



HARDAP REGIONAL COUNCIL
PROCUREMENT MANAGEMENT UNIT



REQUEST FOR SEALED QUOTATIONS

NON-CONSULTANCY SERVICES
(LUMP-SUM)

COMPILATION OF ANNUAL FINANCIAL STATEMENTS
FOR THE FINANCIAL YEARS 2023/2024 AND 2024/2025

Procurement Reference Number:
NCS/RFQ/HRC-053/2026

Issued by:
Procurement Management Unit
Hardap Regional Council
Regional Office Park
Kaptein Auta !Nanseb Building – Katrina Hanse Street
Private Bag 2017, Mariental, Namibia
Tel: +264 63 245 800 / 885 / 822
Email: procurement@hardaprc.gov.na

HARDAP REGIONAL COUNCIL
PROCUREMENT DEPT

2026 -08- 21

CLOSING DATE AND TIME:
Friday, 28 August 2026 at 11h00
(Five (5) working days from date of issue)

REQUEST FOR QUOTATION

Cost of Document: FREE



HARDAP REGIONAL COUNCIL
PROCUREMENT MANAGEMENT UNIT



LETTER OF INVITATION HARDAP REGIONAL COUNCIL
PROCUREMENT DEPT

Procurement Reference No: NCS/RFQ/HRC-053/2026

Date: 21 August 2026

2026 -08- 21

Dear Potential Bidder,

REQUEST FOR QUOTATION

Subject: Request for Sealed Quotations for Non-Consultancy Services – Compilation of Annual Financial Statements for the Financial Years 2023/2024 and 2024/2025

1. The Hardap Regional Council invites you to submit your best sealed quotation for the non-consultancy services described in detail hereunder.
2. Any resulting contract shall be subject to the terms and conditions referred to in this document and the General Conditions of Contract for Non-Consultancy Services (Lump-Sum).
3. Queries, if any, should be addressed in writing to the Procurement Management Unit, Hardap Regional Council, Private Bag 2017, Mariental, Email: procurement@hardaprc.gov.na. Requests for clarification should be received at least two (2) working days prior to the deadline for submission of quotations.
4. Please prepare and submit your quotation in accordance with the instructions given in this document, or inform the undersigned if you will not be submitting a quotation.
5. The Government of the Republic of Namibia requires that bidders/suppliers participating in public procurement observe the highest standard of ethics during the procurement process and execution of contracts. Bidders are advised to consult the website of the Procurement Policy Unit: www.mof.gov.na/procurement-policy-unit to acquaint themselves with the legislation related to public procurement in Namibia.

Yours faithfully,

Mr. P. Skrywer

Head: Procurement Management Unit
Hardap Regional Council

SECTION 1: INSTRUCTIONS TO BIDDERS

1.1 Eligibility and Mandatory Documents

To be eligible to participate, the quotation shall be accompanied by the following mandatory documents (failure to submit any of these may result in disqualification):

1. A valid certified copy of the Company Registration Certificate (or founding statement) issued by BIPA / Ministry of Industrialisation and Trade.
2. A valid original or certified copy of a Good Standing Tax Certificate from the Namibia Revenue Agency (NamRA).
3. A valid original or certified copy of a Good Standing Certificate from the Social Security Commission.
4. A valid certified copy of an Affirmative Action Compliance Certificate, or proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action (Employment) Act, 1998.
5. A valid certified copy of a Good Standing Certificate / Annual Duty Certificate from BIPA (where applicable).
6. Completed and signed Bid Submission Form.
7. Completed and signed Bid Securing Declaration.
8. Written undertaking in terms of section 138 of the Labour Act, 2007 and section 50(2)(D) of the Public Procurement Act, 2015.
9. Company profile demonstrating relevant experience in compilation of financial statements (preferably for public entities / regional councils / local authorities).
10. At least two (2) reference letters from previous clients for similar assignments (compilation of annual financial statements).
11. Curriculum Vitae of the key personnel who will perform the services, including proof of professional qualifications (e.g. membership of a recognised accounting body such as ICAN, SAICA, ACCA or equivalent).
12. All pages of the quotation and attachments must be initialised.

1.2 Submission of Quotations

Quotations must be submitted in a sealed envelope clearly marked with the Procurement Reference Number NCS/RFQ/HRC-053/2026 and the bidder's name on the reverse side of the envelope.

The sealed quotation must be deposited into the Bid Box at:

Hardap Regional Council
Regional Office Park, Kaptein Auta !Nanseb Building
Katrina Hanse Street, Mariental
Ground Floor – Bid Box

Closing Date and Time: Friday, 28 August 2026 at 11h00 sharp.

Late quotations will not be accepted. Electronic submissions will not be accepted.

Quotations will be opened immediately after the closing time in the presence of bidders' representatives who choose to attend.

1.3 Validity of Quotations

Quotations shall remain valid for a period of sixty (60) days from the deadline for submission.

1.4 Evaluation of Quotations

Quotations will be evaluated in accordance with the Public Procurement Act, 2015 and the following methodology:

1. Phase 1 – Mandatory / Eligibility Check: Only quotations that comply fully with the mandatory documents listed in Section 1.1 will proceed to Phase 2.
2. Phase 2 – Technical Responsiveness: Assessment of the bidder's experience, qualifications of key personnel, and understanding of the scope of work.

3. Phase 3 – Price Evaluation: The lowest substantially responsive quotation will be recommended for award, subject to price reasonableness.

The Hardap Regional Council is not bound to accept the lowest or any quotation and reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder(s).

1.5 Currency and Pricing

All prices shall be quoted in Namibian Dollars (N\$). Prices shall be inclusive of all applicable taxes, levies and charges. VAT, where applicable, must be shown separately.

SECTION 2: SCOPE OF SERVICES / SPECIFICATIONS

2.1 Background

The Hardap Regional Council is required under the Regional Councils Act, 1992 (Act No. 22 of 1992) and related financial legislation to prepare and submit Annual Financial Statements for audit by the Office of the Auditor-General. The Council requires the services of a suitably qualified service provider to compile the Annual Financial Statements for the two financial years indicated below.

2.2 Scope of Work

The successful service provider shall compile complete Annual Financial Statements for the following periods:

- Financial Year 2023/2024 (1 April 2023 – 31 March 2024)
- Financial Year 2024/2025 (1 April 2024 – 31 March 2025)

The compilation shall include, but not be limited to, the following:

- Statement of Financial Position as at the respective year-ends.
- Statement of Financial Performance for the years then ended.
- Statement of Changes in Net Assets / Equity.
- Cash Flow Statement.
- Notes to the Financial Statements, including significant accounting policies.
- Supporting schedules and working papers necessary for the statements.
- Preparation of the statements in accordance with the applicable financial reporting framework used by Hardap Regional Council (International Public Sector Accounting Standards (IPSAS) as applicable to Regional Councils in Namibia) and in compliance with the Regional Councils Act and State Finance Act requirements.
- Liaison with Hardap Regional Council finance staff to obtain the necessary trial balances, ledgers, and supporting documentation.

Note: This assignment is limited strictly to the compilation of the Annual Financial Statements. It does not include the preparation or update of a Fixed Asset Register, capacity building / training of Council staff, or ongoing bookkeeping services.

2.3 Deliverables

- Complete set of compiled Annual Financial Statements for 2023/2024 (hard copy and soft copy in editable and PDF format).
- Complete set of compiled Annual Financial Statements for 2024/2025 (hard copy and soft copy in editable and PDF format).
- All supporting working papers and schedules.
- Final signed-off statements ready for submission to the Office of the Auditor-General.

2.4 Duration and Timeline

The assignment shall commence immediately upon award and signature of the contract. The service provider is expected to complete the compilation of both sets of financial statements within a period of eight (8) weeks from the date of commencement, or such other period as may be agreed with the Hardap Regional Council.

2.5 Facilities to be provided by the Public Entity

Hardap Regional Council will provide access to the relevant accounting records, trial balances, general ledgers, bank statements, and other supporting documentation required for the compilation. A designated finance official will be available to coordinate the provision of information.

SECTION 3: PRICE SCHEDULE / QUOTATION FORM

Bidders must complete the Price Schedule below. Prices must be in Namibian Dollars (N\$) and inclusive of all costs necessary for the complete performance of the services.

Item	Description of Services	Amount (N\$) Excl. VAT	Amount (N\$) Incl. VAT
1	Compilation of Annual Financial Statements for the Financial Year 2023/2024 (1 April 2023 – 31 March 2024)		
2	Compilation of Annual Financial Statements for the Financial Year 2024/2025 (1 April 2024 – 31 March 2025)		
	SUB-TOTAL (Excluding VAT)		
	VAT (15%) – if registered		
	TOTAL QUOTATION AMOUNT (Inclusive of all costs and VAT where applicable)		

Total Quotation Amount in words:

Bidder's Name: _____

Authorised Signature: _____ Date: _____

Name of Signatory: _____ Capacity: _____

Company Stamp / Seal:

SECTION 4: STANDARD FORMS

FORM A: BID SUBMISSION FORM

To: Hardap Regional Council

Procurement Reference No: NCS/RFQ/HRC-053/2026

Date: _____

We, the undersigned, offer to provide the non-consultancy services for the Compilation of Annual Financial Statements for the Financial Years 2023/2024 and 2024/2025 in accordance with your Request for Sealed Quotations and our quotation as follows:

Total Quotation Amount (inclusive of all costs and VAT where applicable): N\$

We undertake, if our quotation is accepted, to commence the services as soon as is reasonably possible after the receipt of the notification of award and to complete the assignment within the period stipulated.

We agree to abide by this quotation for a period of sixty (60) days from the deadline for submission and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept the lowest or any quotation you may receive.

Name of Bidder: _____

Authorised Signature: _____ Date: _____

Name of Signatory: _____ Capacity: _____

Company Stamp / Seal:

FORM B: BID SECURING DECLARATION

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

Date:

Procurement Reference No.: NCS/RFQ/HRC-053/2026

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 the 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:

Duly authorised 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.]*

FORM C: WRITTEN UNDERTAKING IN TERMS OF SECTION 138 OF THE LABOUR ACT, 2007 AND SECTION 50(2)(D) OF THE PUBLIC PROCUREMENT ACT, 2015

1. EMPLOYER'S DETAILS

Company Trade Name: _____
Registration Number: _____
VAT Number: _____
Industry / Sector: _____
Place of Business: _____
Physical Address: _____
Tel No: _____ Fax No: _____
Email Address: _____
Postal Address: _____
Full name of Owner / Accounting Officer: _____

2. PROCUREMENT DETAILS

Procurement Reference No.: NCS/RFQ/HRC-053/2026
Procurement Description: Compilation of Annual Financial Statements for FY 2023/2024 and 2024/2025
Anticipated Contract Duration: Approximately eight (8) weeks from commencement
Location where services will be delivered: Hardap Regional Council, Mariental

3. UNDERTAKING

I, Owner / representative of
..... 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 by 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 relation to the goods and services being procured under this contract.

SECTION 5: GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract applicable to this Request for Sealed Quotations for Non-Consultancy Services (Lump-Sum) are those issued by the Procurement Policy Unit under the Public Procurement Act, 2015 (Act No. 15 of 2015).

Special Conditions of Contract (if any) will be agreed upon at the time of contract award and will form part of the final contract between the Hardap Regional Council and the successful service provider.

Key provisions include (inter alia):

- The service provider shall perform the services with due care, diligence and professional competence.
- All documents, data and information provided by or created for the Council remain the property of the Hardap Regional Council and shall be treated as confidential.
- Payment shall be made upon satisfactory completion and acceptance of the deliverables, against a valid tax invoice.
- The contract may be terminated for convenience or for cause in accordance with the applicable General Conditions of Contract.
- Any dispute arising out of or in connection with the contract shall be resolved in accordance with the dispute resolution provisions of the Public Procurement Act and applicable law of Namibia.

— END OF REQUEST FOR SEALED QUOTATIONS —

Hardap Regional Council – Procurement Management Unit
NCS/RFQ/HRC-053/2026