



# HARDAP REGIONAL COUNCIL



## Request for Sealed Quotations For Goods

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**Procurement of Marketing Materials and Equipment for  
Regional Councils Annual Wellness Sports Week  
(RCAWSW).  
MARIENTAL, HARDAP REGION**

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**Procurement Reference No: G/RFQ/HRC-035/2025**

*Private Bag 2017, MARIENTAL*

*Tel: (063) 245885*

*Fax: (063) 240527*

**DEADLINE: 25 August 2025**



## HARDAP REGIONAL COUNCIL

### PROCUREMENT MANAGEMENT UNIT

#### REQUEST FOR SEALED QUOTATION

**G/RFQ/HRC-035/2025**

### Procurement of Marketing Materials and Equipment for Regional Councils Annual Wellness Sports Week (RCAWSW). MARIENTAL, HARDAP REGION

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

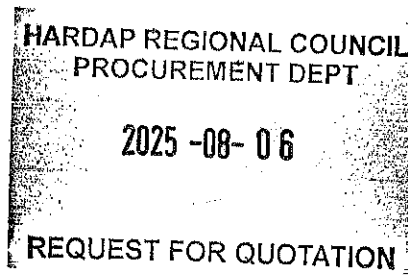
Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to MRS. R SAMARIA at Hardap Regional Council, Private Bag 2017, MARIENTAL, email: [procurement@hardaprc.gov.na](mailto: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,

MRS. R SAMARIA  
HEAD: PROCUREMENT MANAGEMENT UNIT



**(j) Fill in all pages to be filled in with black ink and fully initial all pages of the document and all attachments.**

**5. Bid Securing Declaration**

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

**6. Delivery**

Delivery shall be *10 working days* 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, ground floor**, not later than Monday, 25 August 2025 at 11:00. 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 mandatory documents 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, Compliance Sheet and Annexure A 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:	<b>HARDAP REGIONAL COUNCIL</b>
Procurement Reference Number:	<b>G/RFQ/HRC-035/2025</b>
Subject matter of Procurement:	<b>Procurement of Marketing Materials and Equipment for Regional Councils Annual Wellness Sports Week (RCAWSW). MARIENTAL, HARDAP REGION</b>

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 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.: G/RFQ/HRC-035/2025**

**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 III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: PROCUREMENT OF MARKETING MATERIALS AND EQUIPMENT FOR REGIONAL COUNCILS ANNUAL WELLNESS SPORTS WEEK (RCAWSW).  
MARIENTAL, HARDAP REGION

Procurement Ref No. G/RFQ/HRC-035/2025

INSTRUCTIONS TO THE PUBLIC ENTITY					INSTRUCTIONS TO BIDDERS				
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]					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	I		
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD <sup>1</sup>	Total price with VAT NAD	Delivery	Country of Origin	
1.	Sublimation printing of cloth Exhibition stand 9m x 2.5m Stitched with Velcro	1							
2.	Marching Banner	2							
3.	Photo Banner	1							
4.	Branded A4 Bags	200							
5.	Street Banner	1							
6.	Banded Marketing Rain Drops	10							
7.	Branded Table Cloths	4							
8.	Foldable Tables	4							
9.	Branded camping chairs	10							
10.	Branded Reflector Jackets	50							
11.	Branded Caps (Screen Print)	200							
12.	Round Neck T-Shirts (Screen print -- one colour)	200							
13.	Branded Water Bottles	200							
	<b>PLEASE SEE ATTACHED SPECIFICATION (ANNEXURE A)</b>								

## **SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS**

- (a) The Bidders are requested to submit with their offers the detailed specifications, drawings, catalogues, etc for the products they intend to supply.
- (b) The Bidders must indicate on the specifications sheets whether the equipment offered comply with each specified requirement.
- (c) Bidders should indicate whether they are the manufacturers or accredited representatives in the Republic of Namibia for a manufacturer, or the direct importers (i.e. importing directly from the manufacturer) of items/models/brand-names tendered for. Bidders who are not the manufacturers or accredited representatives of the manufacturers or direct importers should submit with their tender for each item/model/brand-name tendered for, a firm commitment from their supplier that they are the authorised distributor of that particular item/model/brand-name. Failure to comply shall invalidate the tender for the item/model/brand-name.
- (d) All equipment should be covered by a full part and labour warranty for at least one year after installation and commissioning, if not stated otherwise in the specifications. During the warranty period any fault should be rectified on site at any place in Namibia within 48 hours of submitting a call.
- (e) It is a requirement that the successful Bidder should deliver and maintain all equipment in terms of this tender. Repairs under warranty will be at the Suppliers expense.
- (f) Bidders shall include full technical specifications of the equipment offered, covering at least all features specified. Statements claiming compliance with tender specifications, but not substantiated by manufacturer specifications, are not deemed sufficient for this purpose. The Council reserves the right to disqualify any tender on the grounds of technical information not being provided with the tender before the closure of the tender.

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/HRC-035/2025**

*[Bidders should complete columns C and D with the specification of the goods offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]*

Item No.	Description	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C*	D	E
1	Sublimation printing of cloth Exhibition stand 9m x 2.5m Stitched with Velcro			
2	Marching Banner 3x3m			
3	Photo Banner			
4	Branded A4 Bags			
5	Street Banner			
6	Banded Marketing Rain Drops			
7	Branded Table Cloths			
8	Foldable Tables			
9	Branded camping chairs			
10	Branded Reflector Jackets			
11	Branded Caps (Screen Print)			
12	Round Neck T-Shirts (Screen print – one colour)			
13	Branded Water Bottles			

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**Specifications and Compliance Sheet Authorised By:**

Name:		Signature:	
Position:		Date:	
Authorised 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/HRC-035/2025** on the website of the Public Entity 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-035/2025**

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
<b>Purchaser GCC 1.1(h)</b>	The purchaser is: <b>Hardap Regional Council</b>
<b>Site GCC 1.1(m)</b>	The Site/final destination for delivery of the Goods is at Hardap Regional Council, First Floor, and Procurement Management Unit.
<b>Incoterms Edition GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices GCC 8.1</b>	Any notice shall be sent to the following addresses: For the Hardap Regional Council, the address and the contact name shall be: <b>MRS. R SAMARIA, Private Bag 2017 Mariental, email: procurement@hardaprc.gov.na</b> For the Supplier, the address and contact name shall be:  _____
<b>Disputes GCC 10.2</b>	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: <b>N/A</b>

Subject and GCC clause reference	Special Conditions
<b>Delivery and Documents</b> GCC 13.1	The Goods are to be delivered within ten (10) working days from the date of Purchase Order or Letter of Acceptance.  The documents to be furnished by the Supplier are: (a) signed delivery note;
<b>Price Adjustment</b> GCC 15.1	The price charged for the Goods supplied and the related Services performed <b>shall not</b> be adjustable.
<b>Terms of Payment</b> 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
<b>Terms of Payment</b> GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment</b> GCC 16.4 (a)	The price " <i>shall not be</i> " adjustable to the fluctuation in the rate of exchange.
<b>Payment Period</b> GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:  i) <b>On Acceptance:</b> 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.
<b>Performance Security</b> GCC 18.1	N/A
<b>Discharge of Performance Security</b> GCC 18.4	N/A
<b>Packing</b> GCC 23.2	The packing, marking and documentation within and outside the packages shall be: N/A
<b>Insurance</b> GCC 24.1	Insurance cover will be as specified in the Incoterms 2010.
<b>Transportation</b> GCC 25	The Goods shall be delivered: Incoterm for transportation.

Subject and GCC clause reference	Special Conditions
<b>Inspection and Test GCC 26.1</b>	The inspection and tests shall be:
<b>Location of Inspection and Tests GCC 26.2</b>	The inspections shall be conducted at: Hardap Regional Council, Mariental.
<b>Liquidated Damages GCC 27.1</b>	Liquidated damages for the whole contract are 10 % of the final contract amount.
<b>Warranty GCC 28.3</b>	The period of validity of the warranty shall be: 365 day(s) For the purpose of the Warranty, the place(s) of the final destination(s) shall be:
<b>Repair and Replacement GCC 28.5</b>	The period for repair or replacement shall be: 365 day(s)

## SCHEDULE 2

## COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	N\$	N\$
<b>Raw Materials, Accessories &amp; Components</b>		
• Imported (CIF)	.....	
• Local (VAT & Excise Duty Fee)	.....	.....
<b>Labour Cost</b>		
• Direct Labour	.....	.
• Clerical Wages	.....	.
• Salaries to Management	.....	.....
<b>Utilities</b>		
• Electricity	.....	
• Water	.....	
• Telephone	.....	.....
<b>Depreciation</b>	.....	
<b>Interest on Loans</b>	.....	
<b>Rent</b>	.....	.....
<b>Other (please specify)</b>		
• .....	.....	
• .....	.....	
• .....	.....	.....
<b>TOTAL COST</b>		

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**

*[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-035/2025**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		
Manufacturers authorization		
Valid Good standing Tax Certificate		
Valid Good Standing Social Security Certificate		
Valid Certified copy of company Registration Certificate		
Valid Certified copy of Affirmative Action Compliance Certificate		
Valid Certified copy of certificate indicating SME Status		
Have an original or certified copy of valid good BIPA Certificate		
Valid certified ID copy		

**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.*