



Kavango East Regional Council

Request for Sealed Quotations For Goods

Procurement of Supply and Delivery of Building Sand, Concrete Stones and Bricks for the Construction of Build Together Houses in Ndiyona Settlement

Procurement Reference No: *G/RFQ/KERC-16 /2025/2026*

Private Bag 2124, Rundu, Tel: 066 266000

Fax No: 066 255396



KAVANGO EAST REGIONAL COUNCIL

Tel : 066-266 000
Fax : 066-255396
Email: dmuntenda@kavangorc.gov.na

P/Bag 2124
RUNDU
NAMIBIA

Letter of Invitation

To:
.....
.....

Procurement Reference Number: G/RFQ/KERC-16 /2025/2026

22 October 2025

Dear Sir/Madam,

Invitation for Bids for Supply and Delivery of Building sand, concrete stones and bricks

The Kavango East Regional Council invites you to submit your best bid 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 Ms. R. Mbumba/ Ms. Davina RN Muntenda Tel: + 264 266 000.

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

Yours faithfully,

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Mr. J. M. Kangumbe
Head of Procurement Management Unit
Kavango East Regional Council



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

One hundred and eighty (180) 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 Company Registration Certificate/Founding Statement**
- (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 signed Bid Securing Declaration**
- (e) **Have a valid certified copy of certificate indicating SME Status**
- (f) **Have a valid certified copy a valid Affirmative Action Compliance, proof from Employment Equity Commissioner that the bidder or supplier is not a relevant employer or exemption issued in terms of section 42 of the Affirmative Action Act,1998;**
- (g) **Certified copy of Good Standing from BIPA**

Other Additional Requirement

- 1. Certified copy of Identity Document for Company Owner (s)

5. Bid Security/Bid Securing Declaration

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

6. Delivery

Delivery shall be 14 days after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted.

7. Sealing and Marking of Bids

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

8. Submission of Bids

Bids should be deposited in the Quotation/Bid Box located at **Kavango East Regional Council Office No. 11** not later than **28 October 2025 at 11:00am**. Bids by post or hand delivered should reach Kavango East Regional Council by the same date and time at latest. Late bids will be rejected.

Bids received by e-mail will not be considered.

9. Opening of Bids

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 Bids

The Public Entity shall have the right to request for clarifications 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 bid.

11. Technical Compliance

Bidders shall submit along with their bids 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 and 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 Bids

Bids shall be fixed in Namibian Dollars.

13. Margin of Preference

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

N/A.

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

N/A.

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive bid 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 and General Conditions of Contract.

15. Performance Security

N/A.

16. Notification of Award and Debriefing

The Public Entity 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 (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (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 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: Supply and delivery of building sand, concrete stones and bricks **Procurement Ref No. G/RFQ/KERC-16/2025/2026**

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.	River sand for construction 10m ³	115.2	Ton						
2.	Concrete Stones	61.6	Ton						
3.	Building bricks (blocks)	23424	Each						
4.	Transport cost (from the supplier to Ndiyona)								
					Total				
NAME:							DATE		
NAME OF BIDDER:		ADDRESS:							

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 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: **G/RFQ/KERC-16 /2025/2026**

Ite m No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	River sand for construction 10m		
	Concrete Stones		
	Building bricks (blocks)		

** 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	

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 Goods - Ref. **G/RFQ/KERC-16 /2025/2026** on the website of the Public Entity (<https://kavangoeastrc.gov.na>) except where modified by the Special Conditions below.

SECTION VII: 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 Goods except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: _____

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Kavango East Regional Council
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is Ndiyona Settlement
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: Kavango East Regional Council Private Bag 2124 Rundu For the Kavango East Regional Council the address and the contact name shall be: Ms. Ludgela Nangura For the Supplier, the address and contact name shall be: _____
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____
Delivery and Documents GCC 13.1	The Goods are to be delivered within 14 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed shall not be adjustable. If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price shall not be adjustable to the fluctuation in the rate of exchange.

Subject and GCC clause reference	Special Conditions
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser. An interest rate is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
Performance Security GCC 18.1	(i) No performance security is required
Discharge of Performance Security GCC 18.4	<i>Not Applicable</i>
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: <i>Not Applicable</i>
Insurance GCC 24.1	<i>Not applicable</i>
Transportation GCC 25	The Goods shall be delivered: <i>Not Applicable</i>
Inspection and Test GCC 26.1	The inspection and tests shall be: <i>Not Applicable</i>
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Build Together Houses Construction site-Ndiyona Settlement
Liquidated Damages GCC 27.1	<i>Not Applicable</i>
Warranty GCC 28.3	<i>Not Applicable</i>
Repair and Replacement GCC 28.5	<i>Not Applicable</i>

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/KERC-16 /2025/2026

Description	Attached	Not Attached
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		
Valid certified copy of certificate indicating SME Status		
Valid certified copy a valid Affirmative Action Compliance Certificate		
Certified copy of Good Standing from BIPA		
Certified copy of Identity Document for Company Owner (s)		

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.