



PROCUREMENT MANAGEMENT UNIT
Request for Proposal

PROVISION OF TRAINING ON INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR OSHAKATI TOWN COUNCIL EMPLOYEES

BID REF. NO: SC/RP/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: **Wednesday, 10 June 2026**
- Quotation Submission must be submitted before the closing date and time.
- Closing Date and Time of Bids: **Thursday, 18 June 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	Vistorina Kambonde
Designation	Head of Procurement	Buyer
Telephone	+264 65 229500/535/536	+264 65 229500/532
Email	akorea@oshtc.na	VistorinaK@oshtc.na



03 June 2026

PROVISION OF TRAINING ON INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR OSHAKATI TOWN COUNCIL EMPLOYEES

You are hereby invited to submit a quotation to provide **training on international public sector accounting standards (IPSAS)** for Eight (8) participants (finance staff members) for Oshakati Town Council.

1. Scope of the work

Objective of the training is to:

- (a) Standard Comprehension: Understand the standards and core principles of both accrual-based IPSAS framework.**
- (b) Compliance & Reporting: Develop the practical skills needed to prepare and interpret IPSAS-compliant financial statements and disclosures.**
- (c) Transparency & Accountability: Learn how to apply standards that improve public trust and enable better monitoring of cost and performance measurement.**

2. Target Participants

The training will target eight (8) participants (Finance Staff members).

3. Time Schedule:

- a) The service should be provided and finalized **within 5 days for Finance Staff Members.****

4. Languages: The communication language for this Project is English

5. Proposed date: Preferably the third week of June 2026 (22-26 June 2026) at any Town that is within 400km from Oshakati.

6. Legal requirements:

- a) Attach valid legal mandatory documents as per section 50 of public Procurement Act, Act 15 of 2015 as amended.
- b) Attach company profile with the list of all services provided in the same procurement activities in Local Authorities.
- c) Attach two (2) references letters to support your submission.

- d) Attach training approach and course outline.
- e) Attach your detailed financial proposal
- f) Attached completed attached mandatory forms

Submission is the 18 June 2026@12H00

Due date for s Yours faithfully,

Anna-Liisa Korea

Head of Procurement

Oshakati Town Council

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 **60 days** from the date of the bid submission deadline.

We confirm that the prices quoted in the 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 Authorizing 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

Written 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.*

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



ENVELOP COVER

PROVISION OF TRAINING ON INTERNATIONAL PUBLIC SECTOR ACCOUNTING STANDARDS (IPSAS) FOR OSHAKATI TOWN COUNCIL EMPLOYEES

Procurement Reference No.: SC/RP/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: THURSDAY, 18 JUNE 2026 at 12h00

FROM:

COMPANY NAME: _____

CONTACT NUMBER_____

P. O. BOX_____

CONTACT PERSON: _____

EMAIL:_____

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