



**Kavango East Regional Council  
Division Land Reform**

**Request for Sealed Quotations  
Goods**

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**Procurement of: Office stationeries for  
Division Lands**

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**Procurement Reference No:** *G/RFQ/KERC-DLR /04/022/2025/2026*

**Private Bag 2124, Rundu, Tel: 066 266012**

**Fax No: 066 255396**

# 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.
- (d) No eraser or correction fluid to be used.
- (e) Documents be completed in black ink only.
- (f) All pages be initialled and signed where applicable.
- (g) Section (66 2B)

## 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 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

One Hundred and Eight (90) Days from the date of the bid submission deadline.

## 4. Eligibility Criteria

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

- (a) **Have a valid original or certified copy of company Registration certificate/Founding Statement**
- (b) **Have a valid original or certified copy of good Standing Tax Certificate**
- (c) **Have a valid original or certified copy good Standing Social Security Certificate**
- (d) **Submit signed Bid Securing Declaration**
- (e) **Attach certified copy of ID(s) document for the company owner(s).**
- (f) **No eraser or correction fluid to be used.**
- (g) **Documents be completed in black ink only.**
- (h) **All pages be initialled and signed where applicable.**
- (i) **Principle of business must be inline with the procurement**

**5. Bid Security/Bid Securing Declaration**

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

**6. Service Compliance Period**

The completion period for service shall be 20 days after acceptance /issue of Purchase Order. Deviation in completion period shall not be accepted /shall be considered if such deviation is reasonable.

**7. Documents to be submitted**

Bidders shall submit along with their quotation documents giving company `s profile, past experience and evidence of similar services provided together with customer reference details.

**8. 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.

**9. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at *Kavango East Regional Council* not later than **05 August 2025, @ 11:00 am**. Quotations by post or hand delivered should reach *Kavango East Regional Council, Office No: 11* by the same date and time at latest. Late quotations will be rejected.

**10. Opening of Quotations**

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 9 above.

**11. 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 evaluation cost to determine the lowest evaluated quotation.

**12. Scope of Services, Specification and Performance Standards**

The scope of service and performance standard compliance sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However, evaluation will be carried out as per the define scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirement.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

**13. Prices and Currency of Payment**

Prices of the execution of service shall be fixed in Namibian Dollars as quoted. Quotation shall cover all costs of labour, materials, equipment's, overheads, profit and all associated costs for performing the services and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the price quoted.

**14. Margin of Preference**

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

*Not applicable*

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

*Not applicable*

**15. 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)*

Quotation addressed to: <i>[name of Public Entity]</i>	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to provide the services detailed in the scope of service, in accordance with the items and conditions stated in your request for quotation referenced above.

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

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 have read and understand the contract 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 *[disqualification on the grounds mentioned in the BSD]*

The validity period of our quotation is 30 days from the date of the bid submission deadline.

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 expire date** of the quotation validity.

The service will commence within 7 days from date of issue of Purchase Order/ letter of acceptance.

The services will be completed within 5 days from the date of issue of Purchase Order/ letter of acceptance.

### 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	

*[This form is to be deleted if Bid Securing Declaration is not applicable.]*

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

**Date:** .....

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

**To:** .....

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)

***\*Delete if not applicable / appropriate***



## Republic Of Namibia

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

Witten 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 ....., 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:**.....



### SECTION III: SCOPE OF SERVICES

The service which is required Procurement of office stationeries as prescribed.

### SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **G/RFQ/KERC-DLR /04/022/2025/2026**

Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be re-designed and customized as per the type of service required.

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Date stamp	03	each		
2	Invoice certification Stamp	03	each		
	Color Printer Cartridge HP Laser Jet Pro MFP M479 Cartridge NO:	-	-		
3	415A-Y	02	each		
4	415A-M	02	each		
5	415A-C	02	each		
6	415A-K	02	each		
7	Clip board	10	each		
8	Rechargeable batteries AA (Varta)	20	set		
9	Receiving stamp	02	each		
	Color Printer Catridge HP OfficeJet Pro 7740				
10	953XL Cyan	4	Each		
11	953XL Black	4	Each		
12	953XL Yellow	4	Each		
13	953XL Meroon	4	Each		
<b>Other additional costs</b>					
<b>Subtotal</b>					
<b>VAT @      %</b>					
<b>Total</b>					

*Enter 0% VAT rate if VAT exempt.*

**Priced Activity Schedule Authorized by: [insert company seal]**

Name of signatory:		Signature:	
Position:		Date:	
Company Name:			

## SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: *G/RFQ/KERC-DLR /04/022/2025/2026*

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1.	Date stamp		
2.	Invoice certification Stamp		
	Color Printer Cartridge HP Laser Jet Pro MFP M479 Cartridge NO:		
3	415A-Y		
4	415A-M		
5	415A-C		
6	415A-K		
7	Clip board		
8	Rechargeable batteries AA (Varta)		
9	Receiving stamp		
	Color Printer Catridge HP OfficeJet Pro 7740		
10	953XL Cyan		
11	953XL Black		
12	953XL Yellow		
13	953XL Meroon		

\*Colum C and D to be completed by Public Entity.

### Specifications and Performance Standard Compliance Sheet Authorised By:

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

**SCHEDULE 4**  
**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.: G/RFQ/KERC-DLR /04/022/2025/2026**

<b>Description</b>	<b>Attached (please tick if submitted and cross if not)</b>
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid Security/Bid securing declaration	
Company profile, past experience and reference where similar service has been provided	
Insert any other	