



REPUBLIC OF NAMIBIA ZAMBEZI REGIONAL COUNCIL



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

Ngoma Road
Govt. Building

Private Bag 5002
Katima Mulilo

PROCUREMENT MANAGEMENT UNIT

SMALL VALUE

BID REFERENCE NO:	NCS/IQ/ZRC-02/26/27
TITLE	REQUEST FOR QUOTATIONS FOR THE SUPPLY OF REFRESHMENTS
CLOSING DATE	08/04/2026
BIDDING DOCUMENTS AND SPECIFICATIONS	AVAILABLE AT PROCUREMENT OFFICES
OBLIGATORY DOCUMENTS	GOOD STANDING CERTIFICATES FROM NAMRA, SOCIAL SECURITY COMMISSION, AFFIRMATIVE COMPLIANCE CERTIFICATE AND COMPANY REGISTRATION
WHO QUALIFIES TO BID	LOCAL SUPPLIERS
LEVY (NONE REFUNDABLE)	NONE
DELIVERY ADDRESS	ZAMBEZI REGIONAL COUNCIL

Faxed, mailed/ electronic bids shall not be accepted. Bids received after closing date, time and late shall not be accepted. Sealed bids in the envelopes clearly marked with the above procurement reference number, title and bidder's details shall be delivered before Wednesday the 08th of April 2026 @ 14H00

Enquiries

MR. ABRAHAM SHIKOYENI
HEAD OF PROCUREMENT MANAGEMENT UNIT
TEL: 066 261700/081 7366320





**REPUBLIC OF NAMIBIA
ZAMBEZI REGIONAL COUNCIL**



Request for Quotations for Goods

REFRESHMENTS

**Procurement Reference No:
NCS/IQ/ZRC-02/26/27
Closing date: 08th of April 2026
@14H00**

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

**Tel: +264-66-261700/48/57/19
Fax number: +264-66-25 26 50**

INFORMAL QUOTATION (GOODS)

Procurement Ref. No. : NCS/IQ/ZRC-02/26/27

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 to fax number: +264-66-25 26 50 or addressed to Mr. A. Shikoyeni , Private Bag 5002, Katima Mulilo Namibia, in a sealed envelope marked quotation reference No: **NCS/IQ/ZRC-02/26/27**. Your quotation should reach Zambezi Regional Council on or before the **08th day of April 2026 by 14H00**.

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

Date: 2026-04-07



Signature: 

SPECIFICATIONS

ANNEX I

- Specification

DESCRIPTION	QUANTITY
DETAILED SPECIFICATION AS PER ATTACHED	-

COMPANY NAME: _____

VAT REGISTRATION NUMBER: _____
(ONLY COMPANIES WITH VAT REGISTRATIONS)

Items No.	Description	Quantity	Unit price/ Amount without VAT- NAD	Total
1.	DETAILED SPECIFICATION AS PER ATTACHED	-		
SUBTOTAL				
VAT 15%				
GRAND TOTAL				

Corporate seal:

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 **NCS/IQ/ZRC-02/26/27**
- (b) Your quotation must be submitted in **QUOTATION BOX NUMBER 1 before 14H00 on the 8th of April 2026.**
- (c) Your presence during the opening of the quotation box is vital for transparency.
- (d) Only companies registered for VAT may charge VAT and VAT registration number **MUST** be indicated on the quotation.
- (e) All possible changes e.g. in time or the venue and date will be communicated to the supplier in advance.
- (f) 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)

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

Date:

Procurement Ref No.: NCS/IQ/ZRC-02/26/27

To: Zambezi Regional Council

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.