



HARDAP REGIONAL COUNCIL



Request for Sealed Quotations For Goods

**PROCUREMENT OF GRN 4946 CAR CANOPY FOR MICT STAFF
HARDAP (MARIENTAL)**

Procurement Reference No: NCS/RFQ/HRC-033/2026

Private Bag 2017, MARIENTAL

Tel: (063) 245885

Fax: (063) 240527

DEADLINE: 15 JULY 2026

Bidder's Name:		
Contact Details:	Tel:	
	Email:	
PROCUREMENT OF GRN 4946 CAR CANOPY FOR MICT STAFF HARDAP (MARIENTAL)		
Total quote amount		VAT exclusive: N\$
		VAT inclusive: N\$



HARDAP REGIONAL COUNCIL

PROCUREMENT MANAGEMENT UNIT

REQUEST FOR SEALED QUOTATION

NCS/RFQ/HRC-033/2026

PROCUREMENT OF GRN 4946 CAR CANOPY FOR MICT STAFF HARDAP (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**, Tel: (063) 245 820, email address: procurement@hardaprc.gov.na

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

7. P.A. Skrywer
.....

MR.P.A. SKRYWER

HEAD: PMU

2026-07-08

REQUEST FOR QUOTATION

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 with its annex for *Bid Securing Declaration*
- (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 180 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 certified copy of the company Registration Certificate;
- (b) have an original or originally certified copy of good Standing Tax Certificate;
- (c) have an original or originally certified copy of 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 valid certified copy of SME certificate (for Bids reserved for SMEs);
- (f) Submit duly completed and signed Bid-securing Declaration.
- (g) Duly completed and signed 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;
- (h) If Agent; a letter of official agent from the manufacturer/importer stating that the agent is an authorized reseller of the product All pages must be initial and signed where required
- (i) Have a certified BIPA certificate

5. Bid Securing Declaration

Bidders are required to *subscribe to a Bid Securing Declaration* for this procurement process.

6. Delivery

Delivery shall be two (2) *weeks* after acceptance/issue of Purchase Order. Deviation in delivery period *shall not be considered*.

7. Sealing and Marking of Quotations

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

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Hardap Regional Council**, not later than **Wednesday 15 July 2026**. Quotations by post or hand delivered should reach **Hardap Regional Council, Regional Office Park** by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a 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.

10. 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.

11. Technical Compliance

Bidders shall submit along with their quotations 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.

12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

N/A

14. 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.

15. Notification of Award and Debriefing

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.

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

Quotation addressed to:	HARDAP REGIONAL COUNCIL
Procurement Reference Number:	NCS/RFQ/HRC-033/2026
Subject matter of Procurement:	PROCUREMENT OF GRN 4946 CAR CANOPY FOR MICT STAFF HARDAP (MARIENTAL).

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

We have read and understood the content of the *Bid Security / 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 BSD*.

The validity period of the Quotation is _____ days *[insert number of days]* 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 Authorising the Quotation:		Position:	Signature:
Date		Phone No./Fax	

Appendix to Quotation Letter

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

Date: _____ [Day|month|year]

Procurement Ref No.: NCS/RFQ/HRC-033/2026

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: [insert complete name of Bidder]

Dated on _____ day of _____, _____
 [insert date of signing]

Corporate Seal (where appropriate)

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

***delete if not applicable / appropriate**



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2) (D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

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.

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: **NCS/RFQ/HRC-033/2026**

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 Mariental
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: Mr. P.A. Skrywer For the Supplier, the address and contact name shall be: _____
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: N/A

Subject and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	The Goods are to be delivered within fourteen (14) days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed shall not 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. ii) An interest rate as appropriate as per the legal rate is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
Performance Security GCC 18.1	N/A
Discharge of Performance Security GCC 18.4	N/A
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: N/A
Insurance GCC 24.1	Insurance cover will be as specified in the Incoterms 2010.
Transportation GCC 25	The Goods shall be delivered: Incoterm for transportation.

SCHEDULE 3**QUOTATION 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.: NCS/RFQ/HRC-033/2026

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		
valid certified copy of the company Registration Certificate		
Original or originally certified good Standing Tax Certificate		
Original or originally certified good Standing Social Security Certificate		
valid certified copy of Affirmative Action Compliance Certificate,		
valid certified copy of SME certificate (for Bids reserved for SMEs)		

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.*



HARDAP REGIONAL COUNCIL



Request for Quotations

PROCUREMENT OF MICT OFFICE UPHOLSTERY OF CAR
SEATS GRN4946 AND GRN 3853 FOR REGIONAL OFFICE
MARIENTAL (HARDAP)

Procurement Reference No. G/IQ/HRC-033/2026

Private Bag 2017, MARIENTAL

Tel: (063) 245885

Fax: (063) 240527

alouw@hardaprc.gov.na

HARDAP REGIONAL COUNCIL
PROCUREMENT

2026-07-16

REQUEST FOR QUOTATION

INFORMAL QUOTATION (OTHER SERVICES)

Procurement Ref. No: G/IQ/HRC-033/2026

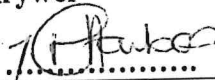
To:

Mariental

The Hardap Regional Council hereby invites you to submit your quotation for the services listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be sent on fax number (063) 246020 or addressed to Mrs. A. Skrywer in a sealed envelope marked Quotation Reference No: G/IQ/HRC-033/2026. Closing Date: Wednesday, 15 July 2026.

Full Name of Head of Procurement Management Unit: Mr. P.A.Skrywer

Date: 08 July 2026

Signature 

Item No	Description	Qty*	Unit Measure	of	Rate NS	Amount without VAT - NAD	VAT NAD
1	Upholstery of car seats for GRN 4946 and GRN 3853	2					

- (a) Hardap Regional Council requested works completion period: within [5] days as from the date of placement of order.
- (b) Bidder's proposed completion period: within _____ days from date of placement of order.
- (c) The following tests and inspections will be conducted : N/a
- (d) Validity of offer: Fourteen (14) days as from closing date set for submission of quotations.

I/We agree to supply the abovementioned services at price(s) quoted by me/us and subject to conditions specified overleaf.

Date.....

Bidder's signature and seal
(Please overleaf)

SCHEDULE 1

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

Date: _____ [Day|month|year].

Procurement Ref No.: G/IQ/HRC-033/2026

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: [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.:

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.

General Terms and Conditions Applicable

1. Employer

The Public Entity inviting the Informal Quotation is the Employer for the purpose of entering into contract with the successful bidder.

2. Service Provider

The bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award and referred to as the Service Provider.

3. Rights of Public Entity

The Public Entity shall have the rights to

- (a) ask for clarifications at time of evaluating quotations and
- (b) reject all quotations.

A Public Entity shall not be bound to accept the lowest or any quotation.

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) **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 Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in Schedule 1 of this document

6. Prices

Prices shall be quoted in Namibian dollars. Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

7. The Contract

The letter of Acceptance/Purchaser Order Form as the case may be together with this Informal Quotation form shall constitute the contract between the Public Entity and the Service Provider

8. Purchase Order

A service provider to whom a purchase order is issued must confirm the purchase order within three days of receipt of the purchase order and;

- (a) May not change or alter the terms of the purchase order; and
- (b) must undertake to deliver the services on or before the date set in the purchase order for delivery of the services.
- (c) the purchase order shall be valid for 30 days only and will be cancelled thereafter.

9. General Conditions of Contract

The general terms and conditions shall be as per the General Conditions of Contract (Services) Ref. No. - NCS-LS/RFQ-GCC posted in the website of the Policy Unit and on the *Hardap Regional Council* website.

10. Warranty

The service provider warrants that the services provided shall conform to the standards, specifications as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the service provider in its response to the Purchaser's Invitation for Informal Quotation.

11. Payment

The Employer undertakes to effect payment within 30 days after completion of the services to the satisfaction of the Client subject to the Service Provider making good all defects and submitting all required documents to initiate payment. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

12. Project Manager

The Project Manager is the person appointed by the Employer responsible for supervising the execution of the services and administering the contract.

13. Advanced payment

Advance payment is not applicable.

14. Insurance Covers: N/A

15. Performance Security: N/A

16. Liquidated damages: N/A