



REPUBLIC OF NAMIBIA



Omaheke Regional Council

DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS & CULTURE

Request for Quotations
For Non-Consultancy Services

Request for Quotations for Procurement of Security Services
at Chief Sofia P.S and Motsomi P.S
Group 8

Procurement Reference No:
NCS/RFQ/OMA/EDU - 134/2025/2026

Omaheke Regional Council
P.O. Box 2277
Gobabis

Website: omahekerc.gov.na

Bid Offer:	N\$	2Months	N\$
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REPUBLIC OF NAMIBIA



Omaheke Regional Council

DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS & CULTURE

Letter of Invitation

20 November 2025

Dear Madam,

Request for Quotations for Procurement of Security Services at Chief Sofia P.S and Motsoni P.S (Group 8)


The Omaheke Regional Council invites you to submit your best quote for the services 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 Saara Amuelo at saaraamuelo@gmail.com.

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,

 21/11/2025

Seth Imasiku

Secretary to the Procurement Committee

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Omaheke Regional Council reserves the right:

- (a) to accept or reject any quotation; or
- (b) 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 services 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 Performance Standards Compliance Sheet in Section V; and;
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for 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

The quotation validity period shall be **30** days from the date of bid submission deadline.

4. Eligibility Criteria

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

- (a) have a valid company Registration Certificate certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963);
- (b) have an original valid good Standing Tax Certificate (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)-
- (c) have an original valid good Standing Social Security Certificate (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963), ;

(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 (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)

- (e) Have a certificate indicating SME Status (for Bids reserved for SMEs) (certified by

a Commissioner of Oath appointed in terms of the Justices of the Peace and

Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)),

(f) An undertaking on the part of the Bidder that the salaries and wages payable to its

personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;

(g) Bidder must initial all pages of the bidding documents including bidders support Documentation

(h) The bidder's business operation as per company registration documents must be registered in line with the goods/service sourced.

(i) Written Power of Attorney or make a Close Corporation resolution to self for the signatory of the bid (template on to be completed, signed and stamped). Note: **Not Applicable to Sole Owners of entities'.**

(j) Complete the Company Shareholding Information form.

(k) A Bidder that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission or thereafter, shall be disqualified

(l) Did the bidder offer validity period of one hundred and twenty (120) days from the date of the bid submission deadline (**bidder that offer validity period less than 120 will be disqualified**).

(m) Bids from service providers appearing on the ineligibility lists of Central Procurement Board of Namibia shall be **rejected**.

(n) Code of good practice will be applied

(o) **Bidders must not apply to more than two (2) bids otherwise they will be disqualified**

(p)NB: Bidders who are currently offering security services (having contract) for (Group 1-Group 7) with Directorate of Education do not qualify to apply this new security services.

(q) Bidders must bid within their respected Constituencies by providing/attaching proof of residence thru the Constituency Councillor Letter.

Links for checking the ineligibility lists are available at:

- Republic of Namibia, Procurement Policy Unit

<https://egp2.gov.na/forms/SearchSuspendedBidders.jsf>

BIDDERS' CONFLICT OF INTEREST DECLARATION
(To be completed by the bidder)

Mandatory Requirements	Yes	No
Does the bidder have a relationship with any other bidder(s), directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process?		
Has the bidder participated in more than one bid in this bidding process? <i>Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one bid</i>		
Has the bidder (owners/shareholders) or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of this Bid?		
Has the bidder participated in the deliberations or take part in the decision-making process in relation to the bidding process.		
Is the bidder a member of the Board, Bid Evaluation Committee, Procurement Committee, an Accounting Officer or staff member of Procurement Management Unit of Omaheke Regional Council or Delegated Functions		

Note: *Bidders found to have a conflict of interest shall be disqualified. The conflict of interest will be evaluated throughout all the stages of the evaluation process*

5. Bid Securing Declaration

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

6. Services Completion Period

The completion period for services shall be.....after acceptance/issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable.

7. Documents to be submitted

Bidders shall submit along with their quotations documents giving company's profile, past experience and evidence of similar services provided together with customer's 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 at the back of the envelope.

9. Submission of Quotations

Quotation should be deposited in the Bid/Box located at Omaheke Regional Council Office located on the ground floor in the foyer. It must be submitted not later than **03 December 2025 at 11'Oclock**. Quotation by post or hand delivery must reach the office by the same date and time. Late submission of bids will be rejected. Quotations received by e-mail will not be considered

10. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards 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 defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

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

11. Margin of Preference

The applicable margins of preference and their application methodology are as follows: **Exclusive Preferences**

$$A = \frac{\text{Margin of Preference} \times \text{Bid Price}}{100}$$

"A" represents the amount to be determined;

"MP" represents the total percentage of all margins of preferences granted in respect of the bid; and

"BP" represents the bid price.

Bidders applying for the Margin of Preference shall submit, evidence of:

CATEGORIES OF BIDDERS	MARGIN OF PREFERENCE	DOCUMENTARY EVIDENCE
Manufacturer	2%	-Certificate of registration from a registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant
Micro, Small and Medium Enterprise	1%	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
Women owned enterprise	1%	IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder, certificate declaration indicating the percentage of Namibian female ownership
Youth owned enterprise	2%	IDs of all shareholders Founding statement/company registration indicating ownership structure/shareholder certificate declaration indicating the percentage of Namibian youth ownership

Previously Disadvantaged Personowned enterprise	2%	IDs of all shareholders Founding statement/company registration indicating ownership structure/shareholder certificates declaration indicating the percentage of Namibian PDPs ownership
Suppliers providing environmental protection	1%	-declaration and proof that the bidder meets the requirements set out in the bidding document
Suppliers providing environmental protection	1%	-declaration and proof that the bidder meets the requirements set out in the bidding document

12. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: **documentary evidence of the category of margin of preference.**

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the 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

13. Services Completion Period

The completion period for services shall be N/A after acceptance/issue of Purchase Order. Deviation in completion period shall not be accepted.

14. Documents to be submitted

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

15. 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 at the back of the envelope.

16. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Omaheke Regional Council, not later than 03 December 2025 at 11:00**. Quotations by post or hand delivered should reach Government Office park by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

17. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence of Bid-Securing

Declaration will be put on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

18. 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 evaluated cost to determine the lowest evaluated quotation.

19. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards 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 defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

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

20. Prices and Currency of Payment

Prices for the execution of services 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 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 prices quoted.

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the 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

17. Notification of Award and Debriefing

The Public Entity shall after award must 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 of ward on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven days (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 this RFQ prevail over any attachments. **If your quotation is not authorised, it may be rejected.**]

Quotation Addressed to :	Omaheke Regional Council
Procurement Reference Number:	NCS/RFQ/OMA/EDU - 134/2024/2025
Subject matter of Procurement:	

We offer to provide the services detailed in the Scope of Service, 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: Request for Quotations.

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

We have read and understood the content 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 BDS*

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 expiry date** of the quotation validity.

The services will commence within **N/A** days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within **N/A** days from 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.	

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:[insert complete name of Public Entity and address].....

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)



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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:.....

SECTION III: SCOPE OF SERVICES

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

Currency of Quotation: _____

1st December 2025-31 January 2026

Chief Sofia P.S and Motsomi P.S (Group 8)

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
	Weekdays Day/Night guards Security services at Chief Sofia Jacobs P.S(2 guards) & Motsomi P.S (4 guards)	24 hr @ N\$_____/hr	41 days		
	Saturdays Security services at the Chief Sofia Jacobs P.S(2 guards) & Motsomi P.S (4 guards)	24 hrs. at N\$_____/hr	9 days		
	Sundays and Public holidays Security services at the Chief Sofia Jacobs P.S(2 guards) & Motsomi P.S(4 guards)	24 hrs @ N\$_____/hr	12 days		
Subtotal					
VAT @ %					
Total					

Priced Activity Schedule Authorised By: [insert company seal]

Name of signatory:		Signature:	
Position:		Date:	
Company Name :		Contact no:	

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

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

Procurement Reference Number: _____

[Bidders should complete columns C and D with the specifications of the services 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.]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	As per the service provider's advert		
2			
3			
4			
5			
6			

* Columns A and B 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		

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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) Ref: NCS-LS/RFQ-GCC for procurement of services (lump-sum) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: _____

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

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(a)	Adjudicator is Not Applicable for this contract
Definitions GCC 1.1(l)	The Member is: OMAHEKE REGIONAL COUNCIL- DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS & CULTURE
Definitions GCC 1.1(o)	The Service Provider is:
Notices GCC 1.4	Any notice shall be sent to the following addresses: For the Omaheke Regional Council, the address and the contact name shall be: Omaheke Regional Council, Government Office Park
Authorised Representatives GCC 1.6	The Authorised Representatives are: For the Public Entity: Omaheke Regional Council For the Service Provider: DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS & CULTURE
Effectiveness of Contract GCC 2.1	The date on which this Contract shall come into effect is 4th December 2025
Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is 4th December 2025
Intended Completion Date	The intended completion date is 31 January 2026

GCC 2.3	
Prohibition GCC 3.2.3(c)	List of Activities: _____.
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	The other actions are _____.
Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9	<p>Restrictions on the use of documents prepared by the Service Provider are:</p> <ul style="list-style-type: none"> • Bidders must not apply to more than two (2) bids otherwise they will be disqualified • NB: Bidders who are currently offering security services (having contract) for (Group 1-Group 7) with Directorate of Education do not qualify to apply this new security services. • Bidders must bid within their respected Constituencies by providing/attaching proof of residence of a letter from the Constituency Councillor office.
Payments of Liquidated Damages GCC 3.10.1	Liquidated damages for the whole contract are <i>[insert percentage of the final contract price]</i> per week. The maximum amount of liquidated damages for the whole contract is <i>[insert percentage]</i> of the final contract price.
Lack of Performance Penalty GCC 3.10.3	The percentage N/A to be used for the calculation of lack of Performance Penalty(ies) is N/A
Performance Security GCC 3.11	(i) No Performance Security is required

Assistance and Exemptions GCC 5.1	The assistance and exemptions provided to the Service Provider are <i>(where applicable)</i> : _____
Contract Price GCC 6.2(a)	The amount in local currency is _____.
Terms and Condition of Payment GCC 6.4	Insert the payment terms in line with the GCC.
Interest on Delayed Payments GCC 6.5	Payment shall be made within 30 days of receipt of the invoice and the relevant documents, and within 30 days in the case of the final payment. The interest rate is 0% .
Price Adjustment GCC 6.6.1	Price adjustment not applicable.
Identifying Defects GCC 7.1	The following inspections shall be carried out: N/A The defect liability period is: N/A
Dispute Settlement GCC 8.2	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor 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 may be referred to court by either party.
Dispute Settlement GCC 8.2.3	Not Applicable
Dispute Settlement GCC 8.2.4	The arbitration procedures of _____ will be used (applicable to overseas service provider)
Dispute Settlement GCC 8.2.5	Not Applicable

(a) COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	N\$	N\$
Raw Materials, Accessories & Components		
• Imported (CIF)	
• Local (VAT & Excise Duty Fee)
Labour Cost		
• Direct Labour
• Clerical Wages
• Salaries to Management
Utilities		
• Electricity	
• Water	
• Telephone
Depreciation	
Interest on Loans	
Rent
Other (please specify)		
•	
•	
•	
TOTAL COST		

$$\text{Local Value Added} = \frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$$

NB! The cost structure should be certified by a Certified Accountant

SCHEDULE 4

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/RFQ/OMA/EDU - 134/2024/2025

Description	Attached (please tick if submitted and cross if not)
(a) Quotation	
(b) Priced Activity Schedule	
(c) Specification and Compliance Sheet	
(d) Bid securing declaration	
(e) Company profile	
(f) A reference letter for similar work done before	
(H) Original or Certified Good Standing Certificates	
1. Tax	
2. Employment Equity Commission	
3. Social Security	
4. SME	
5. Constituency Councillor Proof of Residence letter	