



**REPUBLIC OF NAMIBIA
ZAMBEZI REGIONAL COUNCIL**



Tel: +264 66 261700
Fax: +264 66 252650

Ngoma Street
Govt Building

Private Bag 5002
Katima Mulilo

PROCUREMENT MANAGEMENT UNIT

RESTRICTED BIDDING

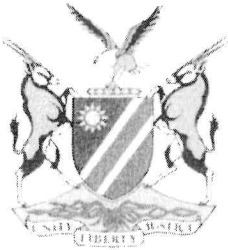
BID REFERENCE NUMBER:	G/RB/ZRC-74/2025/2026
TITLE:	SUPPLY OF SHEEP FOR IKUMWE SMALL STOCK FARMING PROJECT: KABBE NORTH CONSTITUENCY
CLOSING DATE AND TIME:	MONDAY, 23 MARCH 2026 AT 10:00
BID DOCUMENT AND SPECIFICATIONS	AVAILABLE ON ZAMBEZI REGIONAL COUNCIL WEBSITE.
ELIGIBILITY CRITERIA	SEE BID DOCUMENT
WHO QUALIFIES TO BID	BIDS RESERVED FOR KABBE NORTH & KABBE SOUTH CONSTITUENCY FARMERS ONLY.
LEVY (NON-REFUNDABLE)	NONE
DELIVERY ADDRESS:	ZAMBEZI REGIONAL COUNCIL, GROUND FLOOR BID BOX

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 bidder's details shall be delivered before Monday, 23 March 2026, 10H00.

ENQUIRIES:

**MR. ABRAHAM SHIKOYENI
HEAD: PROCUREMENT MANAGEMENT**





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RESTRICTED BIDDING FOR GOODS

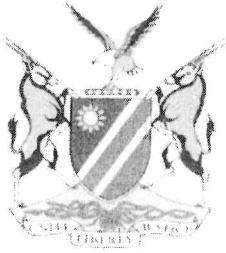
SUPPLY OF SHEEP FOR IKUMWE SMALL STOCK FARMING PROJECT: KABBE NORTH CONSTITUENCY

Bid Ref No: **G/RB/ZRC-74/2025/2026**

ENQUIRIES: MR ABRAHAM SHIKOYENI: 066 261771

Bidder Name	
E-mail Address	
Contact Number	
Bid Price	

DELIVERY ADDRESS: ZAMBEZI REGIONAL COUNCIL, GROUND FLOOR BID BOX
CLOSING DATE & TIME: 23 MARCH 2026



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Katima Mulilo

Enquiries: Mr. Abraham Shikoyeni

16 March 2026

Letter of Invitation

Procurement Reference No: G/RB/ZRC-74/2025/26

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.....

Dear Sir/Madam,

Invitation for Bids for the Supply of sheep for Ikumwe Small Stock Farming Project in Kabbe North Constituency.

Zambezi Regional Council invites you to submit your best bid 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 **Mr. Abraham Shikoyeni, Telephone No: 066-261755, Head: Procurement Management Unit, Zambezi Regional Council, Private Bag 5002, Katima Mulilo.**

Please prepare and submit your bid in accordance with the instructions given or inform the undersigned if you will not be submitting a bid.

Yours faithfully,

Signature 18/3/2026

**MR. ABRAHAM SHIKOYENI
HEAD: PROCUREMENT MANAGEMENT UNIT**



SECTION I: INVITATION FOR BIDS

1. Rights of Public Entity

The Zambezi Regional Council reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or
- (b) to accept or reject any bid; and
- (c) to cancel the bidding process and reject all bids at any time prior to contract award.

2. Preparation of Bids

You are requested to quote for the items mentioned in Section III by completing, signing and returning:

- (a) the Bid Letter in Section II with its annex for *Bid Securing Declaration*,
- (b) the List of Goods and Price Schedule in Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

You are advised to carefully read the complete Invitation for Bids 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 Bids

The Quotation validity period shall be 60 days from the date of submission deadline.

4. Eligibility Criteria

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

- (a) Farmer must be a resident of Zambezi Region;
- (b) Farmer must provide proof of ownership i.e. livestock registration stock brand;
- (c) The Oxen to be supplied should be ready for slaughter;
- (d) Farmer should attach photos of the Sheep;
- (e) An assessment to check the overall health of the sheep will be carried out to ensure that the sheep are healthy before purchasing.
- (f) Attach a quotation

Additional Requirements:

1. Documents to be 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. Delivery

Delivery shall be 30 days after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted.

6. Sealing and Marking of Bids

Bids should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Secretariat, Procurement Committee, Zambezi Regional Council, Private Bag 5002, Katima Mulilo, Namibia with the Bidder's name and contact information at the back of the envelope.

7. Submission of Bids

Quotations should be delivered/deposited in the Bid Box located at Zambezi Regional Council ground floor, not later than 23rd March 2026, at 10H00 latest. Quotations by post or hand delivered should reach Zambezi Regional Council ground floor bid box, by the same date and time at latest. Late quotations will be rejected. Bids received by e-mail will not be considered.

8. Opening of Bids

Quotations will be opened by Zambezi Regional Council Procurement Management Unit, 2nd floor, on the 23rd March 2026. Time 10H00 latest.

Bidders or their representatives may attend the Bid Opening if they choose to do so.

9. Evaluation of Bids

Zambezi Regional Council shall have the right to request for clarification in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margins of preference where Applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

Bidders shall submit along with their quotation's documents, photos, and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Zambezi Regional Council requirements.

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

12. Prices and Currency of Bids

Bids shall be fixed in Namibian Dollars.

13. 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 and General Conditions of Contract.

14. Margin of Preference

Not applicable

15. Notification of Award and Debriefing

Zambezi Regional Council shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidders and the contract amount and post a notice of award within seven (7) days. Furthermore, Zambezi Regional Council shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

SECTION II: BID LETTER

(to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your bid with the Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RB prevail over any attachments. **If your quotation is not authorised, it will be rejected***

Quotation addressed to:	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, in accordance with the terms and conditions stated in your Request for Quotation referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Invitation for Bids.

We undertake to abide ethical Conduct during the procurement process and the execution of any resulting contract.

The validity period of our bid is 60 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 quotation 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.

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR:

Supply of Sheep for Ikumwe Small Stock Farming Zambezi Regional Council **Procurement Ref No. G/RB/ZRC-74/2025/26**

Item no.	Description of Services	Quantity required	Unit of Measure	Unit Price (N\$)	Total price
1.	Meat Master Ram	1			
2.	Meat Master Ewe	5			
				Sub Total	
				VAT @ %	
				Total	

If Price quoted is subject to change in rate of exchange at the time of delivery of goods provides details hereunder. 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 V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: _____

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

Bidders should complete columns C and D with the specification of the goods 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	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	Meat Master Ram		
2.	Meat Master Ewe		

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorize for and on behalf of:		Bidder:	

GENERAL CONDITION OF CONTRACT And contract agreement

Section VI. General Conditions of Contract

Any resulting contract shall be placed by means of a Purchase Order/Letter of acceptance and shall be subjected to the General Conditions of Contract (GCC) for the Procurement of Goods. Ref: G/RB/ZRC-73/2025/26 of Zambezi Regional Council.

SECTION VI CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of acceptance and shall be subjected to the General Conditions of Contract (GCC) for the Procurement of Goods. Except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: G/RB/ZRC-74/2025/26

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

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1 (h)	The purchaser is: <i>Zambezi Regional Council</i>
Site GCC 1.1(m)	The Site/final destination for delivery of the sheep is Zambezi Regional Council Kabbe North Constituency: Ikumwe village.
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 addresses: For the Zambezi Regional Council, the address and the contact's name shall be: P/Bag 5002 Katima Mulilo, Mr. Abraham Shikoyeni, Head: PMU For the Supplier, the address and contact name shall be: _____ _____ _____

Subject and GCC clause reference	Special Conditions
Settlement of Dispute GCC 10.2	10.1 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with the rules of procedure specified in the SCC. Arbitration proceedings shall be conducted in accordance to the Namibian Laws
Delivery and Documents GCC 13.1	The Oxen are to be delivered within 10 days from the date of Purchase Order or Letter of Acceptance. The shipping and other documents to be furnished by the Supplier are: (a) signed delivery note;
Price Adjustment GCC15.1	The Price change for the Goods supplied <i>shall not</i> be adjustable.
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following collection of the Goats by the Purchaser and submission of an invoice and documents listed in clause 13.1, the original delivery notes from the original principal supplier & the delivery note from the bidder.
Terms of Payment GCC 16.3	Payments 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 Method 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*
24. Insurance 24.1	Not Applicable.

Subject and GCC clause reference	Special Conditions
Inspections and Tests 26.1	The supplier at its own expense and no cost to Zambezi Regional Council shall carry out all such test and/or inspection of the goods and related services.
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 replacement of defective goods at no cost to Zambezi Regional Council.

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: G/RB/ZRC-74/2025/26**

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
List of Goods and Price Schedule	
Specification and Compliance Sheet	
Bid Securing Declaration (if applicable)	
Farmer must provide proof of ownership and livestock registration/stock card;	
Farmer should attach photos of the sheep;	
A certified ID copy of the owner	
Quotation.	