



KAVANGO WEST REGIONAL COUNCIL

GENDER EQUALITY AND CHILD WELFARE

Tel. No.:066 – 264916
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Private Bag 6294
NKURENKURU
Namibia

Request for Sealed Quotations for Goods

SUPPLY AND DELIVERY OF OFFICE FURNITURE FOR MGECW

Procurement Reference No: G/RFQ/KWRC-MGECW-16/2025/26

Private Bag 6294, Nkurenkuru, Tel: 066-264916, Fax: 066-264959



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Letter of Invitation

Procurement Reference No: G/RFQ/KWRC-MGECW-16/2025/26

06 March 2026

To:
.....
.....

Dear Sir/Madam

Request for quotation to supply and delivery of Office Furniture for KWRC-MGECW

The Kavango West Regional Council invites you to submit your best quote for the items 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. M Haingura@0813652679**.

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,

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 accept or reject any quotation; and
- (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 list of Goods and Priced Activity Schedule in Section IV;
- (c) the Specifications and Performance Standards in Section V; and
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Sealed 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 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 certified company Registration Certificate;
- (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 written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- (f) submit signed Bid-securing Declaration.
- (g) have a Namibian national document

Additional Requirements:

- 1. Documents to be fully completed with black ink.
- 2. No eraser fluid (tippex) to be used.

3. All pages to be initialled and signed where applicable.
4. All Corrections to be initialled.
5. A certified ID Copy of the owner.

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. Delivery

Delivery shall be 10 days after acceptance/ issue of Purchase Order. Deviation in delivery period shall not be accepted.

6.1 The following tests and inspections will be conducted on the goods at delivery:

- 6.1.1 quality of the product;
- 6.1.2 quantity of the product;
- 6.1.3 original or counterfeit of the product.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, **clearly marked** with the Procurement Reference Number and addressed to **the Secretariat, Procurement Committee, Kavango West Regional Council, Private Bag 6294, Nkurenkuru, Namibia** with the **Bidder's name and contact information at the back of the envelope.**

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Kavango West Regional Council–MGECW, Nkurenkuru Plaza, Nkurenkuru** not later than **Thursday, 17 March 2026 at 10H00**. Quotations by post or hand delivered should reach **Kavango West Regional Council–Procurement Unit, Nkurenkuru Plaza, Nkurenkuru Office no. 7** by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the **Kavango West Regional Council, Procurement Unit** immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the Bidders, the amount quoted, the presence or absence of a Bid-Securing Declaration will be put on the website of the **Kavango West Regional Council – MGECW**, and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

The **Kavango West Regional Council** shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the

basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding specifications.

12. Prices and Currency of Payment

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.

13. Margin of Preference

N/A

14. Award of Contract

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

15. Performance Security

N/A

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.

SECTION II: QUOTATION LETTER

Quotation Addressed to:	KAVANGO WEST REGIONAL COUNCIL
Procurement Reference Number:	G/RFQ/KWRC- MGECW-16/2025/26
Subject matter of Procurement:	Procuring of Office Furniture for MGECW

We offer to supply and delivery the items listed in the attached List of Goods and Price Schedule as per the defined specifications 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.

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 List of Goods and Price 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 delivery period offered from the date of issue of Purchase 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./E-mail	

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)

SECTION III: LIST OF GOODS AND PRICED SCHEDULE

QUOTATION FOR: KAVANGO WEST REGIONAL COUNCIL

Procurement Reference Number: **G/RFQ/KWRC-MGECW-16/2025/26**

Currency of Quotation: Namibian Dollars

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (NS)	Total Price (NS)
A*	B*	C*	D*	E	F
1.	Boardroom table oval shape seats 10/12 Warm Brown Mahogany Veneer 4200Wx1800Dx800H	01	EA		
2	Visitor chair black bonded leather Y900 arms	12	EA		
3	Revolving swivel chairs black bonded leather Y900 with armrest	01	EA		
4	Revolving swivel chairs black economy with armrest	10	EA		
5	Filing Cabinets khaki 4-drawers	03	EA		
6	Office Benches Silver 4-seater	04	EA		
7	Swift black frame stacking conference & training chairs	10	EA		
				Other additional costs	
				Subtotal	
				VAT @	%
				Total	

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

Currency N/A Exchange Rate: N/A

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose. Key notes: NA=NOT APPLICABLE, NQ=NO QUOTE

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

NB: See Attached Specifications

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/KWRC-MGECW-16/2025/26**

[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)
A*	B*	C	D
1	Boardroom table oval shape seats 10/12 Warm Brown Mahogany Veneer 4200Wx1800Dx800H		
2	Visitor chair black bonded leather Y900 arms		
3	Revolving swift chairs black bonded leather Y900 arms		
4	Swift black frame stacking conference & training chairs		
5	Filing Cabinets khaki 4-drawers		
6	Rectangular brown wooden office table without storage		
7	Office Benches Silver 4-seater		

* Columns A and B to be completed by Public Entity.

Specifications and Performance Requirements Authorised By:

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

SECTION VI: 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) for the Procurement of Goods - **Ref: G/RFQ/KWRC-MGECW-16/2025/26** of the Kavango West Regional Council.

SECTION VI: CONTRACT AGREEMENT

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) for the Procurement of Goods except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: G/RFQ/KWRC-MGECW-16/2025/26

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1 (h)	The purchaser is: Kavango West Regional Council - MGECW
Site GCC 1.1 (m)	The Site/ final destination for delivery of the Goods is Nkurenkuru, MGECW (Regional Office, Nkurenkuru)
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following address: For the Secretariat, Procurement Committee, Kavango West Regional Council, Private Bag 6294, Nkurenkuru, the address and the contact name shall be Mr. Hugoberth M. Hamanyami For the Supplier, the address and contact name shall be: _____
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____
Delivery and Documents GCC 13.1	The goods are to be delivered within 30 days from the date of Purchase Order or letter of acceptance: The documents to be furnished by the Supplier are: (a) signed delivery note;
Price Adjustment GCC 15.1	Prices shall not be adjustable.
Terms of Payment GCC 16.1	Payment shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser
Terms of Payment GCC 16.4 (a)	The price shall not be adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or

	sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.
Performance Security GCC 18.1	(i) No performance security is required.
Discharge of Performance Security GCC 18.4	Not applicable
Packing GCC 23.2	The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to MGECW-Regional Office Nkurenkuru
Insurance GCC 24.1	Not applicable
Transportation GCC 25	The Goods shall be delivered at Kavango West Regional Council-MGEPESW
Inspection and Test GCC 26.1	The supplier shall at its own expenses and no cost to the Kavango West Regional Council carry out all such test and/ or inspection of the goods and related services.
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Nkurenkuru
Liquidated Damages GCC 27.1	Applicable
Warranty GCC 28.3	1 year
Repair and Replacement GCC 28.5	The bidder should bear the cost for repair and replacement of defective goods or parts thereof, at no cost to Kavango West Regional Council-MGECW.

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/KWRC-MGECW-16/2025/26

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
List of Goods and Priced Schedule	
Specification and Compliance Sheet	
Bid Securing Declaration	
Documents evidencing eligibility	
Company profile, past experience and references where similar services have been provided	

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.