



# Otjozondjupa Regional Council



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

P.O. Box 1682  
Otjiwarongo  
NAMIBIA

## Request for Sealed Quotations Procurement Reference No:

**W/RFQ/OTRCMT-05/2025/2026**

### DESCRIPTION OF WORK

**SERVICING OF 55 DRY CHEMICAL POWDERS FIRE EXTINGUISHERS FOR A, B, C CLASS FIRES DCP, 9.0KG+**

Name of Bidder.....

Contact Number of Bidder.....

Email Address of Bidder: .....

Authorized Representative: .....

Total price: .....

Signature: .....

***Closing Date & Time: 29<sup>th</sup> January 2026; 10h00***

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



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## Letter of Invitation

**Bidder's name** .....  
**Postal address** .....  
**Contact number** .....

**Procurement Reference Number: W/RFQ/OTRCMT- 05/2025/2026**

Dear Sir/Madam,

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

**Servicing Of 55 Dry Chemical Powders Fire Extinguishers For A, B, C Class Fires Dcp, 9.0kg+**

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

Administration Queries, if any, should be addressed via e-mail to -

**Mr. L. Tjivikua** –e-mail [ltjivikua.maint@otjozondjuparc.gov.na](mailto:ltjivikua.maint@otjozondjuparc.gov.na) or [luthertjivikua@gmail.com](mailto:luthertjivikua@gmail.com)

Technical Queries, if any, should be addressed via e-mail to -

**Mr J. Mauha** – [jmauha.maint@otjozondjuparc.gov.na](mailto:jmauha.maint@otjozondjuparc.gov.na)

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.



**Mrs S.M.K. Tuahuku**  
Head of Procurement Management Unit

# SECTION I: INSTRUCTIONS TO BIDDERS

## 1. Rights of Public Entity

### *Otjzondjupa Regional Council*

- (a) have the right to accept or reject any quotation or 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 works mentioned in Section III, by completing, signing and returning:

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

You are also advised to carefully read the complete Request for Quotations document, including the Special Conditions of Contract in Section VII, before preparing your Quotation.

## 3. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should

- (a) Have a valid certified company Registration Certificate;
- (b) Have an original or certified valid good Standing Tax Certificate;
- (c) Have an original or certified valid 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) All pages signed where applicable and initialled.
- (f) One bid document per bidder including partnership
- (g) Certified copy of owner / bidder Identification Document.
- (h) Copy of a certified reference letter of similar work done in the last five (5) years.
- (i) Certified copy of employee or owner Trade Certificate (N3) or Trade Diploma in Air-conditioning/Refrigeration

## 4. Bid Security/Bid Securing Declaration

Bidders are required to sign a bid security declaration form

## 5. Works Completion Period/Validity period of Quotation

The validity period of the quotation is **60 days** and the completion period for works shall be **30 days** after acceptance and issue of Purchase Order and the signing of contract agreement. Deviation in completion period shall not be accepted but shall be considered if such deviation is reasonable.

## 6. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Otjzondjupa Regional Council with the Bidder's name and contact details at the back of the envelope.

**7. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at Otjozondjupa Regional Council's head Quarters at 22 Henk Willemse Street, Otjiwarongo; Ground Floor-Block B not later than 10h00 by 29th January 2026. Bid opening will be 10h00 by the same date. Late bids will be rejected and returned to the bidder unopened. Bids received by e-mail or fax will not be considered

**8. Opening of Quotations**

Quotations will be opened internally immediately after the closing time referred to in section 7 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted will be posted on the website of **Otjozondjupa Regional Council** and available to any bidder on request within three working days of the Opening.

**9. 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, subject to Margin of Preference where applicable, to determine the most substantially responsive evaluated quotation.

**10. Technical Compliance**

The Specifications and Compliance Sheet details the minimum specifications of the works to be carried out. The specifications have to be met, but no credit will be given for exceeding the specifications.

**11. Prices and Currency of Payment**

Prices for the execution of works shall be fixed in Namibian Dollars as quoted. Quotations 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.

**12. Margin of Preference**

None

**13. Award of Contract**

The Bidder having submitted the most evaluated responsive quotation and meeting all needed require documentations as prescribed in the bidding document shall be selected for award of contract. Award of contract shall be by issue of a Contract Agreement and Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

**14. Notification of Award and Debriefing**

**Otjozondjupa 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 7 days**. Furthermore, **Otjozondjupa Regional Council** shall attend to all requests for debriefing made in writing **within 7 days** of the unsuccessful bidders being informed of the award.

## SECTION II: QUOTATION LETTER

(to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your quotation with the 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 will be rejected]*

Quotation addressed to:	
Procurement Reference Number:	
Subject matter of Procurement:	

I/We offer to execute the Works 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.

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

**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**.....

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

**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 or a dully authorised assigned member/partner of that close corporation]*



## Republic of Namibia

### Ministry of Justice and Labour Relations

**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: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: W/RFQ/OTRCMT- 05/2025/2026

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (NS)	Total Price (NS)
A*	B*	C*	D*	E	F
1	Servicing Of 55 Dry Chemical Powders Fire Extinguishers For A, B, C Class Fires Dcp, 9.0kg+	55			
2	Labour rate per hour				
3	Transport from Home Base Station to Otjiwarongo, Okahandja, Okakarara, Grootfontein and Tsumkwe	980 KM			

Enter 0% VAT rate if VAT exempt.

<b>SUB TOTAL</b>	
<b>CONTIGENCIES 5%</b>	
<b>VAT 15%</b>	
<b>Total Amount</b>	

### Priced Activity Schedule Authorised by:

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

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

*[Bidders should complete columns C and D with the specifications and performance of the Works offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications 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>
1	Servicing Of 55 Dry Chemical Powders Fire Extinguishers For A, B, C Class Fires Dcp, 9.0kg+		
2	Transport from Home Base Station to Otjiwarongo, Okahandja, Okakarara, Grootfontein and Tsumkwe		

### Specifications and Compliance Sheet Authorised by:

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

## SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Services available on the website of the Public Entity except where modified by the Special Conditions below

## SECTION VIII SPECIAL CONDITIONS OF CONTRACT

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

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	<b>Otjozondjupa Regional Council –Otjozondjupa Regional Council</b>
Intended Completion Date GCC	The intended completion date is: <b>To be discussed during side handover</b>
Project Manager GCC 1.1(y)	The Project Manager is: <b>Mr. Mauha</b>
Site GCC 1.1(aa)	The Sites are located at: <b>Okahandja, Okakarara, Otjiwarongo, Grootfontein and Tsumkwe – Maintenance Offices</b>
Start Date GCC 1.1(dd)	The Start Date shall be: <b>Two weeks after signing of Contract Agreement</b>
The Works GCC 1.1(hh)	Servicing Of 55 Dry Chemical Powders Fire Extinguishers For A, B, C Class Fires Dcp, 9.0kg+
Interpretation GCC 2.2	The project will be completed in the following sections: <b>As a whole once off project.</b>  <b>NB! Contingencies to be claimed must be verified and certified correct by the Works Inspector with a Quotation before it's paid.</b>
Interpretation GCC2.3	<b>The threshold amount of the project will be determined by the Ministry of Works and 5% under or above the threshold amount will be regarded as the most responsive amount during the evaluation.</b>
Language and Law GCC 3.1	The language of the contract is: <b>English</b>  The law that applies to the Contract is the law of: <b>Namibia.</b>
Project	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's

GCC Clause Reference	Special Conditions
<b>Manager's Decisions 4.1</b>	opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
<b>Delegation GCC 5.1</b>	<b>The Project Manager may delegate his/her duties.</b>
<b>Notices GCC 6</b>	<p>Any notice shall be sent to the following addresses:</p> <p>The Authorized Representative of the Employer is :  <b>Mrs S.M.K Tuahuku, Secretary to the Procurement Committee:</b>  <b>Otjzondjupa Regional Council</b>  <b>P.O. Box 1682</b>  <b>Otjiwarongo</b></p> <p>For the Bidder, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact's name shall be</p>
<b>Insurance GCC 13.1</b>	<p>Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Bidder and the Employer and the minimum insurance amounts shall be:</p> <ul style="list-style-type: none"> <li>(a) for the Works, Plant and Materials: <i>(for the full amount of the works including removal of debris, professional fee etc...)</i></li> <li>(b) for loss or damage to Equipment: <i>(for the replacement value of the equipment that the Bidder intends to use on site until the taking over by the Employer.</i></li> <li>(c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>for an amount representing the value of the properties that are exposed to the action of the Bidder in the execution of the works. It will extend to the property of the Procuring Entity as well).</i></li> <li>(d) for personal injury or death: <ul style="list-style-type: none"> <li>(i) of the Bidder's employees: <i>[The Bidder shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</i></li> <li>(ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i></li> </ul> </li> <li>(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable.</li> </ul> <p>The Bidder shall choose to take the insurance covers indicated above as separate covers or a combination of the Bidder's All Risks coupled with the Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the Bidder.</p>

GCC Clause Reference	Special Conditions
<b>Site Date</b> GCC 14.1	The Site Date shall be discussed: <b>After signing of Contract Agreement</b>
<b>Possession of the Site</b> GCC 20.1	The Site Possession Date shall be: <b>Two weeks after signing of Contract Agreement.</b>
<b>Procedure for Disputes</b> GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Bidder 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 shall be referred to court by either party.
<b>Program</b> GCC 25.1	Work program: <b>Not applicable</b>
GCC 25.3	Program updates shall not be required for this project.
<b>Defects Liability Period</b> GCC 33.1	The Defects Liability Period is: <b>Three months after completion date</b>
<b>Payment Certificates</b> GCC 39.7	<b>Otjozondjupa Regional Council choose:</b> “A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Bidder”.
<b>Payments</b> GCC 40	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: (a) the payment certificate; and (b) a certificate of Completion of the Works.
<b>Adverse weather Conditions</b> GCC 41.1 (I)	Acts of God will on be define as adverse weather that is Floods, lightning strikes, earthquakes and heavy storms.
<b>Price Adjustment</b> GCC 44.	The Contract is not subject to price adjustment.
<b>Retention</b> GCC 45.	<b>2,5 % retention amount shall be retained for a period of three (3) moths after completion of this project.</b>
<b>Liquidated Damages</b> GCC 46.1	The liquidated damages for the whole of the Works are: N/A
<b>Bonus</b> GCC 47.1	The rate for the Bonus per calendar day is: N\$ 0.00
<b>Advance</b>	<b>No Progress</b> payment shall be made during the servicing period as per the work

<b>GCC Clause Reference</b>	<b>Special Conditions</b>
<b>Payment GCC 48.1</b>	progress made on items completed. N/A
<b>Performance Security GCC 49.1</b>	(i) No Performance Security is required
<b>GCC 56.1</b>	"As built" drawings or operating and maintenance manuals are not required.
<b>GCC 59.1</b>	The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works, is: N/A

## QUOTATION CHECKLIST SCHEDULE

*[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]*

**Procurement Reference No.: W/RFQ/OTRC/MT- 05/2025/2026**

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Securing Declaration		
Have a valid certified company Registration Certificate		
Have a certified or original valid good Standing Tax Certificate		
Have a certified or original valid good Standing Social Security Certificate		
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		
Certified copy of Owner/s Identification attached		
Certified reference letter of similar work done in the past		
Certified copy of employee or owner Trade Certificate (N3) or Trade Diploma in Air-conditioning/Refrigeration		

**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*