



**REPUBLIC OF NAMIBIA
ZAMBEZI REGIONAL COUNCIL
DEPARTMENT: WORKS MAINTENANCE**

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Ngoma Road
Govt Building

P/Bag 5004
Katima Mulilo

Enquiries: Ms. Sifuniso

Cell: 0813709875

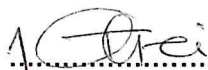
Date 17.06.2025

INFORMAL QUOTATION (IQ)

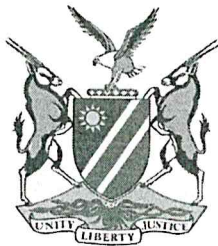
Bid Reference No	G/IQ/ZRC-24/25/26
Title	Supply and deliver stationery for the Division of Works: Maintenance and Technical Service
Description	Suppliers are hereby invited to supply and deliver stationery for the Division of Works: Maintenance and Technical Service
Closing Date and Time	24 June 2025 at 10h00
Bid Documents	Available from the ZRC website
Levy	None
Delivery address	Zambezi Regional Council, Bid Box, Ground floor

NB: FAXED/MAILED/ELECTRONIC BIDS SHALL NOT BE ACCEPTED. BIDS RECEIVED BY COURIER AFTER THE CLOSING DATE, TIME AND LATE BIDS SHALL NOT BE ACCEPTED, SEALED BIDS IN ENVELOPES CLEARLY MARKED WITH THE ABOVE PROCUREMENT REFERENCE NUMBER. TITLE AND BIDDERS DETAILS SHALL BE DELIVERED BEFORE 24 JUNE 2025 AT 10H00.




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MR Abraham Shikoyeni
Head: Procurement Management Unit



REPUBLIC OF NAMIBIA ZAMBEZI REGIONAL COUNCIL



Request for Quotations

(Stationery)

**Procurement Reference No:
G/IQ/ZRC-24/25/26**

**Head of Procurement Management Unit
Zambezi Regional Council
Private Bag 5002
Katima Mulilo, Namibia**

**Tel: +264-66-253016
Fax number: +264-66-253630
Mobile: +264- 813314322
Email: buitamosimataa@gmail.com**

INFORMAL QUOTATION (Cleaning materials)

Procurement Ref. No. : **G/IQ/ZRC-24/25/26**

To:


The Zambezi Regional Council hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be sent or addressed to Zambezi Regional Council, Private Bag 5002, Katima Mulilo Namibia, in a sealed envelope marked quotation reference No: **G/IQ/ZRC-24/25/26**.

Your quotation should reach Zambezi Regional Council on or before the **24th** day of **June 2025 by 10H00**.

Mr. A. Shikoyeni

Head of Procurement Management Unit



Signature: 

SPECIFICATIONS
ANNEX I

Item No.	Description	Quantity	Unit price/ Amount without VAT- NAD	Total
1.	Bic crystal black pen	120		
2.	Bic crystal red pen	12		
3.	Mouse pad	15		
4.	Eraser big	10		
5.	Canon/Casio desk calculator 12 digits	5		
6.	Sharpener with container	5		
7.	Double sided tape	30		
8.	Date stamp circle	1		
9.	Satisfying stamp	1		
10.	Rubber for date stamp circle	1		
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
SUBTOTAL				
VAT @ 15%				
GRAND TOTAL				

Remarks: quantities may be increased or decreased by 10% at time of placement of order.

- (a) Your quotation must be in a sealed envelope marked **G/IQ/ZRC-24/25/26**.
- (b) Your quotation must be submitted at the Department of Works: Maintenance office **before 10H00 on the 24th of June 2025**.
- (c) Only companies registered for VAT may charge VAT and VAT registration number MUST be indicated on the quotation.
- (d) All possible changes e.g. in time or the venue will be communicated to the supplier in advance.
- (e) The following tests and inspections will be conducted on the goods at delivery:
 - Inspect if the requested quantity has been delivered.
 - Inspect the quality of goods delivered.

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

Date:

Bidder's signature and seal

(Please see overleaf)

SCHEDULE 1

BID SECURING DECLARATION

(Section 45 of Act)
(Regulation 37(1) (b) and 37 (5))

Date:

Procurement Ref No.: G/IQ/ZRC-24/25/26

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 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 bidding document.

I/WE understand this bid securing declaration ceases to be valid if I am/we are not the successful Bidder

Signed:

Capacity of:

Name:

Duly authorized to sign the bid for and on behalf of:

Dated on _____ day of _____, _____

Corporate seal (stamp):

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 clarification at time of evaluating quotations,
- (b) Split the contract on an item basis or
- (c) Reject all quotations.
- (d) 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 company Registration Certificate;
- (b) Have an original valid good standing Tax Certificate;
- (c) Have an original valid good Standing Social Security Certificate;
- (d) Have a valid certificate copy of Affirmative Action Compliance Certificate , proof from the Employment Equity Commission 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)

5. Bid Securing Declaration

Bidder are required to subscribe to a Bid Declaration for this procurement process. The bidder shall furnish as part of its quotation, a Bid 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/Purchase Order Form as the case may be together with this informal Quotation form shall constitute the contract between Zambezi Regional Council 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 14 days 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 posted in the website of the Policy Unit and on the Zambezi Regional Council.

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 for the Purchaser and subject to the supplier submitting all required documents. Final payment shall be adjusted to reflect any non-compliance execution of the contract.