



Kavango East Regional Council

Request for Sealed Quotations For Goods

Department of Works

Procurement Of: SERVICING AND SUPPLY OF FIRE EXTINGUISHERS

Request for sealed quotation for non-consultancy services

Procurement Reference No: *NCS/RFQ/KERC- DOW/010/2025/2026*

Private Bag 2126, Rundu, Tel: 066 255424

Fax No: 066 255685

Letter of Invitation**22 September 2025**

PROCUREMENT REFERENCE NO: NCS/ RFQ /KERC- DOW010/2025/2026

Dear Sir,

Request for Quotations for Servicing of Fire Extinguishers

The Kavango East Regional Council (Department of Works) 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 *Mrs. Abraham. S/G Sikoka Tel: 066 – 255424, Kavango East Regional Council- Department of Works.*

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. Jona M. Kangumbe

Head: Procurement Management Unit



22/09/2025
.....

Date

SCHEDULE 1

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 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

180 Days

4. Eligibility Criteria

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

- (a) *Have a valid Company Registration Certificate/Founding statement or copy certified by Namibia police;*
- (b) *Have a valid original or certified copy of good Standing Tax Certificate;*
- (c) *Have a valid or certified copy of good Standing Social Security Certificate;*
- (d) *Submit a signed Bid Securing Declaration:*

Additional Requirement

- (e) *Certified copy of the National identify Document of the Company owner;*
- (f) *A Certified valid copy of Company SME Certificate should be attached;*
- (g) *Testimonial Letters for Similar Services for at least two projects;*
- (h) *Section 66(2B) of the public procurement amendment Act of 2022 will apply.*
- (i) *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;*

5. Bid Securing Declaration

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

6. Service Compliance Period

The completion period for works shall be 30 days after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

7. 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.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at *Kavango East Regional Council* not later than **30 September 2025, 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 rejected.

9. 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.

10. 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.

11. 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.

12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

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

Not applicable

- b. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: SME Certificate

Not applicable

14. 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 180 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**

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*[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:.....

SECTION IV: PRICED ACTIVITY SCHEDULE / SPECIFICATION

PROCUREMENT REF NO NCS/ RFQ /KERC- DOW/010/2025/2026

[Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below.]

The quantities shown below are approximate and not subject to re-measurement for payment purposes.

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	Service twenty Four (24) Dry Chemical Powders mono ammonia phosphate Fire Extinguishers For A,B,C Class Fires DCP 9.0kg For Department Of Works Regional Office	24			
2	supply And install Two (2) dry powder extnguishers mono ammonia phosphate:	2			
4	Supply and Install 30m Hose Reel C/W SABS Red Hose with Brackets	1			
5	Transport from Home Base Station to ministry of work Regional office Rundu, and Divundu Sub- office				
Subtotal					
Vat 15%					
Grand Total					

*Columns E to F to be completed as applicable by the Public Entity

Priced Activity Schedule Authorised by:

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

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCES SHEET

PROCUREMENT REF NO NCS/ RFQ /KERC- DOW/010/2025/2026

[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]

[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)
A*	B*	C	D
1	Service twenty Four (24) Dry Chemical Powders mono ammonia phosphate Fire Extinguishers For A,B,C Class Fires DCP 9.0kg For Department Of Works Regional Office		
2	supply And install Two (2) dry powder extnguishers mono ammonia phosphate:		
3	Services hose reel and supply discharge nozzle		
4	Transport from Home Base Station to ministry of work Regional office Rundu, and Divundu Sub-office		

* Columns C and D to be completed by Public Entity.

Specifications and Compliance Sheet Authorised by:

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

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

The Kavango East Regional Council 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:

NCS/ RFQ /KERC- DOW/010/2025/2026

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	Service of dry powder extinguishers mono Ammonium, 9kg bottle		
2	Supply of dry powder extinguishers mono Ammonium phosphate 9kg bottle with holding bracket.		
3	Services hose reel and supply discharge nozzle		

[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	

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/ RFQ /KERC- DOW/010/2025/2026

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
List of Goods and Price Schedule	
Specification and Compliance Sheet	
Valid copy of Company Registration Certificate	
Original valid or certified copy of Good Standing Tax Certificate	
Original valid or certified copy of Good Standing Social Security Certificate	
Signed Bid Securing Declaration	

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 bid 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.