



**KAVANGO WEST REGIONAL COUNCIL
KAVANGO WEST REGION**

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**Request for Quotations
For Non-Consultancy Services
Time-Based**

PROVISION FOR REPAIR OF TRACTORS

Procurement Reference No: NCS/RFQ/KWRC-DAPEES 01/2025/26

Bidder name:.....

Address:

Tel/Cell phone no:.....

Email address:.....

Bidding price for Lot 1:.....

Bidding price for Lot 2:.....



**KAVANGO WEST REGIONAL COUNCIL
KAVANGO WEST REGION**

Letter of Invitation

27 November 2025

TO:
.....

Procurement Reference No: NCS/RFQ/KWRC-DAPEES 01/2025/26

Dear Sir/ Madam

PROVISION FOR REPAIRS ON TRACTORS

Kavango West 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 **Zappee@ 066-264 962**.

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,

2025 -11- 27

1.

Hugoberth M. Hamanyami

Head of Procurement Management Unit

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The **Kavango West Regional Council – Procurement Management Unit** reserves the right:

- (a) to split the contract as per the lowest evaluated cost per site, or
- (b) to accept or reject any quotation or to cancel the quotation process; and
- (c) 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 III;
- (c) The Specifications and Performance Standards in Section IV; and
- (d) Any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Quotations document, including the Contract Data Sheet in Section IX, 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 for **30 days** from the date of submission deadline.

4. Eligibility Criteria

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

- (a) Have a valid company Registration Certificate; (Principle business must be in line with the required service).
- (b) Have an original/certified 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.

Additional Requirements:

- 1. Documents to be fully completed with black ink.
- 2. No eraser fluid (tippex) to be used.
- 3. All the pages of the bid document should be initialed and the bid document should be fully completed with accurate information at relevant spaces provided.
- 4. A certified ID Copy of the owner.

5. Minimum 2 qualified mechanic and minimum 4 assistants (curriculum vitae)
6. Minimum N3 in Diesel Mechanics (certified copy of qualification)
7. Minimum 3 years of experience in repairing and servicing of tractors valid proof of previous work done (attach reference letters)
8. Proof of ownership /lease agreement
9. Attach a letter indicating the bidder's commitment to work during festive season.
10. The bidder's workshop should be at least within 100km approximate of the LOT to which service will be rendered.
11. A bidder will only be considered for one LOT.

5. Bid Securing Declaration

Bidders are required to submit a Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation.

6. Contract Period for Services

The contract shall be on fixed rate for a period of **30 days** after the closure.

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 with customers' reference details.

8. Sealing and Marking of Quotations

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

9. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Kavango West Regional Council–Procurement Management Unit**, Nkurenkuru plaza, Nkurenkuru not later than **Monday, 08 December 2025 at 10H00am** Quotations by post or hand delivered should reach **Kavango West Regional Council–Procurement Management Unit, Nkurenkuru Plaza, Nkurenkuru** 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 **Kavango West Regional Council–Procurement Management Unit**, 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 **Kavango West Regional Council – Procurement Management Unit**, and available to any bidder on request within three working days of the Opening.

11. Evaluation of Quotations

The **Kavango West Regional Council - Procurement Management Unit** 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 and Performance Standards

The Scope of Services, Specifications and Performance standards detailed in Sections IV are to be complied with.

13. Price and Currency of Payments

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency. 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. Labour Clause

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

15. Margin of Preference

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

N/A

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

N/A

16. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service 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 VIII: Contract and General Conditions of Contract.

17. Performance Security

N/A

18. 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)

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 Services, 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 Security/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.

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

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 bid validity.

The service will commence from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed 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./E-mail
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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.]

SECTION III: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/KWRC-DAPEES 01/2025/26**

[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 redesigned and customized as per the type of services required].

LOT 1: Mpungu, Nkurenkuru, Tondoro and Musese Constituencies

Currency of Quotation: Namibian Dollars

Item No	Brief Description of Services	Quantity	Unit Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Markup % on repair parts of servicing	N/A	EA		
2	Transport Rate (N\$/KM)	N/A	EA		
3	Labour per hour (N\$/Hour)	N/A	EA		
4	Strip and quote (N\$/Hour)	N/A	EA		
5	Payment schedule/rates (N\$/call out) standard fee	N/A	EA		
Other additional costs					
Subtotal					
VAT @ %					
Total					



Priced Activity Schedule Authorised By:

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

LOT 2: Kapako, Neuncuni, Ngamagoro and Mankupi Constituencies

Currency of Quotation: Namibian Dollars

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Markup % on repair parts of servicing	N/A	EA		
2	Transport Rate (N\$/KM)	N/A	EA		
3	Labour per hour (N\$/Hour)	N/A	EA		
4	Strip and quote (N\$/Hour)	N/A	EA		
5	Payment schedule/rates (N\$/call out) standard fee	N/A	EA		
				Other additional costs	
				Subtotal	
				VAT @ %	
				Total	

Enter 0% VAT rate if VAT exempt.



Priced Activity Schedule Authorised By:

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

SECTION IV: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/KWRC-DAPEES 01/2025/26**

[Bidders should complete columns C and D with the specifications and Performance standards 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 Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A *</i>	<i>B *</i>	<i>C</i>	<i>D</i>
1	Markup % on repair parts of servicing		
2	Transport Rate (N\$/KM)		
3	Labour per hour (N\$/Hour)		
5	Strip and quote (N\$/Hour)		
6	Payment schedule/rates (N\$/call out) standard fee		

* 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 V. Bidding Data Sheet

The following specific data for the services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

A. General	
ITB 1.1	The Employer is Kavango West Regional Council and Delegated Functions The name and identification number of the Procurement is Repair of Tractor for Kavango West Regional council. Procurement Reference No: NCS/RFQ/KWRC-DAPEES 01/2025/26
ITB 1.2	The Intended Contract Period: None
ITB 2.1	The application for review is : The Review Panel Ministry of Finance Private Bag 13295 Windhoek, Namibia
ITB 5.2(a)	Pre-qualifications will not be carried out.
ITB 5.3	The Qualification Information and Bidding forms to be submitted are as follows: (a) A certified copy of a valid Company Registration Certificate or Registration of defensive name (if applicable), issued by the Ministry of Industrialization and Trade or BIPA; (b) A valid written power of attorney of the signatory of the Bid (if applicable); (c) list of major items of equipment proposed in ITB 5.5 (c) to carry out the Contract; (d) An authority to the Employer to seek references from the Bidder's bankers; and
ITB 5.3(b)	This authorization shall consist of written confirmation and shall be attached to the bid. It may include a delegation of power by resolution of the Board of a company or from the CEO, himself holding power from the Board or from a Director being a shareholder of a company or through a Power of Attorney. The name and position held by each person signing the authorization must be typed or printed below the signature. Note: The power of Attorney or other written authorization does not apply to the sole member.

ITB 5.4	Joint ventures shall be allowed and shall comply with the requirements described under ITB 5.4.
ITB 5.5	The qualification criteria in Sub-Clause 5.5 are modified as follows: “ <i>none</i> ”.
ITB 5.5(b)	The experience required to be demonstrated by the Bidder should include the following, as a minimum that he/she has executed for the past years: 1. two (2) service contracts (Attach a copy of Proof of reference letter or Purchase Order)
ITB 5.5(c)	The essential equipment to be made available for the Contract, by the Bidder, shall be the following, which could be owned, leased or hired: 1. As per specifications
ITB 5.5(e)	The minimum amount of liquid assets and/or credit facilities net of other contractual commitments of the successful Bidder shall be: Not applicable .
ITB 5.6	Subcontractors’ experience will not be taken into account.
B. Bidding Data	
ITB 8.1 (b)	Substantive responsive bidders will have a briefing meeting.
ITB 9.2 and 19.1	Only one bid document (ORIGINAL) shall be completed and submitted, and all the pages should be initialed.
C. Preparation of Bids	
ITB 10.1	The deadline to seek clarifications is before 08 December 2025 at 10H00AM .
ITB 13.1(d)	Documentation/Materials required to be completed and submitted are: (a) have a valid certified copy of the Company Registration Certificate or Registration of defensive name if applicable, issued by the Ministry of Industrialization and Trade or BIPA. (b) have an original or certified copy of a valid good Standing Tax Certificate issued by NAMRA. (c) have an original or certified copy of a valid good Standing Certificate from the Social Security Commission, issued within the past one (1) month from the date of issuance; (d) have a certified copy of a valid 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) 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; (f) Experience in rendering catering services for the past two (2) years. (g) Official testimonial / reference letter or copy of Purchase order indicating the total monetary value of Services rendered (work performed). (h) Attach certified copy of a proof of confirmation of account from a Namibian Banking Institution, issued within the past 6 months (Proof of Confirmation should have a bank date stamp). (i) Certified copy of Namibian Identity document of the owner of the company.
ITB 14.1	Rates shall be quoted in Namibian Dollars (N\$) Only.
ITB 14.4	The Contract is not subject to price adjustment.
ITB 16.1	The bid validity period shall be 90 working days.
ITB 17.1	The Bidder shall subscribe to a Bid Securing Declaration by signing the Bid Submission Form containing the provision with regard thereto.
ITB 17.3	No bid security required.
ITB 18.1	Alternative bids are not permitted.
ITB 18.2	Alternative times for completion are not permitted.
D. Submission of Bids	
ITB 20.2	The Employer's address for Bid submission is: Kavango West Regional Council Private Bag 6294, Nkurenkuru Plaza (Room 7) Procurement Management Unit, (to be deposited in the Bid Box) For identification of the bid the envelopes should indicate: REPAIR OF TRACTORS FOR KAVANGO WEST REGIONAL COUNCI Procurement Reference No.: NCS/RFQ/KWRC-DAPEES 01/2025/26) <i>Markings on the envelope: “DO NOT OPEN BEFORE CLOSING DATE AND TIME”</i> The name and contact details of the bidder should be written at the back of the envelope.

ITB 21.1	The deadline for submission of bids shall be 08 December 2025 at 10H00AM
E. Bid Opening and Evaluation	
ITB 24.1	Bids will be opened at 10:15 AM of the day 08 December 2025 at the following address Kavango West Regional Council Office, at KWRC Boardroom, Nkurenkuru Plaza.
F. Award of Contract	
ITB 32.1	The Public Entity reserves the right to award the bid in Lots of at least 5 bidders.
ITB 35.1	N/A
ITB 36.1	No Advance Payment shall be applicable

Section VI. Evaluation Criteria

Evaluation Methodology

Evaluation is going to be conducted by an appointed ad-hoc Bid Evaluation Committee (BEC), in accordance to the following criteria, as stated in Tables 1 and 2 in three phases.

Phase 1: Mandatory Documents

The eligibility criteria will be assessed based on a **Yes or No**. Bidders that pass with 100% **Yes** in the required documents as stated in Table 1, will proceed to the next phase (phase 2 - technical evaluation).

Phase 2: Technical Evaluation

Bidders will be assessed against the technical evaluation criteria as stated in table 1. Bidders who fail to pass the technical requirement will be excluded from being considered for further evaluation.

Phase 3: Financial Evaluation

The procurement contract will be awarded to (1) bidder for each Lot, that is the lowest substantially economically responsive and technically compliant to the bid, and such bidder would be selected as preferred services provide for a period of rainy season 2025/2026 financial year.

Qualification and eligibility

Table 1: Mandatory Requirements

This table is to be completed by the BEC. Bidders should only initial the page.

Document Description	Yes/No
1. A certified copy of the valid Company Registration Certificate or Registration of Defensive Name if applicable issued by the Ministry of Industrialization and Trade or BIPA.	
2. An original or certified copy of a valid Good Standing Tax Certificate from the Receiver of Revenue (NAMRA).	
3. An original or certified copy of a valid Good Standing Certificate from t h e Social Security Commission.	
4. A certified copy of a valid Affirmative Action Compliance Certificate or in its absence, proof from the Employment Equity Commissioner that the Bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;	
5. Certified Copy of a valid SME certificate	
6. A duly completed and signed Bid Securing Declaration form.	
7. A duly signed and completed Bid submission form	
8. Document completed in black ink	
9. No Eraser fluids used	

10. Each page of the bid document should be initialed and the bid document should be fully completed with accurate information at relevant spaces provided.	
11. A Certified copy of identification documents (IDs) of the owner(s) of the company or shareholders or members of the trustee	
12. A minimum of 2 qualified mechanics and 4 assistants	
13. Certified copy of qualifications that are a minimum N3 in Diesel Mechanics	
14. A minimum of 3 years of experience in repairing and servicing of tractors with valid proof of previous work done.	
15. Proof of ownership/lease agreement	
16. A letter indicating the bidder's commitment to work during festive season.	
17. The bidders workshop is at least within 100km of the lot to which service will be rendered	
18. Bidder is considered for one LOT	

Phase 2 Technical evaluation

Bidders who did not meet the technical evaluation cannot proceed to the next step.

Phase 3: Financial Evaluation

The prices shall be evaluated on the lowest substantive economically responsive bidder (s)

SECTION VII: 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/RFQ/KWRC- DAPEES 01/2025/26** for the procurement of services (time based) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

SECTION VIII: CONTRACT DATA SHEET

Procurement Reference Number: NCS/RFQ/KWRC-DAPEES 01/2025/26

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].

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract shall be deemed to come into effect as from Issue of Purchase Order.
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is: Matheus K. Singambwe The Authorized Representative of the Service Provider is: _____
GCC 2.6 Insurance and liabilities to Third Party	The amount of the Professional Indemnity Insurance Cover shall be at least: Not applicable
GCC 2.7 Reporting Obligations	The Service Provider shall report to: Hugoberth M. Hamanyami @ 066-264 962 , Kavango West Regional Office, Procurement Management Unit, Nkurenkuru Plaza, Nkurenkuru.
GCC 2.10 Performance Security	The Performance Security shall be for an amount of: Not applicable.
GCC 4.2 Contract Price	The amount payable per month is. Not applicable
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider after receipt of invoice.
GCC 4.5 Price Adjustment	Prices shall not be adjustable.

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/RFQ/KWRC-DAPEES 02/2025/26

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Performance Compliance Sheet	
Bid Security (if applicable)	
Documents evidencing eligibility	
Company profile, past experience and references where similar services have been provided	