

ONGWEDIVA TOWN COUNCIL

REQUEST FOR SEALED QUOTATIONS FOR GOODS

Request for sealed quotation for Design, Supply and Delivery
of customised 2027 Diaries and Calendars to Ongwediva
Town Council

Issued Date: Friday, July 17, 2026

Procurement Reference No: G/RFQ/OngweTC-01/2026/27



Name of Bidder	
Contact person	
Contact number	
Fax Number	
E-mail Address	
Postal Address	
Amounts (VAT Inclusive)	Diaries:
	Calendars:
	Notebooks:

INFORMATION TO THE BIDDERS:

The original document, fully completed, initialed and signed where applicable, shall be submitted in sealed envelope, marked "Procurement Reference No. G/RFQ/OngweTC-01/2026/27 and must be deposited in the Biding Box and shall be submitted not later than the closing date and time.

Ongwediva Town Council
Private Bag 5549, Ongwediva
Tell: +264 65 233700 | Fax: +264 65 230521

jhainana@otc.com.na (administrative)
oshingenge@otc.com.na (Technical)

Due date: **Tuesday, August 04, 2026**

All official correspondence must be addressed to the Chief Executive Officer

LETTER OF INVITATION

Name of Bidder.....

Address of Bidder.....

Procurement Reference Number.....

Date:.....

Request for Sealed Quotations for the supply, and delivery of customised Diaries to Ongwediva Town Council

The Ongwediva Town Council invites you to submit your best quote for the works described in detail hereunder.

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

Queries, if any, should be addressed to **Mrs. Josephine Hainana (Administrator)** and **Ms. Otilie Shingenge (Technical)**.

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,

Mrs. Josephine Hainana
Head of Procurement Management Unit

____/____/____
Date

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Ongwediva Town Council reserves the right:

- (a) to split the contract as per the lowest evaluated cost per lot, if any; and
- (b) to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

2. Preparation of Quotations

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

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Compliance Sheet in Section V; and

You are advised to carefully read the complete Request for 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 **180** days from the date of bid submission deadline.

4. Eligibility Criteria (Mandatory Legal Document)

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

- (a) submit a certified copy of a valid Company/Business Registration Certificate for an entity incorporated or registered under the company or close corporation laws of Namibia. OR, a Certified copy of the certificate of registration of a co-operative registered under the laws regulating Co-operatives in Namibia. OR, certified Document serving as evidence of registration as a trust and the trust deed for a trust registered under laws regulating trusts in Namibia OR, Partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture, or a valid agreement in case of other similar arrangements. OR, a certified copy of a valid Good Standing Certificate for all its members to practice as professional Architects and Quantity Surveyors in Namibia issued in terms of the Architects and Quantity Surveyors Act, Act 1979.
- (b) submit an original or certified copy of a valid good Standing Tax Certificate from NamRA, which must be valid by the date of bid closure.
- (c) Submit an original valid or certified copy of a valid or a printout of a valid electronic or online valid good Standing Social Security Certificate, which must be valid by the date of bid closure document issued in terms of the

Electronic Transaction Act, 2019 (Act No. 4 of 2019), subject to the authentication or validation of such printout by a public entity during the bid evaluation process, in accordance with the authentication or validation guidelines of the issuing authority.

- (d) Submit a valid certified copy of an Affirmative Action Compliance Certificate, and if the Affirmative Action Compliance Certificate is over 12 months from the date of issue, a confirmation letter from the Employment Equity Commission indicating that the employer did submit the report for the period following from the date when the certificate was issued, or proof from the Employment Equity Commission that the bidder is not the relevant employer; or an exemption was issued in terms of Section 42 of the Affirmative Action Act, 1998 (which must be valid by the date of bid closure).
- (e) A completed or written undertaking as contemplated in Section 138 (2) of the Labour Act, 2007 (Act No. 11 of 2007).

5. Bid Securing Declaration

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

6. Works Completion period

The completion period for works shall be within 30 days after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Request for Sealed Quotation Box located at Council Offices, not later than **04 August 2026, 14h30**. Quotations by post or hand delivered should reach the office **04 August 2026, 14h30**. 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 Ongwediva Town Council immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the bidders, the rates quoted will be taken.

10. Evaluation of Quotations

Ongwediva Town Council shall have the right to request for clarifications in writing during the evaluation. Substantially responsive offers shall be compared based on evaluated rates, subject to the Margin of Preference where applicable.

11. Technical Compliance

The Specifications and Compliance Sheet detail the minimum specifications of the works to be carried out. The specifications have to be met, but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

Prices for the execution of works shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works, and shall include all duties. The whole cost of performing the works shall be included in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted.

13. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the works shall be selected for award of contract. 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.

14. Notification of Award and Debriefing

The Public Entity 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 and post a notice of award on its website within 7 days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within 7 days of the unsuccessful bidders being informed of the award.

15. Performance Security

Not applicable

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 Priced Activity Schedule 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.

Quotation addressed to:	Ongwediva Town Council
Procurement Reference Number:	G/RFQ/OngweTC-01/2026/27
Subject matter of Procurement:	Supply, and delivery of customized Diaries and Calendars to Ongwediva Town Council

We offer to execute the Works detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instructions to Bidders

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Security/Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein.

The validity period of our Quotation is 180 days from the date of the bid submission deadline.

We confirm that the rates quoted in the Priced Activity 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.

Works will commence within 4 days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within 30 days from date of issue of Purchase Order/ Letter of acceptance.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./E-mail	

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:
[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 _____

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.]



Republic of Namibia

Ministry of Justice and Labour Relations

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 No.:

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

This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering

SCOPE OF WORKS, SPECIFICATIONS, AND PERFORMANCE REQUIREMENTS

Project Specifications and Compliance Sheet Specifications

Item No	Description	Quantity	Rate (N\$) per unit	Amount without VAT NAD	VAT NAD	Total (N\$)
1.	2027 Diaries • 120 in Quantity • A5 size, 80g paper • Soft PU leather Touch • Hard front and back covers • Black / Dark Grey in colour • Front page engraved with Logo in Gold • 1st page of the diary will have personal information in black and white • The second page will have the mandate and vision of the Council in full colour • The third page will have a brief history of Ongwediva in full colour • Fourth page will have the contact information of the Council in black and white • Fifth page will have the public holidays and school calendar days of Namibia for 2027 • Sixth page will have 12 monthly calendars	120				
2.	30x 2027 Calendar Planner A3 (1 Page) • Single-sided calendars • Customs designed with pictures and words • Namibian public holidays only					

	• Council logo and contact details on each page • Design in line with Council's Corporate Identity Manual					
3.	20x 2027 Notebooks A5 (1 Page) • Soft PU leather Touch • Hard front and back covers • Black / Dark Grey in colour • Front page engraved with Logo in Gold • Double-printed black on white line • 100 pages.	30				

Section III. Evaluation Criteria

This section contains supplementary criteria that the Employer shall use to evaluate bids.

1. Technical Evaluation Criteria

Evaluation shall be based on following admissibility

ITEM	TECHNICAL REQUIREMENT AND EVIDENCE	EVALUATOR SCORING GUIDE	MAXIMUM POINTS
2.1	Similar supply experience • Submit evidence of completed assignments involving the supply and/or branding of diaries, notebooks, calendars or comparable branded stationery. • Acceptable evidence: a signed reference letter/contract/completion certificate, or an invoice supported by a delivery note.	• No acceptable evidence: 0 points • One (1) completed assignment: 15 points • Two (2) completed assignments: 20 points • Three (3) or more completed assignments: 25 points	25
2.2	Samples of previous or proposed work • Submit at least two (2) colour photographs, digital samples, physical samples or mock-ups of diaries, notebooks, calendars or comparable branded stationery.	• No sample: 0 points • One (1) acceptable sample: 8 points • Two (2) acceptable samples: 15 points	20

	Samples may relate to the same assignments submitted under Item 2.1.	- Three (3) or more acceptable samples: 20 points - A sample is acceptable when the branding is legible, the finishing appears neat, and the layout is suitable for a professional diary or comparable product.	
2.3	Responsible person and relevant competency - Identify one (1) person who will be responsible for design coordination, proof approval, production follow-up and delivery. - Submit a brief CV or profile showing relevant experience in graphic design, printing, branding, stationery supply or project coordination. A formal graphic design qualification is not mandatory.	- No responsible person or supporting profile: 0 points - Less than three (3) years of relevant experience: 5 points - Three (3) to four (4) years of relevant experience: 10 points - Five (5) or more years of relevant experience: 15 points	15
3.	Company profile and operational capacity - Submit a concise company profile, not exceeding two (2) pages, stating the following: i. legal/business name, ii. contact details, iii. years of operation, iv. core services, and v. the resources or arrangements available to complete the assignment. - In-house production is not compulsory. Outsourced printing or branding is acceptable, provided the bidder remains fully responsible for quality and delivery.	- No company profile: 0 points - Profile provides some, but not all, of the required information: 10 points - Profile provides all required information and demonstrates suitable operational capacity: 15 points	15

TOTAL TECHNICAL SCORE	75
RECOMMENDED MINIMUM TECHNICAL PASSING SCORE	50/75

The minimum pass mark for the Technical Evaluation shall be **50**, and only those bidders having scored at least the pass mark shall be retained for financial analysis. Bids having scored less than the pass marks shall be declared not responsive and will not be retained for further evaluation.

2. Financial Analysis

The price shall be compared as per a marking system. The bidders who scored the highest marks shall be evaluated further. Ranking of the bids shall be in order of highest marks after adding the technical score to the financial score.

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: _____

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	120x 2027 Diaries • 120 in Quantity • A5 size, 80g paper • Soft PU leather Touch cover • Hard front and back covers • Black / Dark Grey in colour • Front page engraved with Logo in Gold • 1st page of the diary will have personal information • The second page will have the mandate and vision of the Council • The third page will have a brief history of Ongwediva • Fourth page will have the contact information of the Council • Fifth page will have public holidays and school calendar days of Namibia for 2027 • Sixth page will have 12 monthly calendars		
2.	30x 2027 Calendar Planner A3 (1 Page) • single-sided calendars		

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	• Customs designed with pictures and words • Namibian public holidays only • Council logo and contact details on each page • Design in line with Council's Corporate Identity Manual		
3.	20x Notebooks • Soft PU leather Touch • Hard front and back covers • Black / Dark Grey in colour • Front page engraved with Logo in Gold • Double-printed black on white line • 100 pages.		

[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.

Specifications and Compliance Sheet Authorised By:

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

Inspections

Inspections to be in accordance with the specifications.

Guaranteed delivery period:

- In stock (Available in stock)
- Ex-stock (Not available in stock)

Price quoted is not subject to change in rate of exchange at the time of delivery of goods, provided Price quoted shall be in Namibian Dollars for all intents and purposes.

Priced Activity Schedule 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 Works (Ref. G/RFQ/OngweTC-04/2026/27 available on the website of the Ongwediva Town Council www.ongwediva.com.na except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: _____

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

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	
Intended Completion Date GCC	The intended completion date is: _____
Project Manager GCC 1.1(y)	The Project Manager is:
Site GCC 1.1(aa)	The Site is located at _____ and is defined in Drawings Nos: _____
Start Date GCC 1.1(dd)	The Start Date shall be: _____
The Works GCC 1.1(hh)	The Works consist of:
Interpretation GCC 2.2	The project will be completed in the following sections: _____
Interpretation GCC2.3	The following additional documents shall form part of the contract: _____
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.

GCC Clause Reference	Special Conditions
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 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 may delegate his/her duties.
Notices GCC 6	Any notice shall be sent to the following addresses: For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be _____ 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 _____
Insurance GCC 13.1	(d) for personal injury or death: (i) of the Contractor's employees: [The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works]. (ii) of other people: [This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives]. (e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable. 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.
Site Date GCC 14.1	The site Data shall be:
Possession of the Site GCC 20.1	The Site Possession Date shall be:

GCC Reference	Clause	Special Conditions
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 5 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3		Program updates shall be required.
Defects Liability Period GCC 33.1		The Defects Liability Period is: 12 months.
Payment Certificates GCC 39.7		A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor".
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: (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (I)		N/A
Price Adjustment GCC 44.		The Contract is 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 [insert rate] per day. N/A
Bonus GCC 47.1		The rate for the Bonus per calendar day is: N/A
Advance Payment		(i) No advance payment shall be made

GCC Reference	Clause	Special Conditions
GCC 48.1		
	(i)	

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: _____

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

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(a)	Adjudicator is Not Applicable for this contract
Definitions GCC 1.1(l)	The Member is:
Definitions GCC 1.1(o)	The Service Provider is:
Notices GCC 1.4	Any notice shall be sent to the following addresses: Ongwediva Town Council Private Bag 5549, Ongwediva Ms. Josephine Hainana Head: Procurement Management Unit jhainana@otc.com.na
Authorized Representatives GCC 1.6	The Authorized Representatives are: Ms. Josephine Hainana Head: Procurement Management Unit jhainana@otc.com.na and; Ms. Ottilie Shingenge (Technical) oshingenge@otc.com.na
Effectiveness of Contract GCC 2.1	The date on which this Contract shall come into effect is _____
Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is _____.
Intended Completion Date GCC 2.3	The intended completion date is _____.
Prohibition GCC 3.2.3(c)	List of Activities: _____.
Service Provider's Actions Requiring Public Entity's Prior approval	The other actions are _____.

GCC 3.7(c)	
Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9	Restrictions on the use of documents prepared by the Service Provider are: _____
Lack of Performance Penalty GCC 3.10.3	N/A
Assistance and Exemptions GCC 5.1	The assistance and exemptions provided to the Service Provider are _____ (where _____ applicable): _____
Contract Price GCC 6.2(a)	The amount in local currency is _____.
Terms and Condition of Payment GCC 6.4	Insert the payment terms in line with the GCC. N/A
Interest on Delayed Payments GCC 6.5	Payment shall be made within 30 days of receipt of the invoice and the relevant documents. The interest rate is N/A
Price Adjustment GCC 6.6.1	Price adjustment not applicable.
Identifying Defects GCC 7.1	The following inspections shall be carried out: _____ The defect liability period is: _____
Dispute Settlement GCC 8.2	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. 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 may be referred to court by either party.
Dispute Settlement GCC 8.2.3	Not Applicable
Dispute Settlement GCC 8.2.4	The arbitration procedures of _____ will be used (applicable to overseas service provider)
Dispute Settlement GCC 8.2.5	Not Applicable

CONTRACT AGREEMENT

THIS AGREEMENT made on theday of
between

..... (hereinafter "the Employer"), of the one
part, and

[name of the Employer]

..... (hereinafter "the Contractor"), of the
other part:

[name of the Bidder]

WHEREAS the Employer desires that the Services known as **supply, print and delivery of customized Diaries to Ongwediva Town Council staff** G/RFQ/OngweTC-04/2025/26 should be executed by the bidder, and has accepted a Bid by the bidder for the execution of these services and the remedying of any defects therein,

The Employer and the Bidder 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; and
 - (g) the completed Schedules,
3. In consideration of the payments to be made by the Employer to the Bidder as indicated in this Agreement, the Contractor hereby covenants with the Employer to execute the Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

-
4. The Employer hereby covenants to pay the Bidder in consideration of the execution and completion of the Services 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.

For and on behalf of Ongwediva Town Council

MS. REBEKKA HIDULIKA
INTERIM CHIEF EXECUTIVE OFFICER

WITNESS

MS. OTTILIE SHINGENGE
CORPORATE COMMUNICATIONS OFFICER

FOR AND ON BEHALF OF SERVICE PROVIDER

.....
.....

WITNESS

.....
.....
.....

SCHEDULE
QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.:.....

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Security Declaration completed & signed		
Company Registration		
Revenue Good standing Certificate		
Social Security Good Standing Certificate		
Affirmative Action Compliance Certificate		

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.