



**Kavango East Regional Council
Directorate of Education, Arts and Culture**

Request for Sealed Quotations For Goods

**Procurement Of: materials and
Equipment needed during national
examination paper 2 practical test at
Noordgrens SS**

Procurement Reference No: G/RFQ/KERC-DOEAC/022/05/2025/2026

P.O.Box 2134, Rundu, Tell: 066 2589012/2589006

Fax No: 066 255396



KAVANGO EAST REGIONAL COUNCIL

Tel.: 066 – 25892017 /

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Private Bag 2134

RUNDU

NAMIBIA

Enquires: *Mr. B Streidwolf*

Letter of Invitation

23/06/2025

Dear Sir,

Request for Quotations for Procurement of materials and Equipment needed during national examination paper 2 practical test at Noordgrens SS.

The *Kavango East Regional Council* invites you to submit your best quote for the items described in detail hereunder.

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

Queries, if any, should be addressed to Mr. M Ingoliwe and Mr. M.J.M Siwombe @ 0812728958 or 0813710606 for Technical issues and Mr. B F Streidwolf @ 066266000 for administrative issues during working hours from 0800 to 1700hours

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,

Mr. J.M. Kangumbe

Head: Procurement Management Unit



25/06/2025

Date

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Kavango East Regional Council reserves the right:

- (a) To split the contract as per the lowest evaluated cost per item, or
- (b) To accept or reject any quotation; and
- (c) 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 items mentioned in Section III by completing, signing and returning:

- (a) The List of Goods and Price Schedule Section III;
- (b) The Specifications and Compliance Sheet in Section V; and
- (c) Any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Scaled 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

One Hundred and Eighty (180) days, from the date of the bids submission deadline.

4. Eligibility Criteria

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

- (a) **Have a valid Company Registration Certificate**
- (b) **Have a valid original/certified copy of good Standing Tax Certificate of an original document, as certified by the Namibian police**
- (c) **Have a valid original/certified good Standing Social Security Certificate of an original document, as certified by the Namibian police**
- (d) **Duly completed Bid Securing Declaration**
- (e) **have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act,1998;**
- (f) **Attach certified and valid copy of good standing from Bipa**
- (g) **Attached certified Identity document Copy of company owner(s)**

5. Delivery

Delivery shall be *21 Days* after acceptance/issue of Purchase Order. Deviation in delivery period *shall be considered if such deviation is reasonable.*

5.1. The following tests and inspections will be conducted on the goods at delivery:

- Verification of quantity and Quality

6. Sealing and Marking of Quotations

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

7. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at *Kavango East Regional Council*, not later than 03 July 2025, at 11h00. Quotations by post or hand delivered should reach *Kavango East Regional Council, Office number 11* by the same date and time at latest. Late quotations will be strictly rejected.

8. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security/Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

9. Evaluation of Quotations

The Public Entity 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 or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

10. Technical Compliance

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 Public Entity's requirements.

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.

11. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

12. Margin of Preference

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

Not applicable

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

Not applicable

13. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

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 Price list 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: <i>[name of Public Entity]</i>	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications and, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

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

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

The validity period of the Quotation is _____ days from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price 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 period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

Quotation Authorised by:

Name of Bidder		Company's Address and seal		
Contact Person				
Name of Person Authorising the Quotation:		Position:	Signature:	
Date		Phone No./Fax		

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.:

To: Kavango East 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: materials and Equipment's needed during national examination paper 2 practical test at Noordgrens SS Procurement Ref No. **G/RFQ/KERC-DOEAC/022/05/2025/2026**

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.				Bidders shall fill-in columns E - I 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	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
1.	SHEET HRL 2450X1225X3.0mm	3	LG						
2.	HELMET WELDING HON3030 FLIP FRONT	4	EA						
3.	GRINDER ANGLE M9507B 115mm 720W MAKITA MT	3	EA						
4.	LEAD EXTENSION EE023BLK BLACK 10AMP 5.0MT ELECTRICMTE	3	EA						
5.	ROD WELDING 2.5mm 5KG W075002 VITEMAX	10	PP						
6.	HOLDER ELECTRODE WELDING 500AMP TOOW4240 TRADEWELD	3	EA						
7.	GLOVE TEC0073 CHROME/L D/P 400mm LARGE	2	PR						
8.	GLOVE TEC007226 CHROME/L C/ST 50mm	15	PR						
9.	GLOVE WAN0133 RED AND BLACK NINJA	2	PR						
10.	BLADE HACKSAW HSS YELLOW	10	EA						

28.	WELDER INVERTER MMA/TIG 220V 230A Industrial MATWELD MAT9065 (D)	3	EA					
29.	RIVETER LEVER ARM 155272 NUT TOOL HN-901 M3-M10	2	EA					
30.	RIVETER HAND TOOR 1486HEAVY DUTY 250mm FRAGRAM	2	EA					
31.	RIVETER 4600002 HAND	3	EA					
32.	RIVET BLIND 4.8X8 100PP HANDY	3	EA					
33.	RIVET BLIND ALUMINIUM 4.8X10 100PP HANDY	3	EA					
34.	RIVET BLIND ALUMINIUM 4.8X18 100PP	3	EA					
35.	SOAP HAND MITGRIT 500G	10	EA					
36.	Multi Meter	3	EA					
37.	Diesel Engine oil 5l	4	EA					
38.	Diesel Filters wlt	2	EA					
39.	Oil Filter wlt	2	EA					
40.	Ultra Grey Silicone	2	EA					
NAME:			SIGNATURE		DATE			
NAME OF BIDDER:			POSITION:		ADDRESS:			

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency: Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

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

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

[The Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.]

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: : G/RFQ/KERC-DOEAC/022/05/2025/2026

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	SHEET HRL 2450X1225X3.0mm		
2.	HELMET WELDING HON3030 FLIP FRONT		
3.	GRINDER ANGLE M9507B 115mm 720W MAKITA MT		
4.	LEAD EXTENSION EE023BLK BLACK 10AMP 5.0MT ELECTRICMTE		
5.	ROD WELDING 2.5mm 5KG W075002 VITEMAX		
6.	HOLDER ELECTRODE WELDING 500AMP TOOW4240 TRADEWELD		
7.	GLOVE TEC0073 CHROMEL/L D/P 400mm LARGE		
8.	GLOVE TEC007226 CHROMEL/L C/ST 50mm		
9.	GLOVE WAN0133 RED AND BLACK NINJA		
10.	BLADE HACKSAW HSS YELLOW SHATTERPROOF 24TH FG00771 LASHER		
11.	SPECTACLES TEC0080 CLEAR WRAP AROUND		
12.	SET DRILL RUW3310GB INDUSTRIAL METAL RUWAG		
13.	DISC CUT RACDSS11515P 115mm 5PP STAINLESS STEEL RUWAG		

14.	WHEEL GRIND STEEL 115X4.5X22.2 5PP SUPERFLEX		
15.	WHEEL CUT STEEL 115X1X22.2 2IN1 5PP SUPERFLEX		
16.	WHEEL CUT STONE 230X3X22.2 SUPERFLEX		
17.	WHEEL CUT STEEL 350X3X25.4 SUPERFLEX		
18.	HAMMER WELDING CHIPPING M118- WCH 300G MARATHON		
19.	TAPE MEASURE MTR3M RUBBER 13mmX3MT MARATHON		
20.	CHALK BOILERMAKER M106- BMC12P 12PC 125X12X5mm MARATHON		
21.	DRILL IMPACT GSB 570 13mm 570W 06011B70K0 BOSCH BLUE		
22.	SAW JIG GST 650 450W 06015A8000 BOSCH		
23.	JIGSAW BLADE MEAL GENERAL T118B 6MM 2609256730		
24.	COPING SAW WITH BLADES		
25.	ANGEL GRINDER 2000W BOSCH BLUE		
26.	DRILL ROTARY HAMMER VARIABLE SPEED 720W BOSCH		
27.	BENCH GRINDER GBG 35-15 350W DOUBLE WHEEL BOSCH BLUE		
28.	WELDER INVERTER MMA/TIG 220V 230A Industrial MATWELD MAT9065 (D)		
29.	RIVETER LEVER ARM 155272 NUT TOOL HN-901 M3-M10		
30.	RIVETER HAND TOOR 1486HEAVY DUTY 250mm FRAGRAM		
31.	RIVETER 4600002 HAND		
32.	RIVET BLIND 4.8X8 100PP HANDY		
33.	RIVET BLIND ALUMINIUM 4.8X10 100PP HANDY		
34.	RIVET BLIND ALUMINIUM 4.8X18 100PP		
35.	SOAP HAND MITGRIT 500G		
36.	Multi Meter		

37.	Diesel Engine oil 5l		
38.	Diesel Filters wlt		
39.	Oil Filter wlt		
40.	Ultra Grey Silicone		

[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.]

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

Specifications and Compliance Sheet Authorised By:

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

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/KERC-DOEAC/022/05/2025/2026

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		

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.*