

DRIVERS NAME: Dawid P Nameh LICENCE NO: 50160000102S ID NO: 76111510150

NO OF PASSENGER(S)

1.	5
2.	6
3.	7
4.	8

1. WHEN SHOULD THE VEHICLE BE READY: DATE: 11 June 2025 TIME: 01:00 PM

Garoes
SIGNATURE OF APPLICANT

2. RECOMMENDED / NOT RECOMMENDED: _____

NAME & SURNAME	RANK/DIVISION	SIGNATURE	DATE
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3. APPROVED / NOT APPROVED: _____

NAME & SURNAME	RANK/DIVISION	SIGNATURE	DATE
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4. FOR TRANSPORT OFFICE USE:

DATE RECEIVED: _____ GRN NO: _____ TRIP AUTHORITY NO: _____

TRANSPORT OFFICER NAME

DATE