



REPUBLIC OF NAMIBIA

Omaheke Regional Council

Request for Sealed Quotations For Goods

Supply and Delivery of I.T Equipment

N\$

Procurement Reference No:
G/RFQ/OMA/EDU-297/2025/2026

Omaheke Regional Council - Directorate of Education, Innovation, Youth, Sports, Arts and Culture
President Street
Private Bag 2004
Gobabis

|Tel: +264 62 577600
|Fax: +264 62-562888
|Email: info@omahekerc.gov.na
|Website: www.omahekerc.gov.na

Initial: _____



REPUBLIC OF NAMIBIA

Omaheke Regional Council

Tel: +264 62 566500
Website: www.omahekerc.gov.na

Fax: +264 62-562432

Letter of Invitation

11 March 2026

[Name and Address of Bidder]

.....
.....
.....

Ref. No.: G/RFQ/OMA/EDU-297/2025/2026

Dear Sir/Madam

Request for Quotation for Supply and Delivery of I.T Equipment

The Directorate of Education, Arts and Culture under Omaheke Regional Council invite you to submit your best quote for the services described above.

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

Queries, if any, should be addressed to Mr. Ruben Gurirab 081 140 9981

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,

pp. [Signature]
Mr. S.W. Imasiku
SECRETARY TO THE PROCUREMENT MANAGEMENT UNIT

Initial: _____

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Omaheke 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 services mentioned in Section III by completing, signing and returning:

- (a) The Quotation Letter in Section II with its annex for Bid Securing Declaration;
- (b) The list of Goods and Price Schedule Section III;
- (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;
- (b) have an **original or certified** copy valid good Standing **Tax Certificate**;
- (c) have an **original/ certified** valid good Standing **Social Security Certificate**;
- (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;
- (e) have a certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Submit signed **Bid-securing Declaration**.
- (g) 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 by sub-clause 4.6 of the General Conditions of Contract if it is awarded the contract or part thereof; and;
- (h) **Picture or Physical samples** of the exact items offered as per specifications in Section IV: Specifications and Performance Requirements to be included

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5. Bid Securing Declaration

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

6. Services Delivery and Completion Period

The completion period for services shall be **(5) Days** after acceptance/issue of Purchase Order. Deviation in the completion/Delivery period **shall be considered if such deviation is reasonable.**

The following test and inspections will be conducted on the goods at the delivery:
Physical inspection of goods upon delivery.

7. Documents to be submitted

Bidders shall submit along with their quotation's 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 and contact details at the back of the envelope.

9. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at *Directorate of Education, Innovation, Youth, Sports, Arts and Culture, 83 President Street, Reception Ground Area Gobabis* not later than **20 March 2026 at 11H00** Quotations by post or hand delivered should reach by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

10. 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 or absence of a Bid Security/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.

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 evaluated cost to determine the lowest evaluated quotation.

12. 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.

13. 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. 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

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 the 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:

CATEGORY 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 I, and as certified by an Accountant
Micro, Small and medium enterprise	1%	SME registration certificate Declaration indicating the percentage of Namibian MSME ownership

Initial: _____

Women-owned enterprise	1%	IDs of all shareholders Founding statement/company registration indicating ownership structure/shareholder, certificates declaration indicating the percentage of Namibian female ownership
Youth-owned enterprise	2%	IDs of all shareholders founding statement/company registration, indicating ownership structure/shareholder certificates declaration, indicating the percentage of Namibian youth ownership
previously disadvantaged person-owned enterprise	2%	IDs of all shareholders founding statement/company registration, indicating ownership structure/shareholder certificates declaration, indicating the percentage of Namibian ownership
Suppliers providing environmental protection	1%	Declaration and proof that the bidder meets the requirements set out in the bidding document
suppliers providing employment to Namibian	1%	A declaration that the bidder employs 50% or more Namibian citizens
TOTAL	10 %	

15. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and perform 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 the terms and conditions contained in Section VI: Contract and General Conditions of Contract

16. 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.

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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	
Procurement Reference Number:	G/RFQ/OMA/EDU – 297/2025/2026
Subject matter of Procurement:	

We offer to supply the items in the attached list of Goods and Price Schedule as per the defined specifications, except for the qualified deviations *[Bidder may delete this phrase in case of no deviation]* 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.

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 to disqualification on the grounds mentioned in the (BSD)

The validity period of our Quotation is _____ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods 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's 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		

Initial: _____

Appendix to Quotation Letter

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)

[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*

Initial: _____



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:

Initial: _____

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:.....

Please take note:

1. A labour inspector may conduct unannounced inspections to assess the level of compliance
2. This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.

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SECTION III: SCOPE OF SERVICES
Request for Sealed Quotations for Supply and Delivery of I.T Equipment

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **G/RFO/OMA/EDU-297/2025/2026**

Currency of Quotation: **NAD**

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO THE BIDDERS			
At the time of preparation of the RFQ, Column A to D shall be filled in by the Public Entity				Bidders shall fill-in column E-I and fill the total			
A*	B*	C*	D*	E	F	G	I
Item No	Description of Goods	Quantity Required	Unit of Measure	*	Total Price without VAT NAD	VAT NAD	Country of Origin
1.	External Drives 2TB	5	each				
2.	USB Flash Drives 32Gig	20	each				
3.	Digital AC/DC Multimeter	1	each				
4.	Tone Tracer, Networking Cable Tracer/Tester Kit	1	each				
	Total:						
				Other additional costs			
				Subtotal			
				VAT @ %			
				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 & Specifications
 • Bidders shall fill in & Sign the bottom section of this page

Enter 0% VAT rate if VAT-exempt

* Columns A to D to be completed as applicable by Public Entity

Priced Activity Schedule Authorised By: [insert company seal]

Initial: _____

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

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

Currency: Exchange Rate:

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

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

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: G/RFQ/OMA/EDU-297/2025/2026

[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.	External Drives 2TB		
2.	USB Flash Drives 32Gig		
3.	Digital AC/DC Multimeter		
4.	Tone Tracer, Networking Cable Tracer/Tester Kit		

* 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

Initial: _____

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: **G/RFQ-GCC** for procurement of Goods available on the website of the Public Entity (<https://omahekerc.gov.na>) except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/OMA/EDU-297/2025/2026**

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: <i>[to be inserted at contract signing]</i>
Definitions GCC 1.1(o)	The Service Provider is: <i>[to be inserted at contract signing]</i>
Notices GCC 1.4	Any notice shall be sent to the following addresses: For the [], the address and the contact name shall be: For the [Service Provider], the address and contact name shall be <i>[to be inserted at contract signing]</i> : _____
Authorised Representatives GCC 1.6	The Authorised Representatives are: For the Public Entity: _____ For the Service Provider <i>[to be inserted at contract signing]</i> : _____
Effectiveness of Contract GCC 2.1	The date on which this Contract shall come into effect is _____

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Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is _____ .
Intended Completion Date GCC 2.3	The intended completion date is _____ .
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	Restrictions on the use of documents prepared by the Service Provider are: _____
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 _____ to be used for the calculation of lack of Performance Penalty(ies) is _____ .(Where applicable)
Performance Security GCC 3.11	(i) No Performance Security is required*or (ii) A Performance Security in the form of a Bank Guarantee representing <i>[insert percentage]</i> of the final contract price shall be required.* * Delete as appropriate

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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 _____ days in the case of the final payment. The interest rate is _____.
Price Adjustment GCC 6.6.1	Price adjustment <i>is/not</i> applicable.
Identifying Defects GCC 7.1	The following inspections shall be carried out: _____ The defect liability period is: _____
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

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SCHEDULE 3

(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

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SCHEDULE 4**QUOTATION CHECKLIST SCHEDULE**

Procurement Reference No.: G/RFQ/OMA/EDU-297/2025/2026

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
List of Goods and Priced Activity Schedule	
Specification and Compliance Sheet	
Bid securing declaration	
Valid Company Registration Certificate	
Original or Certified Good-standing Certificate for Social Security	
Original or Certified Good standing Certificate for Tax	
Affirmative Action Compliance Certificate	
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	
Picture of physical samples of the exact items offered as per specifications in Section IV Specifications and performance	

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.

Initial: _____