



REPUBLIC OF NAMIBIA
HARDAP REGIONAL COUNCIL



**SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR HARDAP
REGIONAL COUNCIL (DIRECTORATE OF EDUCATION, INNOVATION,
YOUTH, SPORTS, ARTS AND CULTURE)**

PROCUREMENT REFERENCE NO: G/RFQ/HRC-047/2026

Bidder's Name:	
Contact Details:	Tel:
	Email:
Total quote amount	VAT exclusive (NS)
	VAT inclusive (NS)

APPLIED MARGIN OF PREFERENCE

Manufacturer (local content of 40% or more)		51% Women Owned Enterprise	
MSME		51% Youth Owned Enterprise	
Suppliers Providing Environment Protection		51% PDP Owned Enterprise	
Suppliers providing employment to Namibians (employs 50% or more Namibian citizens)			

HARDAP REGIONAL COUNCIL
PROCUREMENT DEPT

Private Bag 2021, MARIENTAL
Tel: (063) 245700
Fax: (063) 242224 or (063) 240 527

2026 -09- 04

DEADLINE: 11 SEPTEMBER 2026 11:00 AM

REQUEST FOR QUOTATION



HARDAP REGIONAL COUNCIL



PROCUREMENT COMMITTEE

REQUEST FOR SEALED QUOTATION

G/RFQ/HRC-047/2026

Dear Sirs,

SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR HARDAP REGIONAL COUNCIL (DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE)

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.

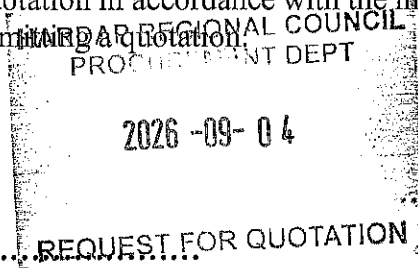
Queries, if any, should be addressed to **Mr. PA Skrywer at Hardap Regional Council, Private Bag 2017, MARIENTAL, Fax: (063) 242224.**

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,

P A SKRYWER

HEAD: PROCUREMENT MANAGEMENT UNIT



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Hardap 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;
- (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 ninety (90) days from the date of submission deadline.

4. Eligibility Criteria

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

- a) submit a copy of a **valid certificate of business registration**, substantiated by BIPA **Certificate of Existence with status in Good Standing**. (This certificate validates the existence of the entity and certifies that all records (statutory and voluntary amendments) are in order and up to date and therefore places the entity in Good Standing with BIPA, (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).
- b) submit an original or certified copy of a **valid Good Standing Tax Certificate, valid at the deadline of submission of bids**, (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).
- c) submit an original or a certified copy of a **valid Good Standing Social Security Certificate, valid at the deadline of submission of bids**, (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).
- d) submit a certified copy of a valid **Affirmative Action Compliance Certificate**/an exemption/ a proof from the Employment Equity Commissioner that the bidder or supplier

is not a relevant employer (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).

- e) submit a written undertaking as contemplated in Section 138(2) of the Labour Act, 2007 (Act No 11 of 2007).
- f) submit a written undertaking in terms of the **Wage Order for Setting National Minimum Wage for Employees, Labor Act, 2007**, and section 50(2)(d) of the Public Procurement Act, 2015.
- g) Written undertaking to promote job creation for Namibian citizens in terms of Section 2(b)(i) of the Public Procurement Act, 2015 (Act No. 15 of 2015).
- h) bidder must operate a company registered for the provision of similar (company documents, registration/founding statement submitted with the bid document, must ascertain the services provided).
- i) submit a signed **Bid Securing Declaration**.
- j) submit a certified copy of a certificate of SME Status (SMEs are encouraged to apply); **non-SMEs will not be disqualified**.
- k) must complete the Company Shareholding Information form.
- l) The bid is reserved for Namibian citizens.
- m) Submit a company profile highlighting the supply, delivery and installation of blackout roller services.
- n) Submit a formal declaration on the company's official letterhead confirming the list of clients to whom similar services have been rendered or related services in a corporate setting within the past five (5) years. The declaration must have a minimum of three (3) clients including the names of the clients and serves as confirmation of the bidder's relevant experience and track record or related services.
- o) Submit a complete bidding document as issued (incomplete bidding documents will not be considered.)
- p) Must initialize all pages of this standard bidding document, including all supporting documents.
- q) Bids from service providers appearing on the ineligibility lists of The Namibian Government, African Development Bank, and World Bank Group shall be **rejected**.

Links for checking the ineligibility lists are available at:

- Republic of Namibia, Procurement Policy Unit
<https://egp2.gov.na/forms/SearchSuspendedBidders.jsf>
- African Development Bank
<https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures>
- Asian Development Bank
<http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenView&count=999>

- European Bank for Reconstruction and Development
<http://www.ebrd.com/pages/about/integrity/list.shtml>
- Inter-American Development Bank Group
<http://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals,1293.html>
- World Bank Group
<http://www.worldbank.org/en/projects-operations/procurement/debarred-firms>

r) **The Hardap Regional Council reserves the right to:**

- increase and/or decrease the required quantities at the same unit price/cost.
- conduct supplier due diligence prior to final award or at any time during the contract period.
- not to permit a bidder / supplier to a procurement award / contract on grounds of pending default on delivery (failure by a bidder or supplier, for any reason not excused by the applicable provisions of the award/contract to deliver);
- terminate if the supplier fails to deliver any or all the Goods within the period specified.

BIDDERS' CONFLICT OF INTEREST DECLARATION
(to be completed by the bidder)

Mandatory Requirements	Yes	No
Does the bidder have a relationship with any other bidder(s), directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process?		
Has the bidder participated in more than one bid in this bidding process? <i>Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one bid</i>		
Has the bidder (owners/shareholders) or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of this Bid?		
Has the bidder participated in the deliberations or take part in the decision-making process in relation to the bidding process.		
Is the bidder a member of the Board, Bid Evaluation Committee, Procurement Committee, an Accounting Officer or staff member of Procurement Management Unit.		

Note: *Bidders found to have a conflict of interest shall be disqualified. The conflict of interest will be evaluated throughout all the stages of the evaluation process.*

Delivery

Delivery shall be five (5) days after acceptance/issue of Purchase Order. Deviation in delivery period shall only be considered if such deviation is reasonable.

5. Sealing and Marking of Quotations

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

6. Submission of Quotations

Quotations in a sealed envelope should be deposited in the Quotation/Bid Box located at Hardap Regional Council not later than ***Friday, 11 September 2026, 11:00***. Quotations by post or hand delivered should reach **Hardap Regional Council, Auta !Nanseb Building**, by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

7. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security/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.

8. 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.

9. Technical Compliance

Bidders shall submit along with their quotation's 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.

10. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

11. 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.

12. 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.

13. Margin of Preference

The applicable margins of preference applicable for **Exclusive Preferences to Local Suppliers** and their application methodology as follows:

$$A = \frac{\text{Margin of Preference} \times \text{Bid}}{100}$$

NATURE OF PROCUREMENT	MINIMUM LOCAL CONTENT
Goods	40% or more of the manufacturing costs of the goods, if the goods are manufactured in Namibia or if they are grown, mined or extracted in Namibia.
Works	50% or more of the employees for the works must be Namibian citizens.
Consultancy Services	50% or more of the employees for rendering the service must be Namibian citizens.
Non-Consultancy Services	50% or more of the employees for rendering the service must be Namibian citizens.

Bidder to indicate whether applying for Margin of Preference or not

YES	NO

Bidder applying for the Margin of Preference shall submit, evidence of:

CATEGORIES OF BIDDERS	MARGIN OF PREFERENCE	DOCUMENTARY EVIDENCE
Manufacturer	2%	-Certificate of registration from a registering authority. -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant.

Micro, Small and Medium Enterprise	1%	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership.
Women-owned enterprise	1%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate. -Declaration indicating the percentage of Namibian female ownership.
Youth owned enterprise	2%	-IDs of all shareholders. -Founding statement/company registration indicating ownership structure/shareholder certificate. -Declaration indicating the percentage of Namibian youth ownership.
Previously Disadvantaged Person owned enterprise	2%	-IDs of all shareholders. -Founding statement / company registration indicating ownership structure / shareholder certificates. -Declaration indicating percentage of Namibian PDPs ownership.
Suppliers providing environmental protection	1%	-declaration and proof that the bidder meets the requirements set out in the bidding document
Suppliers providing employment to Namibian	1%	-declaration that the bidder employs 50% or more Namibian citizens
TOTAL	10%	

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 authorization on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. If your quotation is not authorized, it will be rejected.]

Quotation addressed to:	HARDAP REGIONAL COUNCIL
Procurement Reference Number:	G/RFQ/HRC-047/2026
Subject matter of Procurement:	SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR HARDAP REGIONAL COUNCIL (DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE)

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, 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.

The validity period of the Quotation is twenty-one days (21) 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 Authorizing the Quotation:		Position:	Signature:
Date		Phone No./Fax	

SCHEDULE 1

BID SECURING DECLARATION

(Section 45 of Act)

(Regulation 37(1)(b) and

37(5))

Date:

Procurement Ref No.: G/RFQ/HRC-047/2026

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:
(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: _____

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:

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.*



NATIONAL MINIMUM WAGE FOR EMPLOYEES

Written undertaking in terms of WAGE ORDER FOR SETTING NATIONAL MINIMUM WAGE FOR EMPLOYEES, LABOUR ACT, 2007

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 **Wage Order for setting National Minimum Wage for Employees: Labour Act, 2007**.

With effect from 1 January 2025 the **minimum** wage for employees is N\$18.00 per hour:

(a) Domestic workers are entitled to:

- N\$12.00 per hour with effect from 1 January 2025;
- N\$15.00 per hour with effect from 1 January 2026; and
- N\$18.00 per hour with effect from 1 January 2027;

(b) Agriculture workers are entitled to:

- N\$10.00 per hour with effect from 1 January 2025;
- N\$14.00 per hour with effect from 1 January 2026; and
- N\$18.00 per hour with effect from 1 January 2027;

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:

2. A labour inspector may conduct unannounced inspections to assess the level of compliance
3. 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 services and services being procured under this contract.



Written undertaking to promote job creation for Namibian citizens in terms of Section 2(b)(i) of the Public Procurement Act, 2015 (Act No. 15 of 2015).

I *[insert full name]*, owner/representative
of *[insert full name of company]*

hereby undertake in writing that my company will at all relevant times promote the object of the **Public Procurement Act, 2015 (Act No. 15 of 2015), Section 2(b)(i) to promote the job creation for Namibian citizens.**

Will the procurement award create employment to Namibians?			Yes/No
Estimated number of permanent jobs to be created?		Estimated number of temporary jobs to be created?	

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:

4. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
5. *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 services and services being procured under this contract.*



COMPANY SHAREHOLDING INFORMATION FORM

PROCUREMENT REFERENCE NUMBER: G/RFQ/HRC-047/2026

List all persons who are OWNERS, PARTNERS, SOLE PROPRIETORS, TRUSTEES AND BENEFICIARIES (whichever is/are applicable) in the business/trust, who are involved in the management thereof and who exercise control over the business/trust commensurate with their degree of ownership/interest.

Name of Shareholder	Namibian (Yes/ No)	Previously Disadvantaged Namibian (Yes/ No)	Non-Namibian Citizen (Yes/ No) If not Namibian, State Nationality	Full time employed by the bidder (Yes/No)	Percentage shares owned by woman and youth	Percentage shares
						Total = 100%

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: DIRECTORATE OF EDUCATION Procurement Ref No. **G/RFQ/HRC-047/2026**

INSTRUCTIONS TO THE PUBLIC ENTITY

At time of preparation of the RFQ, Columns A to D 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 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/month	Country of Origin
1	HP CARTRIDGE 201A BLACK	20							
2	HP CARTRIDGE 201A YELLOW	10							
3	HP CARTRIDGE 201A MAGENTA	10							
4	HP CARTRIDGE 201A CYAN	10							
5	HP CARTRIDGE 106A BLACK	10							
6	HP CARTRIDGE 59A BLACK	9							
7	HP CARTRIDGE 05A BLACK	45							
8	HP CARTRIDGE 26A BLACK	15							
9	HP CARTRIDGE 49A BLACK	8							
10	HP CARTRIDGE 78A BLACK	2							
11	HP CARTRIDGE 05A BLACK	45							
12	CANON MF645CX 054 BLACK	30							
13	CANON MF645CX 054 CYAN	10							
14	CANON MF645CX 054 MAGENTA	10							
15	CANON MF645CX 054 YELLOW	10							
16	CANON MF635CX 045 BLACK	10							
17	CANON MF635CX 045 YELLOW	5							
18	CANON MF635CX 045 CYAN	5							
19	CANON MF635CX 045 MAGENTA	5							
20	CANON MF237W (737) BLACK	3							
21	KYOCERA PK1010	10							

22	PANTUM TL-410	5							
23	XEROX VERSALINK B400/B405	5							
24	HP CARTRIDGE 4S6X3A BLACK, 938 SERIES	12							
25	HP CARTRIDGE 4S6X3A BLACK, 938 SERIES	9							
26	HP CARTRIDGE 4S6X3A BLACK, 938 SERIES	9							
27	HP CARTRIDGE 4S6X3A BLACK, 938 SERIES	9							
28	CUBE REFILLS PAPERS	100							
29	ADHESIVE CONTACT	100							
30	PERMANENT MARKERS 10'S	100 BOXES							
31	WHITEBOARD MARKERS 4 PACK	50 BOXES							
32	CERTIFICATE PAPERS	2000							
33	STAMP INK	10							
34	CELLO TAPE TRANSPARENT SMALL	100							
35	CELLO TAPE BROWN SMALL	100							
36	CELLO TAPE TRANSPARENT BIG	100							
37	CELLO TAPE BROWN BIG	100							
38	BIC PENS BLACK	1000							
39	BIC PENS GREEN	120							
40	PAPER CLIPS SMALL 33MM	50							
41	PAPER CLIPS MEDIUM	50							
42	PAPER CLIPS LARGE 78MM	50							
43	BINDERS SMALL	100							
44	BINDERS MEDIUM	100							
45	BINDERS LARGE	100							
46	LAMINATING POUCHES (100'S)	5 BOXES							
47	FLIP CHART PAPER (50 SHEET)	50 PACKS							
48	HIGH LIGHTERS (ASSORTED) 4 PACK	100 BOXES							
49	SCISSORS BIG	50							
50	STICKY NOTES	100							
51	FILES LEVER ARCH PVC A4 YELLOW	30							
52	FILES LEVER ARCH PVC A4 GREEN	30							
53	FILES LEVER ARCH PVC A4 RED	30							
54	FILES LEVER ARCH PVC A4 BLUE	30							
55	FILES LEVER ARCH PVC A4 BLACK	30							
56	CALCULATOR CASIO 32 DIGITS	20							

57	PUNCHES SMALL 2 HOLE	30							
58	PUNCH 2 HOLE H/D	5							
59	POP UP FLAGS (SIGN HERE)	100							
60	RUBBER BANDS THIN	100							
61	RUBBER BANDS THICK	100							
62	INDIAN FILES	200							
63	WOOD GLUE INDUSTRIAL	100							
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 Suppliers are required to provide quotes only for original items as indicated below.

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/HRC-047/2026**

A. DIRECTORATE OF EDUCATION, ARTS AND CULTURE

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	HP CARTRIDGE 201A BLACK		
2	HP CARTRIDGE 201A YELLOW		
3	HP CARTRIDGE 201A MAGENTA		
4	HP CARTRIDGE 201A CYAN		
5	HP CARTRIDGE 106A BLACK		
6	HP CARTRIDGE 59A BLACK		
7	HP CARTRIDGE 05A BLACK		
8	HP CARTRIDGE 26A BLACK		
9	HP CARTRIDGE 49A BLACK		
10	HP CARTRIDGE 78A BLACK		
11	HP CARTRIDGE 05A BLACK		
12	CANON MF645CX 054 BLACK		
13	CANON MF645CX 054 CYAN		
14	CANON MF645CX 054 MAGENTA		
15	CANON MF645CX 054 YELLOW		
16	CANON MF635CX 045 BLACK		
17	CANON MF635CX 045 YELLOW		
18	CANON MF635CX 045 CYAN		
19	CANON MF635CX 045 MAGENTA		
20	CANON MF237W (737) BLACK		
21	KYOCERA PK1010		
22	PANTUM TL-410		
23	XEROX VERSALINK B400/B405		
24	HP CARTRIDGE 4S6X3A BLACK, 938 SERIES		
25	HP CARTRIDGE 4S6X3A BLACK, 938 SERIES		
26	HP CARTRIDGE 4S6X3A BLACK, 938 SERIES		
27	HP CARTRIDGE 4S6X3A BLACK, 938 SERIES		
28	CUBE REFILLS PAPERS		

29	ADHESIVE CONTACT		
30	PERMANENT MARKERS 10'S		
31	WHITEBOARD MARKERS 4 PACK		
32	CERTIFICATE PAPERS		
33	STAMP INK		
34	CELLO TAPE TRANSPARENT SMALL		
35	CELLO TAPE BROWN SMALL		
36	CELLO TAPE TRANSPARENT BIG		
37	CELLO TAPE BROWN BIG		
38	BIC PENS BLACK		
39	BIC PENS GREEN		
40	PAPER CLIPS SMALL 33MM		
41	PAPER CLIPS MEDIUM		
42	PAPER CLIPS LARGE 78MM		
43	BINDERS SMALL		
44	BINDERS MEDIUM		
45	BINDERS LARGE		
46	LAMINATING POUCHES (100'S)		
47	FLIP CHART PAPER (50 SHEET)		
48	HIGH LIGHTERS (ASSORTED) 4 PACK		
49	SCISSORS BIG		
50	STICKY NOTES		
51	FILES LEVER ARCH PVC A4 YELLOW		
52	FILES LEVER ARCH PVC A4 GREEN		
53	FILES LEVER ARCH PVC A4 RED		
54	FILES LEVER ARCH PVC A4 BLUE		
55	FILES LEVER ARCH PVC A4 BLACK		
56	CALCULATOR CASIO 32 DIGITS		
57	PUNCHES SMALL 2 HOLE		
58	PUNCH 2 HOLE H/D		
59	POP UP FLAGS (SIGN HERE)		
60	RUBBER BANDS THIN		
61	RUBBER BANDS THICK		
62	INDIAN FILES		
63	WOOD GLUE INDUSTRIAL		

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorized 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 the Public Entity (*insert website address*) 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/HRC-047/2026.**

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: HARDAP REGIONAL COUNCIL
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is
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 the HARDAP REGIONAL COUNCIL, the address and the contact name shall be: Private Bag 2017, MARIENTAL. MR. PA SKRYWER 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: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
Delivery and Documents GCC 13.1	The Goods are to be delivered within 5 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) Signed Purchase Order (white part) (b) Tax Invoice
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed <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 (a)	The price <i>shall not be</i> adjustable to the fluctuation in the rate of exchange.
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.
Discharge of Performance Security GCC 18.4	N/A

Subject and GCC clause reference	Special Conditions
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
Insurance GCC 24.1	The goods supplied under the contract shall be fully insured in Namibian Dollars against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery, in accordance with the applicable Incoterms.
Transportation GCC 25	The Goods shall be delivered: HARDAP REGIONAL COUNCIL.
Inspection and Test GCC 26.1	The inspection and tests shall be: The Supplier shall at its own expense at no cost to the Purchaser carry out all tests and/or inspections of the Goods and related services and provide the goods with such inspection report.
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: The Supplier's premises.
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are 4 % of the final contract price per day. The maximum amount of liquidated damages for the whole contract is 4% of the final contract price.
Warranty GCC 28.3	The period of validity of the warranty shall be: 60 day(s)
Repair and Replacement GCC 28.5	N/A

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		

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

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

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/HRC-047/2026

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
Evidences for conformity of Goods		
submit a copy of a valid certificate of business registration , substantiated by BIPA Certificate of Existence with status in Good Standing . (This certificate validates the existence of the entity and certifies that all records (statutory and voluntary amendments) are in order and up to date and therefore places the entity in Good Standing with BIPA, (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).		
submit an original or certified copy of a valid Good Standing Tax Certificate, valid at the deadline of submission of bids , (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).		
submit an original or a certified copy of a valid Good Standing Social Security Certificate, valid at the deadline of submission of bids , (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).		
submit a certified copy of a valid Affirmative Action Compliance Certificate /an exemption/ a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)).		

submit a written undertaking as contemplated in Section 138(2) of the Labour Act, 2007 (Act No 11 of 2007).		
submit a written undertaking in terms of the Wage Order for Setting National Minimum Wage for Employees, Labor Act, 2007 , and section 50(2)(d) of the Public Procurement Act, 2015.		
Written undertaking to promote job creation for Namibian citizens in terms of Section 2(b)(i) of the Public Procurement Act, 2015 (Act No. 15 of 2015).		
bidder must operate a company registered for the provision of similar (company documents, registration/founding statement submitted with the bid document, must ascertain the services provided).		
submit a signed Bid Securing Declaration .		
submit a certified copy of a certificate of SME Status (SMEs are encouraged to apply); non-SMEs will not be disqualified .		
must complete the Company Shareholding Information form.		
Submit a company profile highlighting the supply, delivery and similar services		
Submit a formal declaration on the company's official letterhead confirming the list of clients to whom it has rendered the supply, delivery and installation of similar or related services in a corporate setting within the past five (5) years. The declaration must have a minimum of three (3) clients including the names of the clients and serves as confirmation of the bidder's relevant experience and track record in supplying, delivering of similar or related services.		
Submit a complete bidding document as issued (incomplete bidding documents will not be considered).		
Must initialize all pages of this standard bidding document, including all supporting documents.		

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.