



Procurement Policy Unit
(Established under section 6 of the Public Procurement Act, 2015)

REQUEST FOR INFORMAL QUOTATION (GOODS)

<p>SUPPLY AND DELIVERLY OF MATERIALS FOR PLUMBING SYSTEM</p>

PROCUREMENT REF NO: G/IQ/ZRC-149..... /2025/2026

NAME OF BIDDER: _____

BIDDER CONTACT NUMBER (S): _____

E-MAIL ADDRESS: _____

TOTAL BID AMOUNT (N\$) _____

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

Tel: +264-66-253049/0811623900



**REPUBLIC OF NAMIBIA
ZAMBEZI REGIONAL COUNCIL
DIVISION OF AUDIO VISUAL & RO's (MICT)**



INFORMAL QUOTATION (GOODS)

**SUPPLY AND DELIVERY OF MATERIALS PLUMBING SYSTEM
PROCUREMENT REF NO: G/IQ/ZRC-149/2025/2026**

Dear Potential Bidder

The Zambezi Regional Council hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form, addressed to Mr. Abraham Shikoyeni, Private Bag 5002, Katima Mulilo Namibia, marked quotation reference No: **G/IQ/ZRC-..... /2025/2026**. Your quotation should reach Zambezi Regional Council **on 05 MARCH 2025 at 10H00**.

Full Name of Head of Procurement Management Unit: Mr. Abraham Shikoyeni



Date:

Signature: 

SPECIFICATIONS

ANNEX I

	DESCRIPTION	QUANTITY
1	COUPLER COMPRESSOR HOPE STRAIGHT 16BAR 50MM	1 EA
2	TAP GARDEN HOSE BIB ROUGH BRASS 20MM	2 EA
3	VALVE ANGLE BSAV1 CP H/PATTERNN 15X15MM	8 EA
4	MECHANISM KIT DUAL TOP FLUSH CCTP1 DUTTON	2 EA
5	MECHANISM TOP FLUSH KIT DFC-O1 COMPLETE	6 EA
6	ROD WELDING 2.5MM 1KG W072002 VITEMAX	1 PP
7	INSECTICIDE CHEMICAL ASTOR TERMITE POISON 5L	1 EA
8	CYCLINDER 60MM BRASS DOUBLE 3KEY J500BRCLAM PROFILE	7 PP
9	WASHER TAP 15MM 4 PER PACK	2 PP
10	ANGLE MILD STEEL 40X40X3MM 6MT YELLOW	1 LG
11	URINAL 204801 FLUSHMASTER	2 EA

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

Currency of Quotation: _____

Item No	Brief Description of Services	Quantity	Unit Price (N\$)	Total Price (N\$)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
			Sub Total	
			VAT	
			Total	

(PLEASE SEE OVERLEAF)

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: **G/IQ/ZRC-..... /2025/2026**Bidders should complete columns C and D with the specifications 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 of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1.	COUPLER COMPRESSOR HOPE STRAIGHT 16BAR 50MM		
2.	TAP GARDEN HOSE BIB ROUGH BRASS 20MM		
3.	VALVE ANGLE BSAV1 CP H/PATTERNN 15X15MM		
4.	MECHANISM KIT DUAL TOP FLUSH CCTP1 DUTTON		
5.	MECHANISM TOP FLUSH KIT DFC-O1 COMPLETE		
6.	ROD WELDING 2.5MM 1KG W072002 VITEMAX		
7.	INSECTICIDE CHEMICAL ASTOR TERMITE POISON 5L		
8.	CYCLINDER 60MM BRASS DOUBLE 3KEY J500BRCLAM PROFILE		
9.	WASHER TAP 15MM 4 PER PACK		
10.	ANGLE MILD STEEL 40X40X3MM 6MT YELLOW		
11.	URINAL 204801 FLUSHMASTER		

SCHEDULE 1

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, you should please tick below, to indicate whether each of the following documents are attached.

No.	Document name/title	Please tick
1.	Certified copy of the Close Corporation Certificate (issued in terms of Act 26 of 1988), Founding Statement .	
2.	Have an original/certified copy of valid good standing Certificate (NAMRA).	
3.	Have an original/certified copy of valid good Standing Social Security Certificate .	
4.	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.	
5.	Business principles should be in line.	
6.	Bidders to attach certified copy of Namibian ID.	
7.	All pages must be initialed.	

5. Bid Securing Declaration

Bidders 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/IQ/ZRC- /2025/2026** 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.