



**ONIIPA TOWN COUNCIL**

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## **ENVELOP COVER**

**REQUEST FOR SEALED QUOTATION**

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**DESIGN, PRINT AND SUPPLY PROMOTIONAL ITEMS TO  
ONIIPA TOWN COUNCIL**

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**Procurement Reference No: G/RFQ/ONPTC-06/2025-26**

**ONIIPA TOWN COUNCIL  
Main Road 121 Oniipa  
P. O. Box 25179 Onandjokwe, Oniipa Namibia  
Tel: +264 65 245700/10  
Fax: +264 65 245711  
Namibia**

**CLOSING TIME AND DATE: 22/04/2026 @ 12h00**

**FROM:**

COMPANY NAME: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

P. O. BOX: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

EMAIL: \_\_\_\_\_

BID AMOUNT: \_\_\_\_\_



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## ONIIPA TOWN COUNCIL

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Tel: 065-245700/10  
Fax: 065-245711

P O Box 25179  
Onandjokwe

### Letter of Invitation

15 April 2026

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**Procurement Reference No. G/RFQ/ONPTC-06/2025-26**

Dear Sir/Madam,

**Request for Design, Print and Supply of Promotional Items to Oniipa Town Council**

Oniipa Town Council invites you to submit your best quote for the items described in details in this document.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to our **Head: Procurement Management Unit, Mr. Johannes Nampweya/ 065-245700** /or email: **procurement@oniipatc.org.na**.

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

**Johannes Nampweya**  
**Secretary to the Procurement Committee**

# SECTION I: INSTRUCTIONS TO BIDDERS

## 1. Rights of Public Entity

The Oniipa Town Council reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item,
- (b) to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award, and
- (c) to change the quantity of the quoted items.

## 2. Preparation of Quotations

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

- (a) the Quotation Letter in Section II
- (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.

You are advised to carefully read the complete Request for Sealed Quotations document including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

## 3. Validity of Quotations

The Quotation validity period shall be 60 days from the date of submission deadline.

## 4. Eligibility Criteria

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

- (a) Have a valid and certified copy of company Registration Certificate;
- (b) Have valid original or certified copies of good Standing Tax Certificate;
- (c) Have an original valid or certified copy of good Standing Social Security Certificate.
- (d) Have a valid certified copy of 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;
- (e) have a certificate indicating SME Status (for 100% Namibian owned SME and entities 51% or more equity owned by Namibian citizens);
- (f) Submit signed Bid-securing Declaration.
- (g) An 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, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof;
- (h) have a valid certified copy of a fitness certificate (from a Local Authority);

## 5. Bid Securing Declaration

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

## 6. Delivery

Delivery shall be **within 30 days** after acceptance/issue of Purchase Order. Deviation in delivery period *shall be considered if such deviation is reasonable*.

6.1. The following tests and inspections will be carried out on the goods at delivery:

6.2. Items will be verified and counted upon delivery

## 7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Oniipa Town Council with the Bidder's name and contact information at the back of the envelope.

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## 8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Oniipa Town Council Offices, Main Road 121 Oniipa**, not later than **22 April 2026 at 12h00**. Quotations by post or hand delivered should reach **Oniipa Town Council Offices, Main Road 121, Oniipa** by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

## 9. Opening of Quotations

Quotations will be opened internally by the Oniipa Town Council immediately after the closing time referred to in instruction 7 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security/Bid Securing Declaration, will be available to any bidder on request within three working days of the Opening.

## 10. Evaluation of Quotations

Oniipa 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.

## 11. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity'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.

## 12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

### 13. Margin of Preference

A margin of preference will not 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%
7	Suppliers providing employment to Namibian citizens	2%
<b>Total</b>	<b>10%</b>	

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

Namibian MSME ownership		
3	Women Owned Enterprise	<ul style="list-style-type: none"> <li>• ID's of all shareholders</li> <li>• Founding statement/ company registration indication ownership structure/ shareholder certificate</li> <li>• Declaration indicating the percentage of Namibian female ownership</li> </ul>
4	Youth Owned Enterprise	<ul style="list-style-type: none"> <li>• ID's of all shareholders</li> <li>• Founding statement/ company registration indication ownership structure/ shareholder certificate</li> <li>• Declaration indicating the percentage of Namibian youth ownership</li> </ul>
5	Previously Disadvantaged Person (PDP) Owned Enterprise	<ul style="list-style-type: none"> <li>• ID's of all shareholders</li> <li>• Founding statement/ company registration indication ownership structure/ shareholder certificate</li> <li>• Declaration indicating the percentage of Namibian PDP ownership</li> </ul>
7	Suppliers providing employment to Namibian	<ul style="list-style-type: none"> <li>• Declaration that the bidder employs 50% or more Namibian citizens</li> </ul>

## 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:	<b>Oniipa Town Council</b>
Procurement Reference Number:	<b>G/RFQ/ONPTC-06/2025-26</b>
Subject matter of Procurement:	<b><u>Design, Print and Supply of Promotional Items to Oniipa Town Council</u></b>

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 *disqualification on the grounds mentioned in the BD*.

The validity period of the Quotation is **60 days** from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **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:** 22/04/2026

**Procurement Ref No.:** **G/RFQ/ONPTC-06/2025-26**

**To:** Oniipa Town Council

I/We\* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We\* accept that under section 45 of the Act, I/we\* may be suspended or disqualified in the event of

- (a) **a modification or withdrawal of 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: .....  
*[insert signature of person whose name and capacity are shown]*

Capacity of:  
*[indicate legal capacity of person(s) signing the Bid Securing Declaration]*

Name: .....  
*[insert complete name of person signing the Bid Securing Declaration]*

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
*[insert date of signing]*

Corporate Seal (where appropriate)

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

**\*delete if not applicable / appropriate**

## SECTION III: EVALUATION

<b>MANDATORY DOCUMENTS</b>					
(please note that non- submission of the documents in ITB 2 & 4 will lead to direct disqualification)					
<b>Section A</b>	<b>Company Documentations</b>				
	Quotation Letter submitted, clearly indicating the bid validity period of 60 days				
	Certified copy of company Registration Certificate (certified by i.e. police, commissioner of oaths, notary..etc);				
	Certified copies of the shareholder's/ members identification documents.				
	Original or certified copy of a valid good Standing Tax Certificate or the equivalent in the bidders area of jurisdiction (certified by i.e. police, commissioner of oaths, notary..etc); <b>(Valid at the deadline of submission of bid);</b>				
	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, notary..etc); <b>(Valid at the deadline of submission of bid);</b>				
	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; <b>(Valid at the deadline of submission of bid);</b>				
<b>Section B</b>	<b>Bid Forms</b>				
	Bid Securing Declaration Form signed by an Authorised person and no alterations or amendments has been made to the Bid Securing Declaration Form				
	Completed and signed Bidder Information Form				
	Completed and signed Quotation Letter				
	Completed Labour Act Form (applicable to Namibian registered companies or companies that would make use of Namibian employees)				
<b>Section C</b>	<b>Technical Evaluation (70)</b>				
	Proof that the bidder has supplied similar ( <b>DESIGN, PRINT AND SUPPLY PROMOTIONAL ITEMS TO ONIIPA TOWN COUNCIL</b> )  <i>(Kindly attach purchase orders or reference letters that were issued to your company as proof)</i>	5 POs +	45		
		4 POs	20		
		1-3 POs	10		

	<b>ACTIVE OFFICE IN THE NORTH</b>	Yes	20		
	PROOF OF OPERATION a certified copy of valid "Fitness Certificate" from a Local Authority Health Department or Ministry of Health & Social Services. (KINDLY ATTACH)	No	10		
	<b>BIDDERS TO INDICATE (SUPPORTED BY LETTERHEADS) HOW TO IT PLANS TO MITIGATE THE TURNAROUND TIME AND FOR HANDLING AND RESOLUTION OF RETURNED GOODS DUE TO:</b>	Risk and Mitigation Plan provided, and it meets all requirements	25		
	<ul style="list-style-type: none"> <li>• Incorrect sizes supplied</li> <li>• Not complying to technical specifications/damaged</li> <li>• Risk of defaulting on delivery turnaround time as per specifications</li> </ul>	No submission of risk and mitigation plan	0		
	<b>Margin of Preference</b>		10		
	<b>Total Technical Score</b>			<b>100</b>	
	The minimum technical (St) score required to pass is 70/100 Points				
	<b>TOTAL FINANCIAL SCORE</b>			<b>100</b>	
	<b>THE FORMULA FOR DETERMINING THE FINANCIAL SCORES IS THE FOLLOWING:</b>				
	<b>Sf = 100 x Fm / F, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.</b>				
	WEIGHTS GIVEN TO THE TECHNICAL SCORE			<b>T = 70</b>	
	WEIGHTS GIVEN TO THE FINANCIAL SCORE			<b>F = 30</b>	
	<b>The bidder (s) with the lowest substantially responsive bid, having scored 70% or above will be recommended for this bid.</b>				
	<b>Checked By:</b>				
	<b>Signature:</b>				



## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/ONPTC-06/2025-26**

*[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.	<b>Stall fabric full print. Size: 3/3</b>  <u>Description:</u> <ul style="list-style-type: none"> <li>▪ Full Print in Corporate Colour, High Level Statements of Council, and historical pictures</li> <li>▪ Size; 9m<sup>2</sup></li> </ul>		
2.	<b>Hats</b> <ul style="list-style-type: none"> <li>▪ Bush Hat – Wide Brim Hat embroidered (Safari).</li> </ul>		
3.	<b>Umbrella</b> <ul style="list-style-type: none"> <li>▪ Torrent Golf Umbrella</li> </ul>		
4.	<b>Outdoor Umbrella</b> <ul style="list-style-type: none"> <li>▪ Legend Sublimated Parasol Sliding pole with base 2m x 2m</li> </ul>		

**NB: PLEASE PROVIDE DRAFT TO THE CLIENT FOR APPROVAL OF THE DESIGN BEFORE PRINTING!**

\* Columns A and B to be completed by Public Entity.

**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**)

## SECTION VI: 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/ONPTC-06/2025-26**

The clause numbers given in the first column correspond to the relevant clause number of the GCC. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

Subject and GCC clause reference	Special Conditions
<b>Site GCC 1.1(m)</b>	The Site/final destination for delivery of the Goods is Oniipa Town Council Offices 121 Main Road, Oniipa.
<b>Incoterms Edition GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices GCC 8.1</b>	Any notice shall be sent to the following addresses: For Oniipa Town Council, the address and the contact name shall be: <b>Oniipa Town Council, P O Box 25179, Onandjokwe. Contact: Mr. Johannes Nampweya Tell: 065 245 700</b> For the Supplier, the address and contact name shall be:  _____  _____  _____
<b>Delivery and Documents GCC 13.1</b>	The Goods are to be delivered within 30 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note; and (b) Original Tax Invoice.
<b>Terms of Payment GCC 16.1</b>	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
<b>Terms of Payment GCC 16.3</b>	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment GCC 16.4</b>	The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of Requirements.
<b>Performance Security GCC 18</b>	(i) No performance security is required
<b>Packing GCC 23.2</b>	The packing, marking and documentation within and outside the packages shall be: Marked Fragile and Addressed to Oniipa Town Council

Subject and GCC clause reference	Special Conditions
Transportation GCC 25	The Goods shall be delivered: On the cost of supplier.
Inspection and Tests GCC 26.	Goods will be inspected and counted upon delivery

### SCHEDULE 3: QUOTATION CHECKLIST SCHEDULE

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

Procurement Reference No. **G/RFQ/ONPTC-06/2025-26**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Company Registration Certificate		
Original Valid Good Standing Tax Certificate		
Original Valid Good Standing Social Security Certificate		
Valid Affirmative Action Compliance Certificate		
Company Profile		

**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.*