



PROCUREMENT MANAGEMENT UNIT

**Request for Sealed Quotations
for Goods**

**PROCUREMENT FOR SUPPLY, DELIVERY AND INSTALLATION OF STREET NAME
SIGNS FOR 50 STREETS IN OSHAKATI. BID REF. NO: G/RFQ/OSHTC-11/2025/2026**

BID SUBMISSION:

- This is a hard copy request, and responses must be submitted in the Bid Box located at Oshakati Town Council Civic Centre, 906 Sam Nujoma Road, Oshakati.
- Deadline for request for clarifications from Bidder: Thursday, **16 April 2026**
- Quotation Submission must be submitted before the closing date and time.
- Closing Date and Time of Bids: **Monday, 20 April 2026 @ 12h00PM**
- Bidders must register their bids in the bid submission register at PMU Office before submitting their bids in the bid box.

Name of Bidder: _____

Email address: _____

Contact Number: _____

Bid Amount Excl. Vat	
VAT	
Total inclusive	

Contact Person for Enquiries and Clarifications:

Name	Anna-Liisa Korea	Sam iita
Designation	Head of Procurement	Buyer
Telephone	+264 65 229500/535/536	+264 65 229600/600
Email	akorea@oshtc.na / procurementunit@oshtc.na	sam.iita@oshtc.na

Oshakati Town Council (Osh-TC) gives notice of the following Request for Sealed Quotations – Goods

Procurement Ref No	Ref. No: G/RFQ/OSHTC-11/2025/2026
Description of Goods	Procurement For Supply, Delivery and Installation Of Street Name Signs For 50 Streets In Oshakati
Closing Date & Time	Monday, 20 April 2026 @ 12h00PM
Quotation Submission Address	Bid Box located at Oshakati Town Council Civic Centre, 906 Sam Nuyoma Road,
Validity Period of Quote	90 Days (from closing date)
Lead Time	3 Months
Incoterm	DDP

a) This is a hard quotation request and responses must be submitted to the address stated in the

Quotation Submission Address before the closing date and time.

b) Under no circumstance should the response be submitted, copied, or forwarded to any email address of any Oshakati Town Council employee prior to the deadline for submission of responses. This may result in disqualification of your quotation.

c) This Request for Quotation (RFQ) is accompanied by and comprises the following documents:

N/A

d) The above documents comprise the RFQ Documents and are provided as a basis for the preparation of your Submission Response. They are confidential and are provided to you on

the terms and conditions set out in this Quotation Invitation Document

e) If any clarification is required, kindly contact the Procurement officers below in writing.

f) The Company reserves the right to amend the whole or any part of the RFQ at any time prior to the deadline for submission.

g) Please note that this is a Request for Quotation/Proposal only. All responses to this document will be treated as strictly confidential and will be used for the evaluation of this RFQ only. Oshakati Town Council may at its sole discretion, accept or reject any quotation. Therefore, there is no obligation on Oshakati Town Council to accept the lowest or any bid. Oshakati Town Council may accept or reject any part of a quotation without being obliged to accept such quotation in its entirety.



Letter of Invitation

26 March 2026

Dear Sirs/Madam

RE: PROCUREMENT FOR SUPPLY, DELIVERY AND INSTALLATION OF STREET NAME SIGNS FOR 50 STREETS IN OSHAKATI.

1. Oshakati Town Council invites you to submit your best quote for the items described in detail hereunder Procurement for Supply, Delivery & installation of street name signs for 50 streets in Oshakati Town Council. This RFQ constitutes a solicitation and contract agreement.
2. Any resulting contract shall be subject to the terms and conditions referred to in the document.
3. Queries, if any, should be addressed to the Procurement Officials on the front page. Please prepare and submit your quotation in accordance with the instructions given.

Yours faithfully,

Anna-Liisa Korea
Head of Procurement
Oshakati Town Council

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Oshakati Town Council reserves the right:

Commercial Centre of

- (a) to split 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 prior to contract award.

2. Form of bid

This is a hard copy bid submission, and responses must be submitted to the delivery address stated on the cover page. Bidders are required to complete the envelop cover page and paste it on top of their bid envelop.

3. Preparation of Quotations

Bidders 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 Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

Bidders 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.

4. Validity of Quotations

The Quotation validity period shall be **90** days from the date of submission deadline.

5. Eligibility Criteria (Mandatory Legal Document)

To be eligible to participate in this Quotation exercise, bidder the bidder shall submit with this bid document:

- (a) A certified copy of a valid company Registration Certificate.
- (b) An original valid good Standing Tax Certificate; **(Valid at the deadline of submission of bid)**
- (c) An original valid good Standing Social Security Certificate; **(Valid at the deadline of submission of bid)**
- (d) A certified copy of a valid Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998; **(Valid at the deadline of submission of bid)**
- (e) A certified copy of a valid "Fitness/Registration Certificate" from a Local Authority Health Department or Ministry of Health & Social Services. **(Valid at the deadline of submission of bid)**
- (f) Bidder submitted Written statement by a power of attorney (or notary statement, etc.) proving that the person, who signed the bid on behalf of the company, is duly authorized to do so.
- (g) Requested certified copies of documents shall only be considered if **(certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)**
- (h) All bids that do not comply with the eligibility criteria or any other requirement in this document will be disqualified.

6. Mandatory Administrative Documents

- (a) Bid Securing Declaration
- (b) Bid Submission Form
- (c) A written undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws as contemplated in section 138(2) of the Labour Act, 2007

7. Validity of Document

Any bid document, as a condition for its validity:

- a. Must comprise the original bid document supplied by the Procurement Management Unit and shall be duly filled in, duly signed, and date at each place (so indicated). Any annexures that a bidder submits, inclusive of all coloured brochures, shall all sign or initiated.
- b. Must be filled in and signed using indelible ink (no correction fluid or pencil may be used); if this condition is not applied such bid will be viewed as incomplete/invalid and will not be considered.
- c. All corrections made shall be crossed out and initialled next to the correction

8. Capability of Bidders

The Bidder warrants that it has/will have the capacity to deliver the Supply, as well as to provide the related support services in Namibia, where applicable.

The Bidder shall furnish, as part of the response, documents establishing the bidder's eligibility to propose and to deliver the goods as required. The documentary evidence shall establish to Oshakati Town Council's satisfaction that:

- a) In the case of a bidder offering to supply goods under the eventual Contract or PO, which the bidder did not manufacture or otherwise produce or where the bidder obtained the goods from another source, the bidder has been duly authorized by the manufacturer or producer of the goods to supply the goods in the Republic of Namibia.
- b) The Bidder has the financial and technical capacity necessary to fulfil its obligations under the eventual Contract or PO.
- c) The bidder has established the necessary infrastructure and has adequate equipment, resources, and such other facilities as required to fulfil its obligations under the eventual Contract or PO.
- d) Bidders must, upon request, furnish such additional information that Oshakati Town Council may reasonably **require as to their ability to provide the goods.**

9. Enquiries

- a) All enquiries in connection with this bid document shall be directed in writing (e-mail is acceptable) to the person(s) as listed in the invitation Letter with a cut-off date of three calendars before the bid submission deadline.
- b) Replies to enquiries will be issued to all bidders and potential bidders in the form of addenda to be initialled and submitted by bidders as part of the bid document.

- c) Any verbal information given or perceived to have been given shall not be binding to the Oshakati Town Council.

10. Site Visits

N/A

11. Extensions of Time

Oshakati Town Council may in its absolute discretion by written notice to all Bidders extend the submission closing time. If any bidder applies for and is granted an extension of time to lodge its submission, the extension so granted shall apply to all bidders who will be advised of the extended closing date for receipt of quotations whether their submissions have or have not been lodged. If a bidder has already lodged a submission, it may revise that submission and resubmit it no later than the extended submission closing time.

12. Addenda

Oshakati Town Council may, from time to time, clarify any aspects of the RFQ documentation, which require clarification and will issue addenda to all bidders detailing such clarifications.

13. Bid Security/Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in this document.

14. Delivery

Delivery shall be within three- month after the acceptance/issue of Purchase Order. Deviation in delivery if such deviation is reasonable.

15. Tests and Inspections

The following tests and inspections will be conducted on the goods before and at delivery:

- a) Verification for quantity provided.
- b) Visual Inspection to ensure compliance with the requirements

16. Submission of Quotation

Quotations should be submitted to Procurement Management Unit, Oshakati Town Council, Bid Box located at Oshakati Town Council Civic Centre, 906 Sam Nuyoma Road, Oshakati, Namibia. not later than

Closing date: Monday, 20 April 2026

Closing time: 12h00PM

- a) Quotations by e-mail would not be considered
- b) Late quotations will be rejected

17. Opening of Quotations

Quotations will be opened internally by the Oshakati Town Council. A record of the Quotation Opening Report stating the name of the bidders and the amount quoted will be available to any bidder on request within three working days of the Opening.

18. Evaluation of Quotations

The Oshakati Town Council shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation. Quotation shall be evaluated in the following 3 phases:

1. Eligibility criteria (ITB 4)
2. Mandatory administrative compliance (ITB 5)
3. Technical compliance (ITB 11)
4. Financial evaluation (ITB 14)

19. Technical Compliance

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

The Specifications, Performance Requirements and Compliance Sheet details 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.

Additional Criteria
<p>(i) Bidder should submit at least 2 reference letters of work/projects of similar nature (signage boards/ street naming/ traffic signs) of value not less than N\$200 000..</p> <p>Each reference certificate must meet the following conditions to be considered valid:</p> <ul style="list-style-type: none"> • Be printed on the client's official letter head, If a copy of the certificate is submitted instead of the original, it must be certified by a Commissioner of Oaths to confirm its authenticity. • Be signed and dated by an authorized representative of the client • Clearly state the scope & value of project/work performed • Include contact details for verification purposes <p>(j) Company profile.</p>

20. Prices and Currency of Payment

To ensure comparative and competitive pricing, the bidders must provide a fixed price quotation for each of the items specified in the Scope of Work of this request for quotation document. All prices shall be in Namibian dollars.

The bidders must provide a price exclusive of any General Sales Tax or Value Added Tax for each item and all delivery points detailed in the Quotation Response Document.

21. Margin of Preference

A margin of preference *will* apply for this procurement opportunity.

• Exclusive preference will be allowed for the following categories:

#	Category of Local Supplier	Margin of Preference
1	Manufacturer	2%
2	Micro, Small & Medium Enterprise (SME)	1%
3	Women Owned Enterprise	1%
4	Youth Owned Enterprise	2%
5	Previously Disadvantaged Person Owned Enterprise	2%
6	Suppliers providing environmental protection	1%
7	Suppliers providing employment to Namibian citizens	1%
Total	10%	

• A bidder must include a declaration in its bid, outlining the preferences the bidder qualifies for and the grounds for such qualifications.

• Share Certificates

• Proof of Qualification for categories (i.e ID of youth and woman, SME Certificate, employee list and nationality)

The following documentary evidence in support of the grounds for qualification must be submitted

#	Category of Local Supplier	Documentary Evidence
1	Manufacturer	<ul style="list-style-type: none"> • Certificate of registration from a registering authority • Declaration that the manufactured goods meet the local content as determined and certified by an accountant
2	Micro, Small & Medium Enterprise (SME)	<ul style="list-style-type: none"> • SME registration certificate • Declaration indicating the percentage of

Namibian MSME ownership		
3	Women Owned Enterprise	<ul style="list-style-type: none"> • ID's of all shareholders • Founding statement/ company registration indication ownership structure/ shareholder certificate • Declaration indicating the percentage of Namibian female ownership
4	Youth Owned Enterprise	<ul style="list-style-type: none"> • ID's of all shareholders • Founding statement/ company registration indication ownership structure/ shareholder certificate • Declaration indicating the percentage of Namibian youth

		ownership
5	Previously Disadvantaged Person (PDP) Owned Enterprise	<ul style="list-style-type: none"> • ID's of all shareholders • Founding statement/ company registration indication ownership structure/ shareholder certificate • Declaration indicating the percentage of Namibian PDP ownership
6	Suppliers providing environmental protection	<ul style="list-style-type: none"> • Declaration and proof that the bidder meets the requirements set out in the bidding document
7	Suppliers providing employment to Namibian	<ul style="list-style-type: none"> • Declaration that the bidder employs 50% or more Namibian citizens

22. Language

Bidder responses shall be submitted in the English language.

23. 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/Framework Agreement for a period of Three (3) months
- Oshakati Town Council reserves the right to enter into Framework Agreement with one or more than one supplier.
- 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 Agreement and General Conditions of Contract.

NB: NB! Successful bidder will be required to submit a street name sample for review and approval before commencing with the project. The Oshakati Town Council would reserve the right to terminate the contract if the samples submitted by the bidder does not conform to the basic requirements and specifications.

24. Performance Security

No performance security is required.

25. Notification of Award and Debriefing

Oshakati Town Council shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount within seven (7) days for all bids after request from the bidder. Furthermore, Oshakati Town Council shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

26. Costs

Any costs incurred by a Bidder, in the preparation and submission of its response must be borne by the Bidder.

27. Final Check

Please check that you have attached all documents, details or additional information that are related or requested in this document before submitting your responses.

28. Contract Period for services

The contract shall be for a period **of one month** from date of award. The rate shall be fixed for the entire service period with no escalation will be applied.

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:	
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, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, in accordance with 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: Instruction to Bidders.

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

We have read and understood the content of the 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 **90 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 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	

Appendix to Quotation Letter

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

Date:

Procurement	Ref	No.:
.....		

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 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 the 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: [insert complete name of Bidder])

Dated on _____ day of _____, _____

Corporate Seal

[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.]



Republic of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference of:.....

Procurement Description:
.....
.....

Anticipated Contract Duration:

Location where work will be done, good/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 to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but 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 relations to the goods and services being procured under this contract.*

SECTION III: STATEMENT OF REQUIREMENTS

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

- Supply of All street names plates, Poles, and adaptors as per BOQ.
- Installation of all sign poles casted in concrete.
- Cleaning up the site after completion
- And any other task (ad hoc) as instructed by the client

NOTE: The Bidder shall visit the Technical Department to be shown the sample. No other type of materials will be accepted other than the sample as provided.

B. DRAWINGS

- Attached samples
-

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

No.	STREET NAME	Unit	QUANTITY	RATE	Amount
1	BLASIVS KATANGOLO ST.	No	2		
2	IMMANUEL SHIFIDI ST.	No	17		
3	JONA "JUDO" AMUNYELA ST.	No	4		
4	GAUS SHIKOMBA ST.	No	5		
5	JOHANNES NKANDI ST.	No	3		
6	RAUHA AMWELE ST.	No	2		
7	WILBARD "IIPUMBU" ST.	No	2		
8	IIPUMBU YA TSHILONGO ST.	No	13		
9	UUSHUUNGA TSHIWEDHA ST.	No	4		
10	MALAKIA NAKUUMBA RD.	No	8		
11	LOTTO KUUSHOMWA ST.	No	5		
12	MERIAM MAKILI ST.	No	3		
13	HERMAN SHILUNGA ST.	No	3		
14	MANDUME YA NDEMUFAYO RD.	No	17		
15	JOHN PANDENI ST.	No	6		
16	PHILLEMION "KASKAS" ANGULA ST.	No	2		
17	ABP. BENEDICTUS HAUSIKU ST.	No	3		
18	LUKAS SHANGETA ST.	No	2		
19	BP. KLEOPAS DUMENI ST.	No	2		
20	HENOCK "SKINNY" HILUNDUA ST.	No	2		

21	OTTILIE KAFITA ST.	No	2		
22	VAINO "MAJORITY" EKANDJO ST.	No	2		
23	SESILIA IILEKA ST.	No	2		
24	ASHIMBANGA SHAMUPOLO ST.	No	4		
25	KAROLINA SAKEUS ST.	No	2		
26	JAFET "CAMERA" NEGONGO ST.	No	2		
27	LIMBANDUNGILA S. FILLEMON ST.	No	2		
28	MICHAEL SHIVUTE ST.	No	3		
29	DR. KENNETH KAUNDA ST.	No	7		
30	TITUS MWAYILEPENI ST.	No	11		
31	MATHIAS "MBALANGANGA" NDAKOLO ST.	No	2		
32	COL. ALFEUS KALISTU SHIWEDA ST.	No	5		
33	PATRICE LUMUMBA ST.	No	10		
34	VILHO HAMALWA ST.	No	3		
35	DOMINIKUS UUSIKU ST.	No	2		
36	FILLIPUS "ZULU" NANDENGA ST.	No	2		
37	NELSON MANDELA ST.	No	3		
38	EPAFRAS HAINYEKO ST.	No	3		
39	JUSTICE KANANDJEMBO ST.	No	2		
40	MATHIAS ASHIPEMBE ST.	No	2		
41	LUKAS KAKOLOLO ST.	No	3		
42	DR. ELOBY AMUNDABA	No	2		

43	SAM SHIVUTE ST.	No	3		
44	MIKKA NAMWEYA ST	No	4		
45	JOHANNES "KUTHILANDJEKO" NEKWAYA ST.	No	3		
46	USKO NGHAAAMWA ST.	No	2		
47	SILVANUS VATUVA ST.	No	2		
48	EDWARD NASHIPILI ST.	No	2		
49	JOHANNES SHALI ST.	No	5		
50	JOSEPH "MBULU" ISMAEL ST.	No	3		
51	ROUND TUBEPOLES 76mmx3mmx3m	No	151		
52	76mm POLE ADAPTORS	No	151		
53	CROSS SECTION ADPOTORS	No	55		
54	20Mpa concrete pole foundations (300mmx300mmx500mm)	m ³	8		
55	Installation of all street signs on poles complete with poles adaptors and cross adaptors	No	151		
56	Delivery	sum	1		
	SUBTOTAL				
	Add 15% VAT				
	TOTAL TENDER AMOUNT				

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/OSHTC-11/2025/2026

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.

Specifications and Compliance Sheet Authorised By:

Item No	Specifications and Performance Required	Compliance Specifications Performance Offered	of and	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>		<i>D</i>
1	Supply of All street names plates, Poles (76mmx3mm thick) painted yellow, and adaptors as BOQ.			
2	Installation of all signs. Poles casted in 300mmx300mmx500mm 20Mpa concrete footing			
3	Atleast 2 reference letters of similar work/projects done (signage boards/street name boards/traffic boards) with a value not less N\$200 000			
4	Cleaning up the site after completion			

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 by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods - Ref. **G/RFQ-GCC** on the website of the Public Entity *www.oshtc.na* except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/OSHTC-11/2025/2026**

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

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	Oshakati Town Council
Intended Completion Date GCC	The intended completion date is: 3 months after contract appointment
Project Manager GCC 1.1(y)	The Project Manager is: Mr. Sam Iita (Senior Artisan Roads)
Site GCC 1.1(aa)	The Site is located in Oshakati and is defined in Drawings: to be shown by the project manger
Start Date GCC 1.1(dd)	The Start Date shall be: 7 days after contract appointment
The Works GCC 1.1(hh)	The Works consist of: As defined under scope of work
Interpretation GCC 2.2	The project will be completed in the following as defined.
Interpretation GCC2.3	The following additional documents shall form part of the contract: General Condition of Contract and SANS1200
Language and Law GCC 3.1	The language of the contract is English The law that applies to the Contract is the law of Namibia.
Project Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give

GCC Clause Reference	Special Conditions
	entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation GCC 5.1	The Project Manager <i>may</i> delegate his/her duties.
Notices GCC 6	<p>Any notice shall be sent to the following addresses:</p> <p>For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be</p> <p>Oshakati Town Council, Procurement Management Unit Sam Nuuyoma Drive, Private Bag 5530 Oshakati Anna-Liisa Korea Head of Procurement +264 65 229500/535/536 akorea@oshtc.na/procurementunit@oshtc.na</p> <hr/> <p>For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be</p> <hr/>
Insurance GCC 13.1	<p>Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be:</p> <ul style="list-style-type: none"> (a) for the Works, Plant and Materials: <i>(for the full amount of the works including removal of debris, professional fee etc...)</i> (b) for loss or damage to Equipment: <i>(for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer.</i> (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well).</i> (d) for personal injury or death:

GCC Clause Reference	Special Conditions
	<p>(i) of the Contractor's employees: <i>[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</i></p> <p>(ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i></p> <p>(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable.</p> <p>The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the Contractor's All Risks coupled with the Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.</p> <p>NOTE: INSURANCE IS OPTIONAL IF REQUIRED.</p>
Site Date GCC 14.1	The site Data shall be: NA
Possession of the Site GCC 20.1	The Site Possession Date shall be: 7 days after appointment or as directed by Procurement management Unit
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within 7 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates <i>shall</i> be required.
Defects Liability Period GCC 33.1	The Defects Liability Period is: <i>N/A</i>
Payment Certificates	Payment shall be made once off after all work is completed.

GCC Clause Reference	Special Conditions
GCC 39.7	
Payments GCC 40	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: <ul style="list-style-type: none"> (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (l)	N/A
Price Adjustment GCC 44.	The Contract <i>is</i> Not subject to price adjustment.
Retention GCC 45.	(i) No proportion of any payments shall be retained*
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are 500 per day . The maximum amount of liquidated damages for the whole of the Works is N\$50 000.00 .
Bonus GCC 47.1	The rate for the Bonus per calendar day is: N/A
Advance Payment GCC 48.1	(i) No advance payment shall be made
Performance Security GCC 49.1	(i) Not required
GCC 56.1	"As built" drawings or operating and maintenance manuals <i>are</i> required.

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/OSHTC-11/2025/2026

Description	Attached	Not Attached
Quotation Letter		
Priced Activity Schedule		
Specification and Compliance Sheet		
Delivery Period		
Shall be duly filled in, duly signed, and dated at each place (so indicated)		
Indelible ink used, no correction fluid used, and all corrections crossed out and initialled or signed		
Any annexures that a bidder submits, inclusive of all coloured brochures, shall all be signed or initialled		
Bid Validity Period		
A certified copy of a valid Company Registration		
An original valid good Standing Tax Certificate ; (Valid at the deadline of submission of bid		
An original valid Good Standing Social Security Certificate ;(Valid at the deadline of submission of bid)		
A certified copy of a valid Affirmative Action Compliance Certificate .		
A written undertaking as contemplated in section 138(2) of the Labour Act, 2007		
A signed Bid Securing Declaration.		
A certified copy of a valid " Fitness Certificate " from a Local Authority Health Department or Ministry of Health & Social Services. (Valid at the deadline of submission of bid).		
Bidder submitted Written statement by a power of attorney (or notary statement, etc.) proving that the person, who signed the bid on behalf of the company, is duly authorized to do so.		
Requested certified copies of documents shall only be		

considered if (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963		
All bids that do not comply with the eligibility criteria or any other requirement in this document will be disqualified.		
<p>(k) 2 reference letters of work/projects of similar nature (signage boards/ street naming/ traffic signs) of value not less than N\$200 000.</p> <p>Each reference certificate must meet the following conditions to be considered valid:</p> <ul style="list-style-type: none"> • Be printed on the client's official letter head, If a copy of the certificate is submitted instead of the original, it must be certified by a Commissioner of Oaths to confirm its authenticity. • Be signed and dated by an authorized representative of the client • Clearly state the scope & value of project/work performed • Include contact details for verification purposes 		

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.*

Contract Agreement

THIS AGREEMENT made on the _____ day of _____
between _____ (hereinafter "**the Employer**"),
of the one part, and _____ hereinafter "**the Contractor**"), of the
other part:

WHEREAS the Employer desires that the Works known as

_____ should be executed
by the Contractor, and has accepted a Bid by the Contractor for the execution and
completion of these Works and the remedying of any defects therein,

The Employer and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are
respectively assigned to them in the Contract documents referred to.

2. The following documents shall be deemed to form and be read and construed as part of
this Agreement. This Agreement shall prevail over all other Contract documents.

- (a) the Notification of award
- (b) the Bid
- (c) the Addenda Nos _____
- (d) the Appendix to the General Conditions of Contract
- (e) the General Conditions of Contract;
- (f) the Specification
- (g) the Drawings; and
- (h) the completed Schedules,

3. In consideration of the payments to be made by the Employer to the Contractor as
indicated in this Agreement, the Contractor hereby covenants with the Employer to
execute the Works and to remedy defects therein in conformity in all respects with the
provisions of the Contract.

4. The Employer hereby covenants to pay the Contractor in consideration of the execution
and completion of the Works and the remedying of defects therein, the Contract Price or
such other sum as may become payable under the provisions of the Contract at the times
and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Namibia on the day, month and year indicated above.

Signed by: _____

For and on behalf of the Employer

In the presence of _____

Witness Name, Signature, Address, Date

Signed by: _____

For and on behalf of the Contractor

In the presence of: _____

Witness Name, Signature, Address, Date

SAMPLES

Single street name on pole adoptor and pole



Double street names on cross adaptor



ENVELOP COVER



**PROCUREMENT FOR SUPPLY, DELIVERY AND INSTALLATION OF STREET NAME SIGNS
FOR 50 STREETS IN OSHAKATI REFERENCE NO.: G/RFQ/OSHTC-11/2025/2026.**

**DELIVERY ADDRESS FOR:
Oshakati Town Council
906 Sam Nuyoma Road
Private Bag 5530
Oshakati
Tel:065-229500**

CLOSING TIME AND DATE: Monday, 20 April 2026 at 12h00AM

FROM:

COMPANY NAME: _____

CONTACT NUMBER _____

P. O. BOX: _____

CONTACT PERSON: _____

EMAIL: _____