



# Otjozondjupa Regional Council



Tel: (067) 303702/303619/304168  
Fax: (067) 302760/302742

P.O. Box 1682  
Otjiwarongo  
NAMIBIA

## Request for Sealed Quotations For Goods

Procurement Reference No:  
**G/RFQ/OTRCED-34/2025/2026**

### DESCRIPTION OF GOODS

#### SUPPLY AND DELIVERY OF SCHOOL FURNITURE

Name of Bidder: .....  
Contact Number of Bidder: .....  
Email Address of Bidder: .....  
Authorized Representative: .....  
Total price: .....  
Signature: .....

***Closing Date & Time: 28 November 2025; 10h00***

**Procurement Management Unit  
Otjozondjupa Regional Council  
P.O. Box 1682  
Otjiwarongo  
Namibia**



# Otjozondjupa Regional Council



Tel: (067) 303702/303619/304168  
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## Letter of Invitation

**Bidder's name** .....

**Contact number** .....

**Procurement Reference Number: G/RFQ/OTRCED-34/2025/2026**

Dear Sir/Madam,

**Otjozondjupa Regional Council**, invites you to submit your best quote for the items described in detail hereunder.

### **SUPPLY AND DELIVERY OF SCHOOL FURNITURE.**

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

Queries, if any, should be addressed to **Ms E. Uahupirapi via email [enuahupirapi@gmail.com](mailto:enuahupirapi@gmail.com)**

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

2025 -11- 19

PRIVATE BAG 1682  
OTJIWARONGO

**MRS S.M.K. TUHUKU**

PROCUREMENT MANAGEMENT UNIT

**HEAD: PROCUREMENT MANAGEMENT UNIT.**

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

**Otjozondjupa Regional Council** reserves the right:

- (a) To split the contract as per the lowest evaluated cost per item, and
- (b) To accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.
- (c) To return all the products that does not meet the standard and such products to be replaced at the cost of the supplier.
- (d) 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 goods mentioned in Section III, by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Performance Standards in Section V; and
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Quotations document, including the Contract Data Sheet 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 for **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 certified copy of Founding Statement for any of the followings:
  - i. *an entity incorporated or registered under the company or close corporation laws in Namibia;*
  - ii. *co-operative registered under the laws regulating co-operatives in Namibia;*

- iii. *document serving as of registration as a Trust and Trust deed for a trust registered under laws regulating trusts in Namibia;*
- (b) have valid original or certified copy of Good Standing Tax Certificate;
- (c) have valid original or certified copy of Good Standing Social Security Certificate;
- (d) have a valid certified copy of Affirmative Action Compliance Certificate or 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 or sign a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- (f) sign the Bid Securing Declaration
- (g) original or certified copy of partnership agreement in the case of partnership, a valid joint venture agreement in the case of a joint venture or valid agreement in case of other similar arrangement.
- (h) Range of Bids: Bids below 4% and 5% above the Ministry's Estimate shall be disqualified
- (i) Sign/Initial the whole document.
- (j) Quotation letter is completed in full and signed by the person authorised to sign the bid.
- (k) Section III; List of Goods and Price Schedule must be completed in full with detailed specifications, all lines items must be costed in full without any material deviation and signed by the authorised person to submit the bid.
- (l) Section IV; Specifications and Compliance Sheet must be completed in full without any material deviation, and signed by the authorised person to submit the bid, bidder must indicate compliance or details of non-compliance to all lines items.
- (m) Bidder must submit documentary evidence that the bidder does not have any conflict of interest with other bidders and the public entity
- (n) Documentary Evidence/Reference letter from at least one client attesting that the bidder has supplied similar items before

## 5. Bid Securing Declaration

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

## 6. Delivery

Delivery shall be **14 days** after issue of Purchase Order. Deviation in delivery period **shall not be accepted**.

The following test/s and inspections will be conducted on the goods at delivery:

- 6.1 Inspect goods according to technical specifications; and
- 6.2 Ensure the quantity of materials delivered correspond to the quantity stipulated in the bidding document.
- 6.3 Inspection for any physical defects on the goods
- 6.4 Inspection to determine if the materials comply with the specification

All products that do not meet the standard shall be returned and be replaced at the cost of the supplier.

## **7. Sealing and Marking of Quotations**

Quotations should be sealed in a single envelope, clearly marked with the **Procurement Reference Number** and addressed to **The Secretary; Otjozondjupa Regional Council; Procurement Committee; P.O. Box 1682; Otjiwarongo**; with the Bidder's name and contact number at the back of the envelope.

## **8. Submission of Quotations**

Quotations should be deposited in the Bid Box located at Otjozondjupa Regional Council's head Quarters at 22 Henk Willems Street, Otjiwarongo; new building ground floor, Block B not later than **28 November 2025 at 10h00**. Bids by post should reach Otjozondjupa Regional Council; by the same date and time at latest. Late bids will be rejected and returned to the bidder unopened. Bids received by e-mail or fax will not be considered.

## **9. Opening of Quotations**

Bids will be opened internally by the OTRC immediately after the closing time referred to in section 9 above. Bidders or their representatives may attend the Bid Opening if they choose to do so.

## **10. Evaluation of Quotations**

Otjozondjupa Regional Council shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation.

The threshold amount of the goods will be determined by the Employer 5% under or above the threshold amount will be the most responsive amount during evaluation.

## **11. Technical Compliance**

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.

## **12. Labour Clause**

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are

compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

### 13. Margin of Preference

A bidder must include a declaration in its bid, outlining the preferences the bidder qualifies for and the grounds for such qualifications. The applicable margins of preference and their application methodology are as follows:

| <b>CATEGORIES OF BIDDERS</b>                     | <b>Margin of Preferences</b> |
|--------------------------------------------------|------------------------------|
| Manufacturer                                     | 2%                           |
| Micro, Small and Medium Enterprise               | 1%                           |
| Woman owned enterprise                           | 1%                           |
| Youth owned enterprise                           | 2%                           |
| Previously Disadvantaged Person owned enterprise | 2%                           |
| Suppliers providing environmental protection     | 1%                           |
| Suppliers providing employment to Namibian       | 1%                           |
| Total                                            | 10%                          |

#### 1.1 Bidders applying for the Margin of Preference shall submit, evidence of:

| CATEGORIES OF BIDDERS                            | Margin of preference | DOCUMENTARY EVIDENCE                                                                                                                                                                                                                                                         |
|--------------------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Manufacturer                                     | 2%                   | -Certificate of registration from registering authority<br>-Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant. |
| Micro, Small and Medium Enterprise               | 1%                   | -SME registration certificate                                                                                                                                                                                                                                                |
| Woman owned enterprise                           | 1%                   | -IDs of all shareholders<br>-Founding statement/company registration indicating ownership structure                                                                                                                                                                          |
| Youth owned enterprise                           | 2%                   | -IDs of all shareholders<br>-Founding statement/company registration indicating ownership structure                                                                                                                                                                          |
| Previously Disadvantaged Person owned enterprise | 2%                   | -IDs of all shareholders<br>-Founding statement/company registration indicating ownership structure.                                                                                                                                                                         |

|                                              |            |                                                                                                |
|----------------------------------------------|------------|------------------------------------------------------------------------------------------------|
| Suppliers providing employment to Namibian   | 1%         | -Declaration that the bidder employs 50%ormoreNamibian citizens.                               |
| Suppliers providing environmental protection | 1%         | -Declaration and proof that the bidder meets the requirements set out in the bidding document. |
| <b>TOTAL</b>                                 | <b>10%</b> |                                                                                                |

| MARGIN OF PREFERENCE; PRICE PREFERENCE EXCLUSIVE |                                                |          |          |          |
|--------------------------------------------------|------------------------------------------------|----------|----------|----------|
| Contract Estimate Price (N\$):                   |                                                |          | Project: |          |
| 13.3                                             | Price Exclusive Preference                     |          |          |          |
|                                                  | CATEGORIES & PREFERENCES                       | BIDDER A | BIDDER B | BIDDER C |
|                                                  | Manufacturer (2%)                              |          |          |          |
|                                                  | MSME (1%)                                      |          |          |          |
|                                                  | Women Owned Enterprise (2%)                    |          |          |          |
|                                                  | PDP Owned Enterprise (2%)                      |          |          |          |
|                                                  | Supplier Promoting Environment Protection (1%) |          |          |          |
|                                                  | Service Rendered by Namibian Citizens (1%)     |          |          |          |
|                                                  | Total Preference Awarded                       |          |          |          |
|                                                  | Total Price Before Preference                  |          |          |          |
|                                                  | Total Price after Preference                   |          |          |          |
|                                                  | RANKING                                        |          |          |          |

### **13.3. Application of Evaluation Criteria for Margin Reference**

|  |                            |
|--|----------------------------|
|  | Compiled by:<br>Date:_____ |
|  | Signature:<br>Date:_____   |

**14. Award of Contract**

The Bidder having submitted the lowest evaluated responsive quotation and qualified to delivering the goods shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract. Otjozondjupa Regional Council has the right to award the contract to multiple bidders.

**15. Notification of Award and Debriefing**

Otjozondjupa Regional Council shall after award 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 Otjozondjupa Regional Council shall attend to all requests for debriefing made in writing within seven days (7) days of the unsuccessful bidders being informed of the award.

**16. Terms of payment:**

Payment will be made within thirty (30) days after delivery of goods upon presentation, by the supplier, of the signed Purchase Order and Invoice.

**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 the RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]**

|                                |                                                 |
|--------------------------------|-------------------------------------------------|
| Quotation Addressed to:        | <b>Otjozondjupa Regional Council</b>            |
| Procurement Reference Number:  | <b>G/RFQ/OTRCED-34/2025/2026</b>                |
| Subject matter of Procurement: | <b>Supply and Delivery of school furniture.</b> |

I/We offer to supply and deliver the goods detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

I/We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instructions to Bidders

I/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.

I/We have read and understood the content of the Bid Security/Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. I/We further understand that this subscription will lead to the disqualification on the grounds mentioned in the BDS]

The validity period of our Quotation is \_\_\_\_\_ days *[insert number of days]* from the date of the bid submission deadline.

I/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 quotation validity.

The delivery will commence within \_\_\_\_\_ *[insert number]* days from date of issue of Purchase Order/ Letter of Acceptance and signing the contract agreement.

The delivery of goods will be completed within \_\_\_\_\_ *[insert number]* days from date of issue of Purchase Order

**Quotation 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           |            |

**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/OTRCED-34/2025/2026

**To:** Otjozondjupa 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***

### SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Supply and Delivery of School Furniture.

PROCUREMENT REF NO. G/RFQ/OTRCED-34/2025/2026

**LOT 1. Otjiwarongo Circuit**

| Item No | Brief Description of Services           | Quantity | Unit of Measure | Unit Price        | Total Price |
|---------|-----------------------------------------|----------|-----------------|-------------------|-------------|
| A*      | B*                                      | C*       | D*              | *E                | *F          |
|         |                                         |          |                 |                   |             |
|         | <b><i>Osire Primary School</i></b>      |          |                 |                   |             |
| 1       | Single desk size 5                      | 120      | each            |                   |             |
| 2       | Chair (standard) size 5                 | 120      | each            |                   |             |
| 3       | Teacher's Table 2 drawer                | 3        | each            |                   |             |
| 4       | Teacher's Chair                         | 3        | each            |                   |             |
|         |                                         |          |                 |                   |             |
|         | <b><i>Orwetoveni Primary School</i></b> |          |                 |                   |             |
| 1       | Single desk size 5                      | 120      | each            |                   |             |
| 2       | Chair (standard) size 5                 | 120      | each            |                   |             |
| 3       | Teacher's Table 2 drawer                | 3        | each            |                   |             |
| 4       | Teacher's Chair                         | 3        | each            |                   |             |
|         | <b>TRANSPORT COST</b>                   |          |                 |                   |             |
|         |                                         |          |                 | <b>Subtotal</b>   |             |
|         |                                         |          |                 | <b>VAT @ % 15</b> |             |
|         |                                         |          |                 | <b>Total</b>      |             |

**NB: Prices must be quoted in Namibian Dollars**

## SECTION III: LIST OF GOODS AND PRICE SCHEDULE

**QUOTATION FOR: Supply and Delivery of School Furniture.**

**PROCUREMENT REF NO. G/RFQ/OTRCED-34/2025/2026**

**LOT 2. Grootfontein Circuit**

| Item No                                              | Brief Description of Services             | Quantity | Unit of Measure | Unit Price        | Total Price |
|------------------------------------------------------|-------------------------------------------|----------|-----------------|-------------------|-------------|
| A*                                                   | B*                                        | C*       | D*              | *E                | *F          |
|                                                      |                                           |          |                 |                   |             |
|                                                      | <b><i>Luiperheuwel Primary School</i></b> |          |                 |                   |             |
| 1                                                    | Single desk size 5                        | 120      | each            |                   |             |
| 2                                                    | Chair (standard) size 5                   | 120      | each            |                   |             |
| 3                                                    | Teacher's Table 2 drawer                  | 3        | each            |                   |             |
| 4                                                    | Teacher's Chair                           | 3        | each            |                   |             |
|                                                      | <b><i>Omulunga primary School</i></b>     |          |                 |                   |             |
| 1                                                    | Single desk size 5                        | 120      | each            |                   |             |
| 2                                                    | Chair (standard) size 5                   | 120      | each            |                   |             |
| 3                                                    | Teacher's Table 2 drawer                  | 3        | each            |                   |             |
| 4                                                    | Teacher's Chair                           | 3        | each            |                   |             |
|                                                      | <b>TRANSPORT COST</b>                     |          |                 |                   |             |
| <b>NB: Prices must be quoted in Namibian Dollars</b> |                                           |          |                 | <b>Subtotal</b>   |             |
|                                                      |                                           |          |                 | <b>VAT @ % 15</b> |             |
|                                                      |                                           |          |                 | <b>Total</b>      |             |

### SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Supply and Delivery of School Furniture.

PROCUREMENT REF NO. G/RFQ/OTRCED-34/2025/2026

**LOT 3. Okahandja Circuit**

| Item No | Brief Description of Services                    | Quantity | Unit of Measure | Unit Price        | Total Price |
|---------|--------------------------------------------------|----------|-----------------|-------------------|-------------|
| A*      | B*                                               | C*       | D*              | *E                | *F          |
|         |                                                  |          |                 |                   |             |
|         | <b><i>Okajandja Project Secondary School</i></b> |          |                 |                   |             |
| 1       | Single desk size 7                               | 240      | each            |                   |             |
| 2       | Chair (standard) size 7                          | 240      | each            |                   |             |
| 3       | Teacher's Table 2 drawer                         | 6        | each            |                   |             |
| 4       | Teacher's Chair                                  | 6        | each            |                   |             |
|         |                                                  |          |                 |                   |             |
|         | <b>TRANSPORT COST</b>                            |          |                 |                   |             |
|         |                                                  |          |                 | <b>Subtotal</b>   |             |
|         |                                                  |          |                 | <b>VAT @ % 15</b> |             |
|         |                                                  |          |                 | <b>Total</b>      |             |

**NB: Prices must be quoted in Namibian Dollars**

## SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

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 Otjozondjupa Regional Council's requirements. The bidders must ensure that materials quoted for are according to the technical specifications provided below.

Verification will be done at delivery

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

**Procurement Reference Number: G/RFQ/OTRCED-33/2025/2026**

*[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.]*

| <b>Item No</b> | <b>Technical Specification Required (Minimum)</b>                                     | <b>Compliance of Specification Offered</b> | <b>Details of Non-Compliance/ Deviation (if applicable)</b> |
|----------------|---------------------------------------------------------------------------------------|--------------------------------------------|-------------------------------------------------------------|
| <b>A*</b>      | <b>B*</b>                                                                             | <b>C</b>                                   | <b>D</b>                                                    |
|                | <b><u>Lot 1. Osire Primary School</u></b>                                             |                                            |                                                             |
| 1              | Plywood Desk single Stackable size 5:<br><b>Height seat: 650</b>                      |                                            |                                                             |
| 2              | Plywood Chairs size 5:<br><b>Height seat: 375cm</b><br><b>Height back rest: 715cm</b> |                                            |                                                             |
| 3              | Plywood Teacher table 2 drawer<br><b>Height seat: 140x70x76H</b>                      |                                            |                                                             |
| 4              | Plywood Teacher chair<br><b>Height seat: 450cm</b><br><b>Height back rest: 790cm</b>  |                                            |                                                             |
|                |                                                                                       |                                            |                                                             |
|                | <b><u>Orwetoveni Primary School</u></b>                                               |                                            |                                                             |
| 1              | Plywood Desk single Stackable size 5:<br><b>Height seat: 650</b>                      |                                            |                                                             |
| 2              | Plywood Chairs size 5:<br><b>Height seat: 375cm</b><br><b>Height back rest: 715cm</b> |                                            |                                                             |
| 3              | Plywood Teacher table 2 drawer<br><b>Height seat: 140x70x76H</b>                      |                                            |                                                             |
| 4              | Plywood Teacher chair                                                                 |                                            |                                                             |

|   |                                                                                       |  |  |
|---|---------------------------------------------------------------------------------------|--|--|
|   | <b>Height seat: 450cm</b><br><b>Height back rest: 790cm</b>                           |  |  |
|   |                                                                                       |  |  |
|   | <b><u>Omulunga Primary School</u></b>                                                 |  |  |
| 1 | Plywood Desk single Stackable size 5:<br><b>Height seat: 650</b>                      |  |  |
| 2 | Plywood Chairs size 5:<br><b>Height seat: 375cm</b><br><b>Height back rest: 715cm</b> |  |  |
| 3 | Plywood Teacher table 2 drawer<br><b>Height seat: 140x70x76H</b>                      |  |  |
| 4 | Plywood Teacher chair<br><b>Height seat: 450cm</b><br><b>Height back rest: 790cm</b>  |  |  |
|   |                                                                                       |  |  |
|   | <b><u>Lot 2. Luiperheuwel Primary School</u></b>                                      |  |  |
| 1 | Plywood Desk Single Stackable size 5:<br><b>Height seat: 650</b>                      |  |  |
| 2 | Plywood Chairs size 5:<br><b>Height seat: 375cm</b><br><b>Height back rest: 715cm</b> |  |  |
| 3 | Plywood Teacher table 2 drawer<br><b>Height seat: 140x70x76H</b>                      |  |  |
| 4 | Plywood Teacher chair<br><b>Height seat: 450cm</b><br><b>Height back rest: 790cm</b>  |  |  |
|   |                                                                                       |  |  |
|   | <b><u>Lot 3. Okahandja Project Secondary School</u></b>                               |  |  |
| 1 | Plywood Desk single Stackable size: 7<br><b>Height seat: 750</b>                      |  |  |
| 2 | Plywood Chairs size: 7<br><b>Height seat: 425cm</b><br><b>Height back rest: 765cm</b> |  |  |
| 3 | Plywood Teacher table 2 drawer<br><b>Height seat: 140x70x76H</b>                      |  |  |
| 4 | Plywood Teacher chair<br><b>Height seat: 450cm</b><br><b>Height back rest: 790cm</b>  |  |  |

**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 and the bidder will deliver the materials to Otjozondjupa Regional Council's head office.

**SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS**

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 Otjozondjupa Regional Council's requirements. The bidders must ensure that materials quoted for are according to the technical specifications provided below.

Verification will be done at delivery

**Specifications and Compliance Sheet Authorised By:**

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

**Section VIII: Special Conditions of Contract****PROCUREMENT REFERENCE NUMBER:**

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

| <b>Subject and GCC clause reference</b>    | <b>Special Conditions</b>                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Purchaser<br/>GCC 1.1(h)</b>            | The purchaser is: Regional Otjozondjupa Council                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Incoterms Edition<br/>GCC 4.2(b)</b>    | Incoterms shall be governed by the rules prescribed in Incoterms 2010.                                                                                                                                                                                                                                                                                                                                                       |
| <b>Notices<br/>GCC 8.1</b>                 | <p>Any notice shall be sent to the following addresses:</p> <p>For the Ministry, <b><u>Secretary to Procurement Committee, Regional Otjozondjupa Council</u></b>, contact name is MRS S.M.K. TUAHUKU, email address: <a href="mailto:stuahuku@otjozondjuparc.gov.na">stuahuku@otjozondjuparc.gov.na</a>, telephone no. <b>(067) 303702</b>,</p> <p>For the Supplier, the address and contact name shall be:</p> <p>_____</p> |
| <b>Disputes<br/>GCC 10.2</b>               | <p>The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows:</p> <p>In the case of a dispute between Public entity and Supplier who is a national of Namibia, the dispute shall be referred to adjudication or arbitration in accordance with the laws of Namibia.</p> <p>_____</p>                                                                                                      |
| <b>Delivery and Documents<br/>GCC 13.1</b> | <p>The Goods are to be delivered within <b>30 days</b> from the date of Purchase Order</p> <p>The documents to be furnished by the Supplier are:</p> <ul style="list-style-type: none"> <li>(a) signed delivery note;</li> <li>(b) Invoice; and</li> <li>(c) Original Purchase order</li> </ul>                                                                                                                              |
| <b>Price Adjustment<br/>GCC 15.1</b>       | The price charge for the Goods supplied and the related Services performed shall not be adjustable.                                                                                                                                                                                                                                                                                                                          |

| Subject and GCC reference               | Special Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Terms of Payment</b><br>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><br>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><br>GCC 16.4 (a) | The price “shall” “shall not be” adjustable to the fluctuation in the rate of exchange.                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Payment Period</b><br>GCC 16.5       | <p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>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.</p> |
| <b>Performance Security</b><br>GCC 18.1 | (i) No performance security is required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Inspection and Test</b><br>GCC 26.1  | The inspection and tests shall be done at the schools, looking at the quality of the furniture as per the specifications.                                                                                                                                                                                                                                                                                                                                                                                                          |

| Subject and<br>GCC clause<br>reference           | Special Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Warranty</b><br><b>GCC 28.3</b>               | <p>The period of validity of the warranty shall be: <i>[insert number]</i> day(s)</p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be: <i>[insert names(s) of location(s)]</i></p> <p>For item 1, the minimum period of warranty/shelf life shall be _____</p> <p>For item 2, the minimum period of warranty/shelf life shall be _____</p> <p>For item 3, the minimum period of warranty/shelf life shall be _____</p> |
| <b>Repair and Replacement</b><br><b>GCC 28.5</b> | <p>The period for repair or replacement shall be: 30 day(s)</p>                                                                                                                                                                                                                                                                                                                                                                                              |



## Republic of Namibia

### Ministry of Labour, Industrial Relations and Employment Creation

**Written undertaking in terms of Section 138 of the Labour Act, 2007(Act No. 11 of 2007) and Section 50(2)(d) of the Public Procurement Act, 2015(Act No. 15 of 2015)**

#### 1. EMPLOYER'S 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: **To school as indicated in the bid.**

## 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(Act No. 11 of 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.

**SCHEDULE 2:****QUOTATION CHECKLIST SCHEDULE****Procurement Reference No: G/RFQ/OTRCED-34/2025/2026**

| <b>Description</b>                                                                                                                                                                                                                   | <b>Attached (please tick if submitted and cross if not)</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| Bid Letter                                                                                                                                                                                                                           |                                                             |
| List of Goods and Price Schedule                                                                                                                                                                                                     |                                                             |
| Specification and Compliance Sheet                                                                                                                                                                                                   |                                                             |
| Bid Securing Declaration                                                                                                                                                                                                             |                                                             |
| Evidence for conformity of Goods                                                                                                                                                                                                     |                                                             |
| Valid certified copy of Company Founding Statement;                                                                                                                                                                                  |                                                             |
| Valid original or certified copy of Good Standing Tax Certificate;                                                                                                                                                                   |                                                             |
| Valid original or certified copy of Good Standing Social Security Certificate;                                                                                                                                                       |                                                             |
| 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; |                                                             |
| Signed written undertaking as contemplated in section 138(2) of the Labour Act, 2007                                                                                                                                                 |                                                             |
| Bidder must submit documentary evidence that the bidder does not have any conflict of interest with other bidders and the public entity.                                                                                             |                                                             |

**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.