



Otjozondjupa Regional Council



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

P.O. Box 1682
Otjiwarongo
NAMIBIA

**Procurement Reference No:
G/RFQ/OTRCED-25/2025/2026**

Request for Sealed Quotations

[Issued in terms of section 7(1)(i) of the Public Procurement Act, 2015]

SUPPLY AND DELIVERY OF LIBRARIES FURNITURE

Name of Bidder:.....

Contact Number of Bidder:.....

Email Address of Bidder:

Authorized Representative:

Total price:

Signature:

Closing Date & Time: 12 September 2025; 10h00

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



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Letter of Invitation

Bidder's name

Contact number

Procurement Reference Number: G/RFQ/OTRCED-25/2025/2026

Dear Sir/Madam,

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

SUPPLY AND DELIVERY OF LIBRARIES FURNITURE

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

Queries, if any, should be addressed to **Mr. M. Kamatipose** to mkamatipose@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

MRS S.M.K. TUAHUKU

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.

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 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 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 *[90]* 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 by the Namibian Police of Good Standing Tax certificate;
- (c) have valid original or certified copy by the Namibian Police of Good Standing Social Security Certificate;
- (d) have a valid certified copy by the Namibian Police 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) Sign/Initial the whole document.

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be **30 days** after acceptance/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:

- a) Inspect goods according to technical specifications; and**
- b) Verification of quantities.**

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**, addressed to **The Secretary; Otjozondjupa Regional Council Procurement Committee; P.O. Box 1682; Otjiwarongo**; with the Bidder's name and contact information 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; Ground Floor** not later than **12th September 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 price, to determine the lowest evaluated quotation.

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

Not applicable

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.

15. Notification of Award and Debriefing

Otjzondjupa Regional Council 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 days. Furthermore, the Otjzondjupa Regional Council shall attend to all requests for debriefing made in writing within (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:	The Secretary Procurement Committee Otjozondjupa Regional Council P.O. Box 1682; Otjiwarongo
Procurement Reference Number:	G/RFQ/OTRCED-25/2025/2026
Subject matter of Procurement:	Supply and delivery of libraries furniture

I/We offer to provide the goods detailed in Section IV, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

I/We confirm that we are eligible to participate in this quotation exercise and meet the eligibility criteria specified in Section I: Request for Quotations.

I/We undertake to abide to ethical conduct during the procurement process and the execution of any resulting contract.

I/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 BDS.

I/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 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

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 bid validity.

The delivery will commence within _____ *[insert number]* days from date of issue of Purchase Order.

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	

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

Date: ----- *[Day|month|year]*

Procurement Ref No: G/RFQ/OTRCED-25/2025/2026

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

SUPPLY AND DELIVERY OF LIBRARIES FURNITURE, OTJOZONDJUPA REGION

PROCUREMENT REF NO.: G/RFQ/OTRCED-25/2025/2026

INSTRUCTIONS TO THE PUBLIC BODY				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 F, G & H and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page					
A Item no.	B Description of Goods	C Quantity required	D Unit of measure	E *	F Price per unit NAD ¹	G Total price without VAT NAD	H VAT: NAD	I Delivery (weeks days/month)	J Country of Origin
1.	Plastic Kiddies Table: Weight 4.5 kg Dimensions: 78 × 78 × 48.5 cm	8	Each						
2.	Plastic Kiddies Chair: Weight 1 kg Dimensions: 33 × 30 × 56 cm	32	Each						
3.	Library study table: 1-1/4 in. high-pressure laminate work surface: Adjusts from 24 in. to 34 in. H in 1 in. increments: meets ADA requirements: 12-gauge steel tube upper legs and 14-gauge steel chrome square tube lower leg inserts: Adjustable leg glides centre support channel is 2 in. x 3 in. 14-gauge steel, with 11-gauge steel end plates help with uneven floors	10	Each						
	Library Visitor Chair:	50	Each						

4.	Dimension: 533 (W) x 560 (D) x 828 (H) mm Material: Fabric									
5.	Library Book Trolley – Slopping Shelves Dimension: H1095 X W915 X D480MM	4	Each							
6.	Revolving office chair: Dimension 710 (W) x 710 (D) x 1120/1220 (H) mm	8	Each							
Subtotal										
VAT										
Total Amount										
NAME OF REPRESENTATIVE:		POSITION:		SIGNATURE		DATE:				
		ADDRESS:								
NAME OF BIDDER:										
NAME OF BIDDER:										

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



PLASTIC TABLE



PLASTIC CHAIR



STUDY TABLE



VISITOR CHAIR



BOOK TROLLEYS



REVOLVING CHAIR

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/OTRCED-25/2025/2026

[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.]

<i>Item No</i>	<i>Technical Specification Required (Minimum)</i>	<i>Compliance of Specification Offered</i>	<i>Details of Non-Compliance/ Deviation (if applicable)</i>
<i>A *</i>	<i>B</i>	<i>C</i>	<i>D</i>
	Plastic Kiddies Table: Weight 4.5 kg Dimensions: 78 × 78 × 48.5 cm		
	Plastic Kiddies Chair: Weight 1 kg Dimensions: 33 × 30 × 56 cm		
	Library study table: 1-1/4 in. high-pressure laminate work surface: Adjusts from 24 in. to 34 in.H in 1 in. increments: meets ADA requirements: 12-gauge steel tube upper legs and 14-gauge steel chrome square tube lower leg inserts: Adjustable leg glides Center support channel is 2 in. x 3 in. 14-gauge steel, with 11-gauge steel end plates help with uneven floors		
	Library Visitor Chair: Dimension: 533 (W) x 560 (D) x 828 (H) mm Material: Fabric		
	Library Book Trolley – Slopping Shelves Dimension: H1095 X W915 X D480MM		
	Revolving office chair: Dimension 710 (W) x 710 (D) x 1120/1220 (H) mm		

Specifications and Performance Standard 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 VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: G/RFQ/OTRCED-25/2025/2026

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC [This section is to be customised by the Public Entity to suit the requirements of the specific procurement].

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(a)	Adjudicator is Not Applicable for this contract
Definitions GCC 1.1(l)	The Member is: Otjozondjupa Regional Council: Directorate of Education Arts & Culture
Definitions GCC 1.1(o)	The Service Provider is:
Notices GCC 1.4	Any notice shall be sent to the following addresses: The addresses for delivery of notices are: Employer: Otjozondjupa Regional Council Attention: S. T Alweendo Acting Chief Regional Officer Service Provider: _____ Attention: _____ _____
Authorised Representatives GCC 1.6	The Authorised Representatives are: For the Employer: SMK Tuahuku Head: Procurement Management Unit For the Service Provider: _____ _____
Effectiveness of Contract GCC 2.1	The date on which this Contract shall come into effect is on the date of signature.

Starting Date	The Intended Starting Date for the commencement of Services is signature
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GCC 2.2.2	date
Intended Completion Date GCC 2.3	The Intended Completion Date is 36 months from the date of signature.
Prohibition GCC 3.2.3(c)	Activities prohibited after termination of this Contract are: Not applicable
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	Not Applicable
Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9	Restrictions on the use of documents prepared by the Service Provider are as stated in GCC 3.9
Payments of Liquidated Damages GCC 3.10.1	Not Applicable
Lack of Performance Penalty GCC 3.10.3	Not Applicable

Assistance and Exemptions GCC 5.1	Not Applicable
Contract Price GCC 6.2(a)	The amount in local currency is <i>Namibian Dollars</i>
Terms and Condition of Payment GCC 6.4	Insert the payment terms in line with the GCC.
Interest on Delayed Payments GCC 6.5	Payment shall be made within 30 days of receipt of the invoice and the relevant documents specified in Sub-Clause 6.4, and within 60 days in the case of the final payment.

Price Adjustment GCC 6.6.1	Not Applicable
Identifying Defects GCC 7.1	Not Applicable
Dispute Settlement GCC 8.2	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute may be referred to court by either party.
Dispute Settlement GCC 8.2.3	Not Applicable
Dispute Settlement GCC 8.2.4	Not Applicable
Dispute Settlement GCC 8.2.5	Not Applicable



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**

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 the school as indicated in **Otjiwarongo**

.....

3. UNDERTAKING

I owner/representative

of

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.

SCHEDULE 2:

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No: G/RFQ/OTRCED-25/2025/2026

Description	Attached (please tick if submitted and cross if not)
Bid Letter	
List of Goods and Price Schedule	
Specification and Compliance Sheet	
Bid Securing Declaration	
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	
Bank rating	

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.