



REPUBLIC OF NAMIBIA



HARDAP REGIONAL COUNCIL

Request for Sealed Quotations for Goods

**SUPPLY AND DELIVERY OF CARTRIDGES AND STATIONERIES
FOR HARDAP REGIONAL COUNCIL, DIRECTORATE OF
EDUCATION, INNOVATION, YOUTH, SPORT ARTS AND
CULTURE.**

Procurement Reference No: G/RFQ/HRC-066/2025/26

Private Bag 2017, MARIENTAL

Tel: (063) 245885

Fax: (063) 242224

*yvettetitus5@gmail.com
kabungos@yahoo.com*

HARDAP REGIONAL COUNCIL
PROCUREMENT DEPT

2025 -09- 19

REQUEST FOR QUOTATION

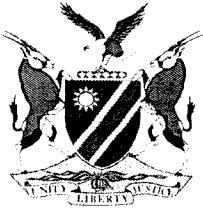
HARDAP REGIONAL COUNCIL
PROCUREMENT DEPT

2025 -09- 19

REQUEST FOR QUOTATION

DEADLINE: 02 October 2025

TIME: 11:00 am



REPUBLIC OF NAMIBIA
HARDAP REGIONAL COUNCIL



PROCUREMENT COMMITTEE

REQUEST FOR SEALED QUOTATION

G/RFQ/HRC-066/2025/26

Dear Sirs,

**SUPPLY AND DELIVERY OF CARTRIDGES & STATIONERIES, FOR
 HARDAP REGIONAL COUNCIL, DIRECTORATE OF EDUCATION,
 INNOVATION, YOUTH, SPORT, 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 **Mrs. Raylene Samaria 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,

.....
RAYLENE SAMARIA
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 thirty (30) 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 company Registration Certificate;
- (b) have an original valid good Standing Tax Certificate;
- (c) have an original valid good Standing Social Security Certificate;
- (d) have an original valid good Standing Bipa 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) 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;

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 **02 October 2025, 11:00**. Quotations by post or hand delivered should reach **Hardap Regional Council, Katrina Himarwa street 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 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.

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.

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:	G/RFQ/HRC-066/2025/26
Subject matter of Procurement:	SUPPLY AND DELIVERY OF CARTRIDGES AND STATIONERIES, FOR HARDAP REGIONAL COUNCIL, DIRECTORATE OF EDUCATION INNOVATION, YOUTH, SPORT ARTS AND CULTURE.

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* 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.

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	

SCHEDULE 1**BID SECURING DECLARATION****(Section 45 of Act)****(Regulation 37(1)(b) and****37(5))****Date:****Procurement Ref No.: No. G/RFQ/HRC-066/2025/26****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)



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: DIRECTORATE OF EDUCATION Procurement Ref No. **G/RFQ/HRC-066/2025/26**

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				
B	C	D	E	F	G	H	I	
Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
<u>Cartridges</u>								
HP Cartridge 201A Black	20							
HP Cartridge 201A Yellow	10							
HP Cartridge 201A Magenta	10							
HP Cartridge 201A Cyan	10							
HP cartridge 106A Black	10							
HP cartridge 59A Black	9							
HP Cartridge 05A Black	45							
HP Cartridge 26A Black	15							
HP Cartridge 49A Black	8							
HP Cartridge 78A Black	2							
HP Cartridge 05A Black	45							
Canon MF645Cx 054 Black	30							
Canon MF645Cx 054 Cyan	10							
Canon MF645Cx 054 Magenta	10							
Canon MF645Cx 054 Yellow	10							
Canon MF635CX 045 Black	5							

Canon MF635CX 045 Yellow	3								
Canon MF635CX 045 Cyan	3								
Canon MF635CX 045 Magenta	3								
Canon MF237w (737) Black	3								
Kyocera PK1010	10								
Pantum TL-410	5								
Xerox Versalink B400/B405	5								
(Original branded Cartridges Only)									
<u>Stationeries</u>									
Cube refills papers	100								
Adhesive contact	100								
Permanent markers 10's	100 boxes								
Whiteboard markers 4 pack	50 boxes								
Certificate papers	2000								
Stamp ink	30								
Cello tape Transparent small	100								
Cello tape Brown small	100								
Cello tape transparent Big	100								
Cello tape Brown Big	100								
Bic Pens black	1000								
Bic Pens Green	120								
Paper clips small 33mm	50								
Paper clips medium	50								
Paper clips large 77mm	50								
Binders small	100								
Binders medium	100								
Binders large	100								
Laminating pouches (100'S)	5 boxes								
Shredder (rexel) Optimum AutoFeed+45x	15								
Flip chart paper (50 sheet)	50 packs								
High lighters (assorted) 4 Pack	100 boxes								
Scissors big	50								
Sticky notes	100								

Lever Arch files	1000								
Calculators (Casio 9 digits)	100								
Punches small 2 Hole	30								
Punch 4 hole H/D	30								
Pop up flags (sign here)	100								
Rubber bands thin	100								
Rubber bands thick	100								
Indian files	200								
Sharpener desk	30								
Wood glue industrial	100								
Croxley & Fiber castle and shatterproof brands									
Cleaning material									
Air freshener Glade assorted 180ml	300								
Toilet brushes	50								
Refuse bags (100's) Black	1000								
Cloth (dust)	150								
TOTAL									
ME:	POSITION:	SIGNATURE			DATE				
ME 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-066/2025/26**

A. DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORT ARTS AND CULTURE

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	HP Cartridge 201A Black		
	HP Cartridge 201A Yellow		
	HP Cartridge 201A Magenta		
	HP Cartridge 201A Cyan		
	HP cartridge 106A Black		
	HP cartridge 59A Black		
	Canon cartridge 054 Black		
	Canon cartridge 054 Cyan		
	Canon cartridge 054 Magenta		
	HP Cartridge 201A Black		

Authorise the specification offered in the signature block below.

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-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-066/2025/26**

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. MS. 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: 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.

Subject and GCC clause reference	Special Conditions
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
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.

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 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

<u>COST STRUCTURE FOR VALUE ADDED CALCULATION</u>		
<u>PER PRODUCT</u>		
	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

[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-066/2025/26

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
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 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.*