



**REPUBLIC OF NAMIBIA**  
**OHANGWENA REGIONAL COUNCIL**

**GENERAL SERVICES, PROCUREMENT AND STOCK**

Private Bag 88011 Eenhana, Erf: 113 Church street Fax: +264 65-263033 Tel: +264 65 -264300  
 Enquiry: F. Nalungu (Administrative)

13 February 2025

**Request for Quotations**  
**For Goods**

**Supply and Delivery of Food Items to Epembe Constituency Office**

**Procurement Reference No: G/IQ/ OHRC17-32/2024/2025**

**BID PRICE:** *(Vat excl)*..... *(Vat incl)*.....  
**Name of Bidder:** .....  
**Contact person:** .....  
**Contact number:** .....

**INFORMAL QUOTATION (OTHER SERVICES)**

Procurement Ref: No. G/IQ/ OHRC17- 32/2024/2025

To: (insert bidder's name).....  
.....

The *Ohangwena 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 or addressed to Stock Control and Procurement Section, Ohangwena Regional Council P/Bag 88011, Eenhana, Church Street, Tel: 065-264300.

Your quotation *clearly* marked with this Reference No G/IQ/ OHRC17-32/2024/2025 should reach the *Ohangwena Regional Council* before or on the 18 February 2025 by 10h00 at latest.

Full Name of Head of Procurement Management Unit: Mr. Phillipus Shimhanda



Date: 13/02/2025

Signature: [Handwritten Signature]

**Priced Activity Schedule**

<b>Item No</b>	<b>Brief Description of Services</b>	<b>Quantity</b>	<b>Unit Price (N\$)</b>	<b>Total Price (N\$)</b>
1.	Coke Original 300ml, a pack of 24	24		
2.	Fanta original 300ml, a pack of 24	24		
3.	Appleties 100% 300ml, a pack of 24	24		
4.	Coke without Sugar 330ml	2 boxes		
5.	Water bonaqua still 500ml, a pack of 24	24		
6.	Marathon sugar(brown) 2kg	2		
7.	Farm fresh milk-Long life, full cream (Namilk) 1L	3		
8.	Cremora ( nestle) 750kg	2		
9.	Tennis Classic coconut biscuits 200g	2		
10.	Eat-Sum-Mor Biscuits (bakers) 200g	2		
11.	Fruit Mix (Granola) 700g	2		
12.	Simba peanuts and Russians 450g	2		
13.	Simba Chips 120g	3		
14.	Blue label biscuits (Bakers) 200g	2		
15.	Ricoffy 250g	2		
16.	Fresh Pak (Rooibos tea) 100g	2		
17.	Joko tea 55g	2		
18.	Marathon Sugar White 2kg	2		
			<b>Sub Total</b>	
			<b>VAT</b>	
			<b>Total</b>	

**NB: These items are to be delivered at Epembe Constituency Office**

*Ohangwena Regional Council* requests delivery of service within **3 days**.

- (a) Bidder's proposed completion period: within .....days from date of placement of order.
- (b) Validity of offer: [.....] days as from closing date set for submission of quotations.

Remarks [if any from Bidder]:

.....  
 .....

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:** .....

**Procurement Ref No.:** .....

**To:** Ohangwena Regional Council P/Bag 88011 Eenhana, Church Street, Tel: 065-264300, Fax: 065-263033,

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, 2007 and section 50(2) (D) of the Public Procurement Act, 2015 as amended

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 of good Standing Tax Certificate;
- (c) have an original valid 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 written undertaking as contemplated in section 138(2) of Labour Act, 2007
- (f) have a certificate indicating SME Status (for Bids reserved for SMEs);
- (g) be registered with the Procurement Policy Unity ( for Bids reserved to categories of bidders and Goods);
- (g) submit a signed Bid Securing Declaration;
- (h) provide VAT registration number;

### **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. Validity of the quotation**

The quotation should be valid for **30 days** from the due date of the submitting quotations.

## **7. 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.

## **8. 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

## **9. 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.

## **10. General Conditions of Contract N/A**

The general terms and conditions shall be as per the General Conditions of Contract (Services).

## **11. Project Manager**

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

## **12. Advanced payment**

Advance payment is not applicable.

## **13. 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 goods 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.

## **14. Insurance Cover N/A**

## **15. Performance Security N/A**

## **16. Liquidated damages N/A**