



HARDAP REGIONAL COUNCIL



REQUEST FOR QUOTATION FOR GOODS

PROCUREMENT OF STATIONARY FOR DIVISION LAND REFORM

Procurement Reference No: G/RFQ/HRC-022/2026

Private Bag 2017, MARIENTAL

Tel: (063) 245839/885

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

axabskyrer@hardaprc.gov.na

Deadline: 14 July 2026

Time :12h00

Initials:.....



HARDAP REGIONAL COUNCIL



PROCUREMENT COMMITTEE

REQUEST FOR SEALED QUOTATION

G/RFQ/HRC- 022/2026

Dear Sir/Madam

PROCUREMENT OF OFFICE STATIONERY FOR DIVISION LANDS – MARIENTAL

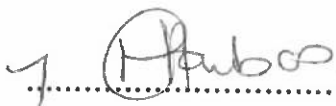
The Hardap Regional Council invites you to submit your best quote for the items described in detail hereunder.

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,


.....

MR. P A SKRYWER

HEAD: PROCUREMENT MANAGEMENT UNIT

HARDAP REGIONAL COUNCIL
PROCUREMENT DEPT

2026-07-08

REQUEST FOR QUOTATION

Initials:.....

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 (120) 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) Biba good standing certificate
- (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;

Initials:.....

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 **@12:00 P.M, 14 July 2026**. Bids by post or hand delivered should reach **Hardap Regional Council, Captain Hendrick 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 Public Entity immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid Security/Bid-Securing Declaration will be put on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

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

Initials:.....

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. 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.

15. 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.

Initials:.....

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-022/2026
Subject of Procurement:	OFFICE STATIONERY FOR DIVISION LAND REFORM

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	

Initials:.....

Appendix to Quotation Letter

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

Date:

Procurement Ref No.: G/RFQ/HRC-022/2026

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*

Initials:.....



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:.....

Initials:.....

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.

Initials:.....

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: DIVISION OF LAND REFORM

Procurement Ref No. G/RFQ/HRC-022/2026

1. GOODS

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
1	Wire mesh 3 Tier letter tray – Black & Silver	16							
2	Wire mesh memo holder – Silver & Black	16							
3	Wire mesh pen organisers round – Black & Silver	16							
4	2 Hole Rexel Metal Punch (30 sheets)	10							
5	Kangaro Full strip metal stapler	15							
6	Stainless steel rubber grip scissors – 21.6cm	15							
7	Bostick paper glue – 1L	01							
8	Black pens - box	02							
9	Colour paper – Orange, Green & Yellow - pack	03							
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.

Initials:

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

BID FOR: DIVISION OF LAND REFORM			Procurement Ref No. G/RFQ/HRC-022/2026									
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. Where specification are necessary, use section V and indicate "S" under column B [To be filled by the Public Entity]			Bidders shall fill-in columns E - K and fill the total stating currency F= mark with a * if an equivalent is quoted J= Rate per unit CIF/CIP (F+G+H) K= Total price for one item (C x I) - 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	
10	Memo block	10										
11	Sticky notes	10										
12	Notice boards wooden frame – 1200 x 1200	05										
13	Staples – box	20										
14	Lever arch files – 95 mm spine	40										
15	Rechargeable batteries – AA (long life pack)	03										
16	Rechargeable batteries - AAA	10										
17	Photocopy paper – Rotatrim - box	15										
18	Engrave pen	02										
19	Extension cord – 5m & 10m	06										
20	4GB USB	16										
NAME:		POSITION:		SIGNATURE				DATE OF SIGNING				
NAME OF COMPANY:		ADDRESS:										

Initials:.....

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

Initials:.....

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-022/2026

A. DIVISION LAND REFORM

Item No	Technical Specifications Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
01			
02			
03			
04			
05			
06			
07			
08			

Authorise the specification offered in the signature block below.

Specification and Compliance Sheet Authorised By:

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

Initials:.....

B. DIRECTORATE OF GENERAL SERVICES

Item No	Technical Specifications Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
01			
02			
03			
04			
05			
06			
07			
08			

Authorise the specification offered in the signature block below.

Specification and Compliance Sheet Authorised By:

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

Initials:.....

SECTION VI: GENERAL CONDITIONS OF THE 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 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-022/2026**

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

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is : LAND REFORM
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is 07 August 2026
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 address: For the HARDAP REGIONAL COUNCIL, the address and the contact name shall be: Private Bag 2017, Mariental. Mr. P. A. Skrywer For the supplier, the address and contact name shall be: _____ _____

Initials:.....

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 GCC13.1	The Goods are to be delivered within 14 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 GCC15.1	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 Payments 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 numbers, 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 GCC18.4	N/A
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.

Initials:.....

Subject and GCC clause reference	Special Conditions
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: <i>[Incoterm for transportation]</i> .
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 report.
Location of Inspection and Test 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: 120 day(s)
Repair and Replacement GCC 28.5	N/A

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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		

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

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QUOTATION CHECKLIST SCHEDULE

SCHEDULE 3

[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/022-2026

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedules		
Specification and Compliance Sheet		
Evidences for conformity of Goods		

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.

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