



**KAVANGO WEST REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, INNOVATION, YOUTH,
SPORTS, ARTS AND CULTURE**

**Request for Informal Quotations
For Goods**

Kindly provide a quote for the

Supply and Delivery of Certificate papers A4

Procurement Reference No: G/IQ/KWRC/DEIYSAC-06/2025/26

ISSUING DATE: 26 February 2026

CLOSING DATE: 03 March 2026 @ 10H00

Bidders Name	
Bidders Email. Address	
Contact Number	
Bid Price Vat Exclusive	
Bid Price Vat Inclusive	



**KAVANGO WEST REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND
CULTURE**

Letter of Invitation

26 February 2026

TO:
.....
.....

Procurement Ref. No. G/IQ/KWRC/DEIYSAC-06/2025/26

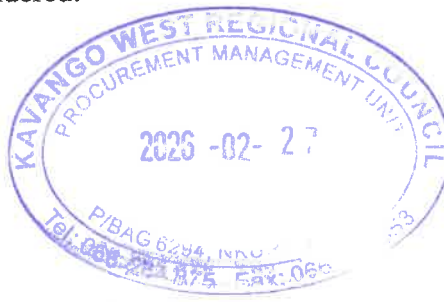
Dear Sir/Madam

INFORMAL QUOTATION (GOODS)

Kavango West Regional Council - Directorate of Education, Innovation, Youth, Sports, Arts and Culture hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form, with any annexure which you may wish to enclose, and should be sent to **Kavango West Regional Council, Procurement Management Unit, Nkurenkuru Plaza, Att: Ms. E.M Muchibone** in a sealed envelope marked Quotation Reference No: **G/IQ/KWRC-DEIYSAC-06/2025/26**. Your quotation should reach Kavango West Regional Council on or before **03 March 2026 at 10h00**. Late quotations will be rejected. Quotations received by e-mail will not be considered.

Yours faithfully,

.....
Hugobert M. Hamanyami
HEAD OF PROCUREMENT MANAGEMENT UNIT



Item No	Description	Quantity *	Unit of Measure	Rate N\$	Amount without VAT NAD	VAT NAD	Make & Model	Country of Origin
1	Sideboard white color papers (Certificate papers A4)	13 Packets of 100 in packet	EACH					
						Subtotal		
						Vat		
						Total		

Remarks: (*) Quantities may be increased or decreased by 10% at time of placement of order.

- (a) Kavango West Regional Council - Directorate of Education, Innovation, Youth, Sports, Arts and Culture requests delivery within **30 days** as from the date of placement of order.
- (b) Delivery Date: within (*Bidders proposed delivery period*)..... days from date of placement of order.
- (c) The following tests and inspections will be carried, conducted on the goods at delivery:
General Inspection
- (d) Validity of offer: **180 days** as from closing date set for submission of quotations.

I/We agree to supply the abovementioned good(s) at price(s) quoted by me/us and subject to conditions specified overleaf.

Bidder's signature and seal

Date.....

SCHEDULE 1

**BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))**

Date:

Procurement Ref No.: G/IQ/KWRC-DEIYSAC-06/2025/26

**TO: KAVANGO WEST REGIONAL COUNCIL DIRECTORATE OF EDUCATION,
INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE**

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)

General Terms and Conditions Applicable

1. Purchaser

The Public Entity inviting the Informal Quotation is the Purchaser for the purpose of entering into contract with the successful bidder.

2. Supplier

The Bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award of contract and referred to as the Supplier.

3. Rights of the Public Entity

The Purchaser shall have the right to

- (a) Ask for clarifications at time of evaluating quotations,
- (b) Split the contract on an item basis or
- (c) Reject all quotations.

A Purchaser shall not be bound to accept the lowest or any quotation.

4. Eligibility Criteria

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

- (a) have a valid certified company Registration Certificate;
- (b) have a valid original/certified copy of Good Standing Tax Certificate;
- (c) have a valid original/certified copy of 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) Attach certified copy of Namibian Identity
- (f) submit a signed Bid Securing Declaration.
- (g) **Compliance to the Public Procurement Act, 2015 (Act 15 of 2015) as amended.**

➤ Section 66 (2B) (a) states that “staff members of the public entity; may not participate either personally or through an entity corporate or incorporate in which he or she has a financial, economic or personal interest, as a bidder or supplier in a procurement process conducted by the Board or public entity.

5. Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in Schedule 1 of this document.

6. Prices

Prices shall be quoted in Namibian dollars. Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

7. The Contract

The letter of Acceptance/Purchaser Order Form together with this Informal Quotation form shall constitute the contract between the Public Entity and the Supplier.

8. Purchase order

A supplier to whom a purchase order is issued must confirm the purchase order within three days of receipt of the purchase order and.

- (a) may not change or alter the terms of the purchase order; and
- (b) must undertake to deliver the goods on or before the date set in the purchase order for delivery of the goods.
- (c) the purchase order shall be valid for **30 days** only and will be cancelled thereafter.

9. General Conditions of Contract

The general terms and conditions shall be as per the General Conditions of Contract (Goods) Ref. No.-G/RFQ-GCC

10. Warranty

- (a) The Supplier warrants that the goods shall conform to the standards, specifications and related services as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the Supplier in its response to the Purchaser's Invitation for Informal Quotation.
- (b) The Supplier undertakes to make good at its own cost and promptly, any deficiency in the supply of goods items and related services.
- (c) The Supplier warrants that the goods items to be supplied are new and unused and that it shall attend promptly to any defect in the good items as per the warranty conditions mentioned in its offer.

11. Payment

The Purchaser undertakes to effect payment within **30 days** after supply of the goods items to the satisfaction of the Purchaser and subject to the Supplier submitting all required documents. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.