



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

**Request for sealed Quotation.  
For Non-Consultancy Services  
Time-Based**

**FOR**

**RENTAL OF PROFESSIONAL DEVELOPMENT OFFICE SPACE (UNITS)  
FOR THE KAVANGO WEST REGIONAL COUNCIL- DIRECTORATE OF  
EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE IN  
NKURENKURU TOWN FOR A PERIOD OF TWENTY-FOUR (24) MONTHS  
FROM 01 APRIL 2026 TO 31 MARCH 2028**

**PROCUREMENT REFERENCE NO: NCS/RFQ/KWRC-DEIYSAC-39/2025/26**

**ISSUING DATE: 16 FEBRUARY 2026**

**CLOSING DATE: 19 MARCH 2026**

<b>Bidders Name</b>	
<b>Bidders Email. Address</b>	
<b>Contact Number</b>	
<b>Bid Price Vat Exclusive</b>	
<b>Bid Price Vat Inclusive</b>	

**NB: Sole proprietor is encouraged to apply and attach documents as per section 50 (2) (a-d)**

- Original or certify copy of NAMRA.
- Original or certify copy of SSC.
- Original or certify copy of EEC.
- Written undertaking
- Original or certify copy of Namibian ID/proof of citizenship.
- Fitness certificate/proof of property ownership

#### **Additional Eligibility Criteria**

- (k) All corrections should be initialled.
- (l) No correction fluid to be used (tippex)
- (l) Document to be completed fully with black ink.
- (m) Close corporation or foreigner own companies should meet the requirement in terms of section 29 (1) (b) (l).

#### **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 a fixed rate for **24 Months** after the closure.

#### **7. Sealing and Marking of Quotation**

Quotation 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 on the back of the envelope.

#### **8. Submission of Quotation**

Quotation should be deposited in the Quotation/Bid Box located at Kavango West Regional Council, Procurement Management Unit, Nkurenkuru Plaza, Nkurenkuru, not later than **19 March 2026 at 10h00** Quotation by post or hand delivered should reach **Kavango West Regional Council, Nkurenkuru Plaza, Nkurenkuru** by the same date and time at latest. Late quotations will be rejected.

Quotation received by e-mail will not be considered.

#### **9. Opening of Quotation**

Quotations will be opened internally by the Kavango West Regional Council, 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-Securing Declaration will be put on the website of the Kavango West Regional Council.

#### **10. Evaluation of Quotation**

The Kavango West Regional Council – Directorate of Education, Arts and Culture, shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared based on evaluated cost to determine the lowest evaluated quotation.



**KAVANGO WEST REGIONAL COUNCIL-DIRECTORATE OF EDUCATION, INNOVATION,  
YOUTH, SPORT, ART AND CULTURE: PROCUREMENT REFERENCE NO: G/ONB/KWRC-  
01/2025/2026.**

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Private Bag 6294  
**NKURENKURU**  
Namibia

12 March 2026

**TO: ALL PROSPECTIVE BIDDERS**

**ISSUING OF ADDENDUM NUMBER 01 FOR:**

- 1. RENTAL OF PROFESSIONAL DEVELOPMENT OFFICE SPACE (UNITS) FOR THE KAVANGO WEST REGIONAL COUNCIL- DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE IN NKURENKURU TOWN FOR A PERIOD OF TWENTY-FOUR (24) MONTHS FROM 01 APRIL 2026 TO 31 MARCH 2028: PROCUREMENT REFERENCE NO: NCS/RFQ/KWRC-DEIYSAC-39/2025/2026.**
- 2. RENTAL OF REGIONAL OFFICE SPACE (UNITS) FOR THE KAVANGO WEST REGIONAL COUNCIL- DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE IN NKURENKURU TOWN FOR A PERIOD OF TWENTY-FOUR (24) MONTHS FROM 01 APRIL 2026 TO 31 MARCH 2028: PROCUREMENT REFERENCE NO: NCS/RFQ/KWRC-DEIYSAC-38/2025/2026.**
- 3. Amendments have been made to page 1 & page 4 of the above-mentioned bids. Corrections were applied as follows;**
  - 3.1 Page 1 and & 4, the closing date has been extended to : 19 March 2026 10h00 am**
  - 3.2 Bidders should submit bid reference no.: NCS/RFQ/KWRC-DEIYSAC-39/2025/2026. On as amended and attach addendum.**

Yours Sincerely

  
.....  
**MATHEUS K. SINGAMBWE**  
**CHIEF REGIONAL OFFICER**



12.03.2026  
.....  
**DATE**