REQUEST FOR SEALED QUOTATIONS FOR GOODS

SUPPLY AND DELIVERY OF PROTECTIVE CLOTHING TO OSHAKATI TOWN COUNCIL PROCUREMENT REFERENCE No: G/RFQ/OSHTC-08/2026/2027

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: **Monday,26 October 2026**
- Quotation Submission must be submitted before the closing date and time.
- Closing Date and Time of Bids: **Friday, 30 October 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					
	Lot A	**Lot B**	**Lot C**	**Lot D**	**LOT E**
BID AMOUNT EXCL. VAT					
VAT					
TOTAL BID INCL VAT					

Contact Person for Enquiries and Clarifications:

Name	Anna-Liisa Korea	Salome Haiyaka
Designation	Head of Procurement	Buyer
Telephone	+264 65 229500/535/536	+264 65 229600
Email	akorea@oshtc.na/pmu@oshtc.na	Salome.Haiyaka@oshtc.na

Date of Issue: 15 October 2026

Oshakati
TOWN COUNCIL

Head Office:
906 Sam Nujoma Road
Civic Center Oshakati
Namibia
Tel: +264 65 229500
Fax: 065 220 435

14 October 2026

Letter of Invitation

Dear Prospective Bidder,

RE: SUPPLY AND DELIVERY OF PROTECTIVE CLOTHING TO OSHAKATI TOWN COUNCIL.

1. Oshakati Town Council invites you to submit your best quote for the items described in detail hereunder **Supply and Delivery of Protective Clothing to 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.
4. Please prepare and submit your quotation in accordance with the instructions given.

Yours faithfully,

Anna-Liisa Korea

Secretary of Procurement Committee

Commercial Centre of the North

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Oshakati Town Council reserves the right:

(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, the bidder shall submit with this bid document:

(a) A certified copy of a valid company Registration Certificate.

(b) An **ORIGINAL** (not certified copy) valid good Standing Tax Certificate; (Valid at the deadline of submission of bid)

(c) An **ORIGINAL** (not certified copy) 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 Certificate" from a Local Authority Health Department or Ministry of Health & Social Services. **(Valid at the deadline of submission of bid)**

- 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).**
- Based on the Exclusive Preference qualification requirements stated in Section III - Evaluation Criteria, (Table 3), do the bidder qualify for any of the following categories? **Namely: Micro, Small, and Medium Enterprises (MSME); Women-owned Enterprises; Youth-owned Enterprises; Previously Disadvantaged Person-owned Enterprises; or Suppliers providing employment to Namibians**
- **Bidders are requested to declare under any of the categories to qualify for the exclusive Margin of Preference, as per the Code of Good Practice Evaluation Criteria stated in the document, using the 'Declaration in Respect for Exclusive Preferences' form template attached as Annexure A.**

Additional Eligibility Criteria

(a) Principle of business must be in line with this procurement (supply of protective clothing).

(b) All pages of the bidding document should be fully completed and initialized by the bidder.

(c) At least two (2) valid reference letters of supply and delivery of protective clothing.

- 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 signed 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 an 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 biding to the Oshakati Town Council.

10. Site Visits

No site visit required.

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 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 **Thirty (30) Working Days** After Acceptance/Issue of Purchase Order. Deviation In Delivery Shall Be Considered If Such Deviation Is Reasonable.

15. Tests and Inspections

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

a) Verification for quantity and Quality provided.

b) Confirmation of Goods by confirming correct specification as indicated in pricing schedule.

c) Visual inspection of goods for damages and defects

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: Friday 30 October 2026

Closing time: 12:00

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 Oshakati Town Council immediately after the closing time referred to instruction 16 above. 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 based on price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

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.

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

Kindly take note that the Margin of Preference is applicable, and the bid is reserved for bidders who qualify for one or more of the categories of the margin of preference.

NB: Margin of Preference is not automatically applied and should be declared by the bidder. (A template is provided for use)

The applicable margins of preference and their application methodology be applied as per formula below:

$$\frac{A = MP \times BP}{100}$$

(a) **"A"** represents the amount to be determined:
(b) **"MP"** represents the total percentage of all margins of preferences granted in respect and
(c) **"BP"** represents the bid price.

CATEGORIES OF BIDDERS	MARGIN OF PREFERENCE	DOCUMENT EVIDENCE TO BE SUBMITTED	CRITERIA
Manufacturer	2%	-Certificate of registration from a registering authority. -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Valued Added Calculation in Annexure 1, and as certified by an Accountant.	"manufacturer" means a person or a company that is involved in the physical or chemical transformation or materials or components into new products whether – (a) the transformation is through work; (i) Performed by a power-driven machine or by hand; or (ii) Done in a home or factory; or (iii) The new products are sold on a wholesale or retail basis.
Micro, Small and Medium Enterprise	1%	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership	a bidder who is a MSME, means an enterprise that has a valid micro, small and medium enterprise certificate issued by the Ministry responsible for trade, whose minimum equity is 51 % owned by Namibians.
Women owned enterprise	1%	-IDs of all shareholders Founding statement/company registration indicating ownership structure/shareholder certificate -declaration indicating the percentage of Namibian female ownership	A bidder who is a woman or whose minimum equity is 51% owned by Namibian women.
Youth Owned enterprise	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -declaration indicating the percentage of Namibian youth ownership.	A bidder who is a youth or whose minimum equity is 51% owned by Namibian youths
Previously Disadvantaged	2%	-IDs of all shareholders -Founding statement/company	a bidder who is a PDP or whose minimum equity is 51% owned by

person owned enterprise		registration indicating ownership structure/shareholder certificates -declaration indicting the percentage of Namibian PDPs ownership.	Namibian PDPs.
Suppliers providing environmental protection	1%	-Declaration and proof that the bidder meets the requirements set out in the bidding document.	A bidder that promotes the protection of the environment, maintain ecosystems and sustainable use of natural resources as specified by the public entity in the bidding document.
Suppliers providing employment to Namibian	1%	-declaration that the bidder employs 50% or more Namibian citizens.	A bidder who employs 50% or more Namibian citizens.
TOTAL	**10%**		

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. Contract will be awarded per **lot** (**A, B, C, D, and E** Section III) to the lowest responsive evaluated bidder(s).

Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI:

The Oshakati Town Council would reserve the right to terminate the contract if the bidder is not conforming 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 by posting a notice of award (Executive Summary report) on its website within seven (7) days. 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.

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 **…… 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.*

Self-Declaration Form

Ref No.: _____

Bid Description: _____

I/We the undersigned declare that:

1. I / we are not blacklisted by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission;

2. I/ we are not blacklisted by African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group;

3. I/ we will submit a statement on past and present declaration of ineligibility, if any, by any local/international agency or any termination of contract for unsuccessful completion of assignment, giving adequate details to enable a fair assessment;

4. I/ we will inform the contracting authority, without delay, of any situation constituting a conflict of interest or could give rise to a conflict of interest;

5. I/ we will not sought, attempted to obtain or accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal or corrupt practice, either directly or indirectly, as an incentive or reward relating to the award of the contract.

Declared at_____ this _____day of _____2026

Signature (of duly authorized officer): _____

Full Name and Designation:_____

_____

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: SUPPLY AND DELIVERY OF PROTECTIVE CLOTHING TO OSHAKATI TOWN COUNCIL.
Bid Ref No: G/RFQ/OSHTC-08/2026/2027
Lot A: Supply and Delivery of Overalls 2pcs Polycotton Cont-Suits Blue with Reflectors on legs and arms plus Ladies Coat Blue.

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.				Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page				
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measure	*	Price per unit NAD[1]	Total price without VAT NAD	VAT: NAD	Lead Time	Country of Origin
	Section: A Overalls 2 pcs Poly Cotton Conti-Suits with Reflects, Royal Blue Colour (65/35% Polycotton)								
1.	Overalls 2 pcs Poly Cotton Size 32/28	6	Each						
2.	Overalls 2 pcs Poly Cotton Size 34/30	10	Each						
3.	Overalls 2 pcs Poly Cotton Size 36/32	22	Each						
4.	Overalls 2 pcs Poly Cotton Size 38/34	28	Each						
5.	Overalls 2 pcs Poly Cotton Size 40/36	12	Each						
6.	Overalls 2 pcs Poly Cotton Size 42/38	14	Each						
7.	Overalls 2 pcs Poly Cotton Size 44/40	10	Each						
8.	Overalls 2 pcs Poly Cotton Size 46/42	16	Each						
9.	Overalls 2 pcs Poly Cotton Size 48/44	8	Each						
	Section: B Ladies Coat, Poly Cotton Royal Blue Colour (65/35% Polycotton)								
1.	Ladies Coat Poly Cotton, Small	2	Each						
1.	Ladies Coat Poly Cotton, Medium	2	Each						
2.	Ladies Coat Poly Cotton, X-Large	1	Each						

			TOTAL VAT Excluded				
			15% VAT				
			TOTAL VAT Included				

List of Goods and Price Schedule Authorised By:

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

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

Lot B: Supply and Delivery of Overalls 2 pcs High Visibility Cont-Suits with Reflectors on legs and arms, Navy Blue with Orange Colour on upper part of the Jacket.

INSTRUCTIONS TO THE PUBLIC ENTITY	INSTRUCTIONS TO BIDDERS
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.	Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page

A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measure	*	Price per unit NAD[1]	Total price without VAT NAD	VAT: NAD	Lead Time	Country of Origin
	Section: A **Overalls 2 pcs High Visibility Cont-Suits with Reflectors, Navy Blue with Orange Colour on upper part of the Jacket**								
1.	Overalls 2 pcs High Visibility Conti-Suits Size 34/30	2	Each						
2.	Overalls 2 pcs High Visibility Cont-Suits Size 36/32	14	Each						
3.	Overalls 2 pcs High Visibility Cont-Suits Size 38/34	2	Each						
4.	Overalls 2 pcs High Visibility Cont-Suits Size 46/42	4	Each						
			TOTAL VAT Excluded						
			15% VAT						
			TOTAL VAT Included						

List of Goods and Price Schedule Authorised By:

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

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

Lot C: Supply and Delivery of Overalls 2 pcs Acid Resistant Conti-Suits with reflectors on legs and arms, Olive Green Colour

INSTRUCTIONS TO THE PUBLIC ENTITY	INSTRUCTIONS TO BIDDERS
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.	Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page

A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measure	*	Price per unit NAD[1]	Total price without VAT NAD	VAT: NAD	Lead Time	Country of Origin
	Section: A **Supply of Overalls 2 pcs Acid Resistant Conti-Suits with reflectors, Olive Green Colour**								
1.	Overalls 2 pcs Acid Resistant Conti-Suits with reflectors, Olive Green Colour Size32/28	4	Each						
2.	Overalls 2 pcs Acid Resistant Conti-Suits with reflectors, Olive Green Colour Size 34/30	2	Each						
3.	Overalls 2 pcs Acid Resistant Conti-Suits with reflectors, Olive Green Colour Size 36/32	4	Each						
4.	Overalls 2 pcs Acid Resistant Conti-Suits with reflectors, Olive Green Colour Size 40/36	8	Each						
5.	Overalls 2 pcs Acid Resistant Conti-Suits with reflectors, Olive Green Colour 42/38	2	Each						
			TOTAL VAT Excluded						
			15% VAT						
			TOTAL VAT Included						

List of Goods and Price Schedule Authorised By:

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

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

Currency: …… Exchange Rate: ……

Lot D: Supply and Delivery of Sun Hat Unisex with Chin Strap Toggle, Khaki/ Navy Blue

INSTRUCTIONS TO THE PUBLIC ENTITY	INSTRUCTIONS TO BIDDERS
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.	Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page

A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measure	*	Price per unit NAD[1]	Total price without VAT NAD	VAT: NAD	Lead Time	Country of Origin
	Section: A **Sun Hat Unisex with Chin Strap Toggle, Khaki/ Navy Blue**								
1.	Sun Hat Unisex Small/Medium	45	Each						
2.	Sun Hat Unisex Large/Xl large	90	Each						
			TOTAL VAT Excluded						
			15% VAT						
			TOTAL VAT Included						

List of Goods and Price Schedule Authorised By:

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

3. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:
   Currency: …… Exchange Rate: ……

Lot E: Supply and Delivery of Supply of PVC Safety Gumboots, Black and Safety Boots, Black

INSTRUCTIONS TO THE PUBLIC ENTITY	INSTRUCTIONS TO BIDDERS
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.	Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page

A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measure	*	Price per unit NAD[1]	Total price without VAT NAD	VAT: NAD	Lead Time	Country of Origin
	Section: A **Supply of PVC Safety Gumboots, Black**								
1.	PVC Safety Gumboots Black Size 4	1	Each						
2.	PVC Safety Gumboots Black Size 6	7	Each						
3.	PVC Safety Gumboots Black Size 7	12	Each						
4.	PVC Safety Gumboots Black Size 8	17	Each						
5.	PVC Safety Gumboots Black Size 9	14	Each						
6.	PVC Safety Gumboots Black Size 10	10	Each						
7.	PVC Safety Gumboots Black Size 11	5	Each						
	Section: B **Supply of Safety Boot, Black**								
1.	Safety Neogrip Boots Black Size 4	1	Each						
2.	Safety Neogrip Boots Black Size 5	1	Each						
3.	Safety Neogrip Boots Black Size 6	2	Each						
4.	Safety Neogrip Boots Black Size 7	4	Each						
5.	Safety Neogrip Boots Black Size 8	2	Each						
6.	Safety Neogrip Boots Black Size 9	3	Each						
7.	Safety Neogrip Boots Black Size 10	2	Each						
	Section: C **Supply of Safety Boot, Black**								
	Safety Neoflex Boots Black Size 4	2							
1.	Safety Neoflex Boots Black Size 5	4	Each						

2.	Safety Neoflex Boots Black Size 6	10	Each						
3.	Safety Neoflex Boots Black Size 7	16	Each						
4.	Safety Neoflex Boots Black Size 8	14	Each						
5.	Safety Neoflex Boots Black Size 9	10	Each						
6.	Safety Neoflex Boots Black Size 10	8	Each						
7.	Safety Neoflex Boots Black Size 11	3	Each						
			TOTAL VAT Excluded						
			15% VAT						
			TOTAL VAT Included						

List of Goods and Price Schedule Authorised By:

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

4. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:
   Currency: ……. Exchange Rate: …….

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

The following specifications / requirements is seen as minimum and offers failing to comply will be disqualified.

Item No	Technical Specification Required		
1.	**Overall 2pcs, Conti Suit and Ladies Coat** • Blue royal colour with reflector on arms and legs. • Embroidered Council logo on the jacket's left side, above the upper pocket. • Trouser with deep pockets • Material should be 65% Polyester & 35% Cotton.	 	
2.	**Overall 2pcs, High Visibility Cont-Suits** • Navy Blue with Orange Colour on upper part of the Jacket with reflectors on arms and legs. • Embroidered Council logo on the jacket's left side, above the upper pocket.		

Item No	Technical Specification Required		
3.	**Overalls 2 pcs Acid Resistant Conti-Suits** • Olive Green colour with reflectors on arms and legs. • Embroidered Council logo on the jacket's left side, above the upper pocket.		
4.	**Sun Hat Unisex** • Khaki or Navy Blue colour. • Soft cotton. • Embroidered Council logo on front. • Adjustable chin strap toggle.	 	
5.	**Safety Gumboot** • PVC, Black Colour **Safety Boot** • Full grain leather, Black. • High water and oil resistant. • Shank reinforcement for arch support. • Steel toe cap.	 	

Item No	Technical Specification Required		
			

Inspections and Tests

The following inspections and tests shall be performed on bid evaluation and delivery:

Visual Inspection to confirm compliance to technical specifications.

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/OSHTC – 08/2025-2026**

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 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.	**Overall 2pcs, Conti Suit and Ladies Coat** • Blue royal colour with reflector on arms and legs. • Embroidered Council logo on the jacket's left side, above the upper pocket. • Trouser with deep pockets • Material should be 65% Polyester & 35% Cotton.		
2.	**Overall 2pcs, High Visibility Cont-Suits** • Navy Blue with Orange Colour on upper part of the Jacket with reflectors on arms and legs. • Embroidered Council logo on the jacket's left side, above the upper pocket.		
3.	**Overalls 2 pcs Acid Resistant Conti-Suits** • Olive Green colour with reflectors on arms and legs. • Embroidered Council logo on the jacket's left side, above the upper pocket.		

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
4.	**Sun Hat Unisex** • Khaki or Navy Blue colour. • Soft cotton. • Embroidered Council logo on front. • Adjustable chin strap toggle.		
5.	**Safety Gumboot** • PVC, Black Colour **Safety Boot** • Full grain leather, Black. • High water and oil resistant. • Shank reinforcement for arch support. • Steel toe cap.		

Specifications and Compliance Sheet Authorised By:

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 VII: 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 - except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/OSHTC-08/2026/2027**

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: **Oshakati Town Council**
Site **GCC 1.1(m)**	The Site/final destination for delivery of the Goods is **Oshakati Town Council, Engineering Department**, Att: Mr. Joseph Nakaambo/ Mrs. Perpetua Kabozu
Incoterms Edition **GCC 4.2(b)**	Incoterms shall be governed by the rules prescribed in Incoterms 2010. **DDP**
Notices **GCC 8.1**	Any notice shall be sent to the following addresses: **Oshakati Town Council,** **Procurement Management Unit** **Sam Nuyoma Drive, Private Bag 5530, Oshakati** **Att: Anna-Liisa Korea** **Secretary of Procurement** **+264 65 229500/535/536** akorea**@oshtc.na/procurementunit@oshtc.na** **+264 65 229500/535/536** For the Supplier, the address and contact name shall be: _____ _____ _____
Disputes **GCC 10.2**	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 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, within14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
Delivery and Documents **GCC 13.1**	The Goods are to be delivered within Thirty **(30)** working days after receiving the purchase order. The documents to be furnished by the Supplier are: **(a) signed delivery note.** **(b) Tax invoice showing the goods' description, quantity, unit price, and total amount.**

Subject and GCC clause reference	Special Conditions
Price Adjustment GCC 15.1	The price charge for the goods supplied and related services performed shall not be adjustable
Terms of Payment GCC 16.1	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 (30)** 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 Period 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. ii) The payment-delay period after which the Purchaser shall pay interest to the Supplier shall be 60 days. iii) The interest rate to be applied in the case of late payments is the Prime Rate of Commercial banks in Namibia as stated on the website of the Bank of Namibia
Performance Security GCC 18.1	(i) No performance security is required
Discharge of Performance Security GCC 18.4	The performance security will be discharged and returned to the supplier not later than following completion date. N/A
Packing GCC 23.2	All packages, cases, crates, etc. are to be marked with Supplier's name and the applicable contract/agreement/PO number. Labelling of the packing cases must be in the English language for easy identification of the Goods. The Supplier shall package and deliver the Goods in packing cases for safe transportation, delivery, loading, offloading, and storage in accordance with internationally accepted standards such as those of IATA (International Air Transport Association

Subject and GCC clause reference	Special Conditions
Insurance **GCC 24.1**	The insurance coverage shall be as specified in the Incoterms. The Goods shall be delivered: **DDP Deliver Duty Paid-Place**
Transportation **GCC 25**	Responsibility for transportation of the Goods shall be as specified in the Incoterms. **The goods must be delivered DDP Oshakati Town Council**
Inspection and Test **GCC 26.1**	The inspection and tests shall be **Ms. Salome Haiyaka** • **Visual inspection to ensure compliance specification and size.**
Location of Inspection and Tests **GCC 26.2**	The inspections and tests shall be conducted at: **Oshakati Town Council, Engineering Department,**
Liquidated Damages **GCC 27.1**	Liquidated damages for the whole contract are **N/A**
Warranty **GCC 28.3**	The period of validity of the warranty shall be: 06 months. The period of warranty shall be as per manufacturer's standard warranty; For the purpose of the Warranty, the place(s) of the final destination(s) shall be: **Oshakati Town Council, Engineering Department.**
Repair and Replacement **GCC 28.5**	The period for repair or replacement shall be: 12 months from date of delivery. All defects to the goods shall be repaired/replaced at the cost of the suppliers.

Annexure A: Declaration in Respect of Exclusive Preferences

1. **Micro, Small and Medium/ Owned Enterprises Declaration/Youth Owned Enterprise Declaration/Previously Disadvantaged Person (PDP) owned enterprises Declaration in terms of Paragraph 9(3) and Annexure 6 of the Code of good practice.**

I/We declare under oath that the company's total **equity owned by:**

Namibian (MSME) is ..... (insert percentage)
Namibian women is ..... (insert percentage)
Namibian youth is ..... (insert percentage)
Namibian PDPs is ..... (insert percentage)

The following are the names of all shareholders and the percentage shares held by each member:

No.	Full Legal Name	Identification Number	Nationality	Gender	Age	PDP Category	%Share
Total Share							

Note: The Above table may be reproduced if the space provided is not sufficient to cover the names of all shareholders.

NB: The following documents should be attached as supportive documentation.

- MSME – Certified copy of the SME registration Certificate

- Women owned Enterprises- IDs of all shareholders and Founding statement/company registration indicating ownership structure/shareholder certificate. In case of a Trust, Trust Deed indicating the beneficiary(s).
- Youth owned enterprise - IDs of all shareholders and Founding statement/company registration indicating ownership structure/shareholder certificate. In case of a Trust, Trust Deed indicating the beneficiary(s).
- Previously Disadvantaged Person owned enterprise -- IDs of all shareholders and Founding statement/company registration indicating ownership structure/shareholder certificate. In case of a Trust, Trust Deed indicating the beneficiary(s).

_____ _____

Signature of the bidder: Owners Name:

Signature of Witness:_____ Full Name of witness: _____

2. Suppliers providing employment to Namibians Declaration in terms of paragraph 9(3) and Annexure 6 of the Code of Good Practice

I/We declare under oath that the company employs 50% or more Namibian citizens, and the following are all the names of the said employees:

No	Full Legal Name	Identification Number	Nationality	Occupation

Note: The Above table may be reproduced if the space provided is not sufficient to cover the names of all shareholders.

_____ _____

Signature of the bidder: Owners Name:

Signature of Witness: _____ Full Name of witness: _____

ASSESSMENT CRITERIA

Section A	**MANDATORY DOCUMENTS** **Company Documentations**	**Yes**	**No**
	1. Certified copy of company Registration Certificate (certified by i.e. police, commissioner of oaths,)supply and delivery of protective clothing as a core business function.		
	2. Certified copies of the shareholders/ members identification documents.		
	3. Original or certified copy of a valid good Standing Tax Certificate or the equivalent in the bidder's area of jurisdiction (certified by i.e. police, commissioner of oaths, **(Valid at the deadline of submission of bid);**		
	4. Original or certified copy of a valid good Standing Social Security Certificate (applicable to Namibian registered companies only) (certified by i.e. police, commissioner of oaths); **(Valid at the deadline of submission of bid);**		
	5. 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);**		
	6. 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)**		
	BID FORMS	**Yes**	**No**
SECTION B	**1.** Bid Securing Declaration Form is **Duly filled in, duly signed, dated and** stamped by an Authorised person and no alterations or amendments has been made to the Bid Securing Declaration Form.		
	2. Bid Submission Form (Quotation Letter) is **duly filled in, duly signed, and dated and** clearly indicating the bid validity period of 90 days		
	3. Specifications and Compliance Sheet**. duly filled in, duly signed, and dated**		
	4. List of Goods and Price Schedule **(duly filled in, duly signed, and dated**		
	5. Written undertaking (applicable to Namibian registered companies or companies that would make use of Namibian employees) **duly filled in, duly signed, dated and stamped.**		

	6. Two (2) reference letters of supply and delivery of protective clothing Indelible ink used, no correction fluid used, and all corrections crossed out and initialled or signed		
	7. Has the Original copy of the bid been typed or written in indelible ink and signed by a person duly authorized to sign on behalf of the Bidder		
	8. Bidder must include a comprehensive company profile		
	All pages of the bidding document should be initialed		

Table 4: Financial Evaluation

Oshakati Town Council shall select bid for award to the lowest arithmetically corrected evaluated, substantially, responsive bidder. However, the final award will be determined after the application of Margin of Preference as per **Section I (18).**

(a) Margin of Preference

Excusive 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 Enterprise2%	
6	Suppliers providing employment to Namibian citizens1%	
	Total 9%	

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

A=MP x BP in which formula

100

(a) **"A"** represents the amount to be determined**:**

(b) **"MP"** represents the total percentage of all margins of preferences granted in respect

(c) **"BP"** represents the bid price**.**

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

PROCUREMENT OF SUPPLY AND DELIVERY OF PROTECTIVE CLOTHING TO OSHAKATI TOWN COUNCIL.

PROCUREMENT REFERENCE NUMBER: G/RFQ/OSHTC-08/2026/2027

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

CLOSING DATE: FRIDAY, 30 OCTOBER 2026 @ 12H00

FROM:

COMPANY NAME: _____

CONTACT PERSON _____

P. O. BOX: _____

CONTACT NUMBER: _____

EMAIL: _____