



**REPUBLIC OF NAMIBIA
ZAMBEZI REGIONAL COUNCIL
DIVISION OF LAND REFORM**

**Tel: +264 66-253147
Fax +264 66-252148**

**Ngoma Road
Govt Building**

**P/Bag 5002
Katima Mulilo**

Enquiries: Mr. Morris Busungu

Cell: 0812930086

Date: 04.09.2026

REQUEST FOR SEALED QUOTATION (RFQ)

Bid Reference No	G/RFQ/ZRC-76/2026/2027
Title	Supply and deliver Agricultural Inputs (Seeds) for the Division of Land Reform
Description	Suppliers are hereby invited to supply and deliver Agricultural Inputs (Seeds) for the Division of Land Reform
Closing Date and Time	25th of September 2026 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 AND 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 25th SEPTEMBER 2026 AT 10H00.

**Mr. Abraham Shikoyeni
Head: Procurement Management Unit**





**REPUBLIC OF NAMIBIA
ZAMBEZI REGIONAL COUNCIL
DIVISION LAND REFORM**

Request for Sealed Quotations For Non-Consultancy Services

**REQUEST FOR PROVISION FOR THE PROCUREMENT
OF AGRICULTURAL INPUTS (SEEDS) FOR THE
DIVISION OF LAND REFORM**

Procurement Reference No: G/RFQ/ZRC -76/2026/2027

BIDDER'S DETAILS

Bidder Name: _____	Bidder Representative: _____
Tel: _____	Mobile: _____
Fax: _____	E-mail: _____
Bid Amount: _____	Contract Period: _____ (Calendar Days)





**REPUBLIC OF NAMIBIA
ZAMBEZI REGIONAL COUNCIL**



Enq: Morris Busungu
Tel: +264 66 252148

DIVISION LAND REFORM

**REQUEST FOR SEALED QUOTATIONS
(AGRICULTURAL INPUTS - SEEDS)**

To: _____

Katima Mulilo

Procurement Ref No:G/RFQ/ZRC-76 /2026/2027

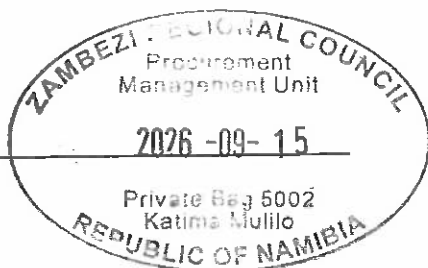
**REQUEST FOR PROVISION OF PROCUREMENT OF AGRICULTURAL
INPUTS (SEEDS) FOR THE DIVISION OF LAND REFORM.**

The Zambezi Regional Council hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on the enclosed. The quotation should be addressed to the Procurement Committee Chairperson, Mr. Alex Sikume, Private Bag 5002, Katima Mulilo, Namibia, in a sealed envelope marked with the quotation reference No:G/RFQ/ZRC-76/2026/2027. Your quotation must be deposited in the bid box at the Zambezi Regional Council, ground floor. **On or before the 25th day of September 2026, by 10:00hrs.**

NB: Bidders are strictly advised to take into consideration item seven (7) of section 1.

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

Date: _____



Signature: _____

**Head: Procurement Management Unit
Zambezi Regional Council**

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Zambezi Regional Council - Division of Land Reform reserves the right:

- (a) To award the contract as per the lowest evaluated cost per item, or
- (b) To accept or reject any quotation; and
- (c) To cancel the quotation process and reject all quotations at any time before contract award.

2. Preparation of Quotations

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

- (a) The Quotation 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 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 **60** days from the date of submission deadline.

4. Eligibility Criteria

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

- (a) Have a copy of the Company Registration Certificate and proof of Hundred (**100** percent Namibian-owned SMEs and Entities which are 51 percent or more equity owned by Namibian citizens, of which no less than 30% is owned by previously disadvantaged persons.
- (b) Have a certified copy/original valid good-standing Tax Certificate;
- (c) Have a certified copy/ original, valid, good-standing Social Security Certificate;
- (d) Have a valid certified copy of the Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or an exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) Submit signed Bid-securing Declaration.
- (f) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant with the relevant laws, Remuneration Order, and Award, where applicable and that it will abide by sub-clause 4.6 of the General Conditions of Contract if it is awarded the contract or part thereof; and
- (g) Bidders must initial all pages of the Standard bidding document, including all attachments.
- (h) Preference will be given to local bidders
- (i) Local sourcing declaration to be completed and signed

- (i) Local sourcing declaration to be completed and signed

5. Bid Security/Bid Securing Declaration

Bidders are required to *subscribe to a Bid Securing Declaration* for this procurement process.

6. Delivery

Delivery shall be **thirty (30) days** after the issue of the Purchase Order. Deviation in the delivery period *shall not be considered*.

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

Products to be inspected against specifications.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Zambezi Regional Council –Land Reform, 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 **Zambezi Regional Council, Ground Floor**, no later than **Wednesday, 25th of September 2026, at 10h00**.

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 Procurement Officers immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, and the presence or absence of a Bid Securing Declaration will be posted on the website of the Ministry and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

The Division of Land Reform shall have the right to request clarifications in writing during evaluation. Substantially responsive offers shall be compared based on 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 quotation documents, any other literature to substantiate compliance with the required specifications.

The Specifications, Performance Requirements and Compliance Sheet detail the minimum specifications 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 Payment

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

13.1. The applicable margins of preference and their application methodology are as follows:

[To be inserted if applicable] [Not Applicable]

13.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

[To be inserted if applicable] [Not Applicable]

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 the award of the contract. Award of contract shall be by issue of a Purchase Order in accordance with the terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

15. Performance Security *[Not Applicable]*

16. Notification of Award and Debriefing

The Zambezi Regional Council – Procurement Committee shall, after award of contract, promptly inform all unsuccessful bidders, if necessary, in writing or telephonically, the name and address of the successful bidder and the contract amount and post a notice of award on its website within seven (7) days. Furthermore, the Zambezi Regional Council – Division Land 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: QUOTATION LETTER

(To be completed by Bidders)

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

Quotation addressed to: <i>[name of Public Entity]</i>	
Procurement Reference Number:	
The 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, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and under 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: Instructions to Bidders.

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

We have read and understood the content of the *Bid Security / Bid Securing Declaration (BSD)* attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to *[forfeiture of the security amount/disqualification on the grounds mentioned in the BD]*.

The validity period of the Quotation 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 **before the expiry** date of the quotation validity.

The delivery period offered from the date of issue of the Purchaser 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./Fax		

[This form is to be deleted if Bid Securing Declaration is not applicable.]

Appendix to Quotation Letter

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

Date: _____

Procurement Ref No.: G/RFQ/ZRC – 76/2026/2027

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 following the terms and conditions outlined in the bidding document, should I/We* be successful bidders; 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 authorised 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)

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

**Delete if not applicable/appropriate*



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2) (D) of the Public Procurement Act, 2015

1. EMPLOYER'S DETAILS

Company Trade Name:

Registration Number:

Vat Number:

Industry/Sector:

Place of Business:

Physical Address:

Tel No.:

Fax No.:

Email Address:

Postal Address:

Full name of Owner/Accounting Officer:

.....

Email Address:

2. PROCUREMENT DETAILS

Procurement Reference No.:

Procurement Description:

.....

.....

Anticipated Contract Duration:

Location where work will be done, goods/services will be delivered:

.....

3. UNDERTAKING

I *[Insert full name]*, owner/representative

of *[insert full name of company]*

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide by such shall lead to the action as stipulated in section 138 of the Labour Act, 2007, which includes, but is not limited to, the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:

Please take note:

- 1. A labour inspector may conduct unannounced inspections to assess the level of compliance*
- 2. This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relation to the goods and services being procured under this contract.*

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

DESCRIPTION: PROCUREMENT OF SUPPLY AND DELIVERY OF CARTRIDGES FOR THE DIVISION OF LAND REFORM AND FOR OFFICIAL USE.

Should be delivered at the Zambezi Regional Council - Land Reform Offices, Administration Block, Ngoma Road

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
At the time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.				<u>Bidders shall fill in columns E - I and fill in the total</u> E = mark with a *if an equivalent is quoted F = Rate per unit G=Total price for one item (C x F) - No equivalent is allowed, which will lead to disqualification - Bidders shall fill in and sign the bottom section of this page - This contract will be awarded as a whole thus, grand totals should be indicated. Bids without grand totals will be rejected (G + H).					
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT : NAD	Delivery weeks) (days/month	Country of Origin
	White Maize (Hybrid) 50 Kg	40							
	Pearl Millet 50 Kg	40							
	Red Sorghum 50 Kg	40							
	Cow Peas 25 Kg	20							
	Groundnuts 25 Kg	20							
	Watermelon 500g	30							
	White Beans 50 Kg	30							
	Pumpkins Seeds 500g	30							
	Squash (Premium Seeds) 500g	30							
GRAND TOTAL G									
+ H									
NAME:				SIGNATURE			DATE		
NAME OF BIDDER:				ADDRESS:					

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

Currency: Exchange Rate:

If no base exchange rate is given, the price shall be treated as firm in Namibian Dollars for all intents and purposes.

Key notes: NA=NOT APPLICABLE, NQ=NO QUOT

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

The technical requirements are as specified in Section (V). Inspection will be conducted according to the specifications upon receipt of goods.

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: *G/RFQ/ZRC-76/2026/2027*

*[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 from the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.] * Columns A and B are to be completed by the Public Entity*

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	White Maize (Hybrid) 50 Kg		
2	Pearl Millet 50 Kg		
3	Red Sorghum 50 Kg		
4	Cow Peas 25 Kg		
5	Groundnuts 25 Kg		
6	Watermelon 500g		
7	White Beans 50 Kg		
8	Pumpkins Seeds 500g		
9	Squash (Premium Seeds) 500g		

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

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed using a Purchase Order/Letter of Acceptance and subject to the General Conditions of Contract (GCC) for the Procurement of Goods - Ref. **G/RFQ/ZRC-76/2026/2027**, except as modified by the Special Conditions below.

SECTION VI: CONTRACT AGREEMENT

Any resulting contract shall be placed through a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods except as modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/ZRC-76/2026/2027**

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: Zambezi Regional Council - Land Reform, Ngoma Road, Administration Block. Private Bag 5002, Katima Mulilo
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is the Zambezi Regional Council - Land Reform, Ngoma Road, Administration Block. Private Bag 5002, Katima Mulilo
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: Attention: Acting Chief Regional Officer Street: Hospital Road, 1st Floor/ Telephone: +264 66 261700 Facsimile: +264 66 252650
Disputes GCC 10.2	The rules of procedure for arbitration proceedings pursuant to GCC 10.2 shall be as follows: Namibian rules and procedures on arbitration.

Subject and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	The Goods are to be delivered within (14) days from the date of the Purchase Order or the Letter of Acceptance. The documents to be furnished by the Supplier are: (a) Signed delivery note, one original and two copies of the Supplier's invoice showing the Purchaser, the Procurement Reference Number, Goods' description, quantity, unit price and total amount. Invoices must be signed in the original and stamped or sealed with the company stamp/seal.
Price Adjustment GCC 15.1	The price charged for the Goods supplied and the related Services performed <i>shall not</i> be adjustable. If the prices are adjustable, the method described in the Price Adjustment Formula as attached to these SCC shall be used.
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
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 <i>shall not</i> 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: On Acceptance: The Contract Price of Goods received shall be paid no later than thirty (30) days after 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	The performance security will not be discharged.

Subject and GCC clause reference	Special Conditions
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: NONE
Insurance GCC 24.1	The insurance coverage shall be as specified in the Incoterms. If not in accordance with Incoterms, insurance shall be as follows: N/A
Transportation GCC 25	Responsibility for the transportation of Goods shall be as specified in the Incoterms. If not in accordance with the Incoterms, responsibility for transportation shall be as follows: as per Incoterms 2010
Inspection and Test GCC 26.1	An inspection will be conducted according to the specifications upon receipt of the goods to determine whether the cartridge is genuine. The demo will not form part of the items delivered to the purchaser, Zambezi Regional Council - Land Reform, Ngoma Road, Administration Block. Private Bag 5002, Katima Mulilo
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Zambezi Regional Council - Land Reform, Ngoma Road, Administration Block. Private Bag 5002, Katima Mulilo
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are 1% of the final contract price per day. The maximum amount of liquidated damages for the whole contract is 4% of the final contract price.
Warranty GCC 28.3	The period of validity of the warranty shall be: Not Applicable For the Warranty, the place(s) of the final destination(s) shall be Zambezi Regional Council - Land Reform, Ngoma Road, Administration Block. Private Bag 5002, Katima Mulilo
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: NONE

SCHEDULE 2[]

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	NS	NS
Raw Materials, Accessories & Components		
• Imported (CIF)		
• Local (VAT & Excise Duty Fee)		
Labour Cost		
• Direct Labour		•
• Clerical Wages		•
• Salaries to Management		
Utilities		
• Electricity		
• Water		
• Telephone		
Depreciation		
Interest on Loans		
Rent		
Other (please specify)		
•		
•		
•		
TOTAL COST		

Local Value Added = $\frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$

NB! The cost structure should be certified by a Certified Accountant

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

Procurement Reference No.: G/RFQ/ZRC –76 /2026/2027

Description	Attached	Not Attached
Quotation Letter		
Priced Activity Schedule		
Specification and Compliance Sheet		
Valid certified copy of the Company Registration Certificate		
A valid copy of a good-standing Tax Certificate		
A valid copy of a good-standing Social Security Certificate		
Valid certified copy of Affirmative Action Compliance Certificate		
Bidders must initial all pages of the Standard bidding document, including all attachments.		
A certified copy of the SME		

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.*