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## REQUEST FOR QUOTATION FOR GOODS

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*PROCURE PRINTING CARTRIDGES FOR OFFICIAL USE*

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**Procurement Reference No: G/RFQ/HRC-095/2025**

*Private Bag 2017, MARIENTAL*

*Tel: (063) 242542*

*Fax: (063) 242670*

*cindylou\_stephanus@yahoo.com*

*Deadline: 26 January 2026*



## HARDAP REGIONAL COUNCIL



### PROCUREMENT COMMITTEE

#### REQUEST FOR SEALED QUOTATION

Dear Sirs/Madams,

#### PROCURE PRINTING CARTRIDGES FOR OFFICIAL USE

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 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,

HARDAP REGIONAL COUNCIL  
PROCUREMENT DEPT

2026 -01- 08

  
Mr P Skrywer

REQUEST FOR QUOTATION

HEAD: PROCUREMENT MANAGEMENT UNIT

## 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 (14) 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) have an original/originally certified valid BIPA Certificate and be in Good Standing with BIPA
- (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;

## **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 **@11:00 A.M, 26 January 2026**. Bids by post or hand delivered should reach **Hardap Regional Council, Captain Hendrik 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 Procurement Committee after the closing time referred to in section 9 above.

## **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**

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. Margin of Preference**

a. The applicable margins of preference and their application methodology are as follows:

**Preference will be given to local suppliers provided that their prices are reasonable and fair.**

b. Bidders applying for the Margin of Preference shall **submit or upon request**, evidence of:

## **15. 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.

## **16. 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.

## 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:	<b>HARDAP REGIONAL COUNCIL</b>
Procurement Reference Number:	<b>G/RFQ/HRC-095/2025</b>
Subject of Procurement:	<b>PROCURE PRINTING CARTRIDGES</b>

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	

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

**Date:** .....

**Procurement Ref No.: G/RFQ/HRC-095/2025**

**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: .....

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*



## 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

## SECTION IV: LIST OF GOODS AND PRICE SCHEDULE

### QUOTATION FOR: HARDAP REGIONAL COUNCIL

Procurement Ref No. G/RFQ/HRC-095/2025

INSTRUCTIONS TO THE PUBLIC BODY						INSTRUCTIONS TO BIDDERS			
Item no.	Description of Goods	Quantity required	Unit of measures	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT NAD	Delivery weeks (days)	Country of Origin	
A	B	C	D	E	F	G	H	I	
1.	HP LASERJET PRO 400, M401, 400 M425	4							
2.	HP LASERJET P3015 BLACK 6K TONER	1							
3.	HP 30A BLACK TONER L/JET	3							
4.	SAMSUNG MLTD111S BLK TONER	1							
5.	HP 83A BLACK TONER CARTRIDGE	1							
6.	HP 415A YELLOW LJ TONER FOR M454M/M479	1							
7.	HP 415A MAGNETA LJ TONER FOR M454/M479	1							
8.	HP 415A CYAN LJ TONER FOR M454/M479	1							
9.	HP 415A BLACK LJ TONER FOR M454/M479	3							
10.	HP LJ ENTERPRISE M551 – 507A BLACK	1							
11.	HP LJ ENTERPRISE M551 – 507A CYAN	1							
12.	HP LJ ENTERPRISE M551 – 507A YELLOW	1							
13.	HP LJ ENTERPRISE M551 – 507A MAGNETA	1							
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.

Key notes: NA = NOT APPLICABLE, NQ = NO QUOTE

## SECTION V: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: G/RFQ/HRC-095/2025

2.

Item No	Brief Description of Goods	Quantity	Unit of Measure	Unit Price N\$	Total Price N\$
A*	B*	C*	D*	E	F
01	HP LASERJET PRO 400, M401, 400 M425	4			
02	HP LASERJET P3015 BLACK 6K TONER	1			
03	HP 30A BLACK TONER L/JET	3			
04	SAMSUNG MLTD111S BLK TONER	1			
05	HP 83A BLACK TONER CARTRIDGE	1			
06	HP 415A YELLOW LJ TONER FOR M454M/M479	1			
07	HP 415A MAGNETA LJ TONER FOR M454/M479	1			
08	HP 415A CYAN LJ TONER FOR M454/M479	1			
09	HP 415A BLACK LJ TONER FOR M454/M479	3			
10	HP LJ ENTERPRISE M551 – 507A BLACK	1			
11	HP LJ ENTERPRISE M551 – 507A CYAN	1			
12	HP LJ ENTERPRISE M551 – 507A YELLOW	1			
13	HP LJ ENTERPRISE M551 – 507A MAGNETA	1			
<b>Subtotal</b>					
<b>VAT @ %</b>					
<b>Total</b>					

## Priced Activity Schedule Authorised By:

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

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/HRC-095/2025**

*[Bidders should complete columns C and D with the specification and performance of the Works 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	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
	HP LASERJET PRO 400, M401, 400 M425		
	HP LASERJET P3015 BLACK 6K TONER		
	HP 30A BLACK TONER L/JET		
	SAMSUNG MLTD111S BLK TONER		
	HP 83A BLACK TONER CARTRIDGE		
	HP 415A YELLOW LJ TONER FOR M454M/M479		
	HP 415A MAGNETA LJ TONER FOR M454/M479		
	HP 415A CYAN LJ TONER FOR M454/M479		
	HP 415A BLACK LJ TONER FOR M454/M479		

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	HP LJ ENTERPRISE M551 – 507A BLACK		
	HP LJ ENTERPRISE M551 – 507A CYAN		
	HP LJ ENTERPRISE M551 – 507A YELLOW		
	HP LJ ENTERPRISE M551 – 507A MAGNETA		

\* Columns A and B to be completed by Public Entity.

#### Specification and Compliance Sheet Authorised By:

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

## SECTION VII: 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 Works except where modified by the Special Conditions below.

## SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/HRC-095/2025**

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

**SCHEDULE 3****BID 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-095/2025**

Description	Attached (please tick if submitted and cross if not)
Bid letter	
Priced Activity Schedules	
Specification and Compliance Sheet	
Bid Securing Declaration	
Originally Certified Copy Good Standing BIPA Certificate	
Originally Certified Copy Good Standing Tax Certificate	
Originally Certified Copy Good Standing Social Security Certificate	
Originally Certified copy of Affirmative Action Compliance Certificate	
Originally certified copy of Certificate indicating SME Status	

***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.