REPUBLIC OF NAMIBIA

ERONGO REGIONAL COUNCIL

TEL: +264 64 410 5700
FAX: +264 64 410 5701

461 Tobias Hainyeko Street
Swakopmund, Namibia

Private Bag 5019
Swakopmund, Namibia

Request for Sealed Quotations for Goods

SUPPLY AND DELIVERY OF STANDARD HOSPITAL BEDS AND MATTRESSES FOR DIRECTORATE OF HEALTH, ERONGO REGION

PROCUREMENT REFERENCE NO: G/RFQ/ERC/DHSS-032/2026/2027

Bidder Details:

Name of Bidder: _____

Contact person: _____

Contact Number: _____

Total Amount Bid N$:_____

Signature of the Authorized Representative: _____

Date Issued: 28 October 2026

Bid Closing Date: 10 November 2026

Time: 10H00AM

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28 October 2026

Letter of Invitation

TO: Prospective Bidders

Dear Sir/Madam,

SUPPLY AND DELIVERY OF STANDARD HOSPITAL BEDS AND MATTRESSES FOR DIRECTORATE OF HEALTH, ERONGO REGION: PROCUREMENT REFERENCE NO: G/RFQ/ERC/DHSS-032/2026/2027

1. The Erongo Regional Council invites you to submit your best bid for the Hospital Bed and Matrasses described in detail hereunder. Any resulting contract shall be subject to the terms and conditions referred to in the document.

2. Your offer should be made on this form, with any annex which you may wish to enclose, and should be sent to and/or addressed to Procurement Management Unit, Erongo Regional Council in a sealed envelope marked **Procurement Reference No: G/RFQ/ERC/DHSS-032/2026/2027** and deposited into the Tender Box at the Erongo Regional Council Reception.

3. Enquiries, if any, should be addressed to **Mrs. S. Van Wyk 064 – 4106120, Email: Samolene.VanWyk@mhss.gov.na; with cc procure@erongorc.gov.na**

4. Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting your quotation on or before **10 November 2026 @10h00AM.**

Ms. Vigilant Hangula
Head: Procurement Management Unit

ERONGO REGIONAL COUNCIL
P/BAG 5019
SWAKOPMUND
NAMIBIA
2026 -10- 28
PROCUREMENT MANAGEMENT UNIT

28/10/2026
Date

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Erongo Regional Council reserves the right:

(a) to split the contract as per the lowest evaluated cost per item, 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 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.

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 90 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 certified copy of an original full/ complete company Registration Certificate;

(b) have a valid original or a valid certified copy of an original good standing Tax Certificate;

(c) have a valid original of a valid certified copy of an original good Standing Social Security Certificate;

(d) have a valid certified copy of an original 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) 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; and;

(f) have a certificate indicating SME Status (for Bids reserved for SMEs);

(g) Bid in terms of their principle business stated in the founding statement and weather they bid within the framework of their line of work

Copies indicated to be certified must be certified by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (Act No. 16 of 1963)

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be thirty (30) days after acceptance/issue of Purchase Order.

6.1. The following tests and inceptions will be carried conducted on the goods at delivery: Physical Inspection

7. Sealing and Marking of Quotations

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

8. Submission of Quotations

Quotations should be deposited in the Quotation Box located at **Erongo Regional Council**, at Reception not later than **Tuesday, 10 November 2026 at 10h00AM.** Quotations by post or hand delivered should reach Procurement Management Unit (PMU), Erongo Regional Council. Bid box Foyer, (Reception) Erongo Regional Council. Private Bag 5019, Swakopmund by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered

Mark the Procurement Reference number and closing date and time on top of your sealed envelope.

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

The Public Entity 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.

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

None

12.2 Bidders applying for the Margin of Preference shall submit, **upon request,** evidence of:

13. Margin of Preference

None

14. 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. 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.

15. 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 seven 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.

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:	ERONGO REGIONAL COUNCIL
Procurement Reference Number:	**G/RFQ/ERC/DHSS-032/2026/2027**
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 BDS.

The validity period of the Quotation is 90 days from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the quotation validity.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

Quotation Authorised by:

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

Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2007, (Act no 11 of 2007), and section 50(2)(D) of the Public Procurement Act, 2015, (Act no 15 of 2015) as amended

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, 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 service(s) in relations to the goods and services being procured under this contract.

Appendix to Quotation Letter

BID SECURING DECLARATION

(Section 45 of Act) (Regulation 37(5) and 56(2))

Date: .....

Procurement Ref No: G/RFQ/ERC/DHSS-032/2026/2027

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 _____, _____

[*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: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Supply and delivery of Standard Hospital Beds & Matrasses for Erongo Region Directorate Health G/RFQ/ERC/DHSS -032/2026/2027

INSTRUCTIONS TO THE PUBLIC BODY				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 F, G & H 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 measures	*	Price per unit NAD[1]	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
1	2 Functional full-folder B11-CI with folding sides fowler bed	30	each						
2	Memory Foam Laminated Mattrasses DF-10 Impact	30	each						
	VAT								
	GRAND TOTAL								
NAME:		POSITION:		SIGNATURE			DATE		
NAME OF BIDDER:		ADDRESS:							

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: .....

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/ERC/DHSS-032/2026/2027**

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.	2 Functional full-folder B11-Cl with folding sides fowler beds x30		
2.	Memory Foam Laminated Mattrasses DF-10 Impact x30		

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/ERC/DHSS-032/2026/2027)** *(*available at public entities physical address/website: ***www.erc.com.na*** except where modified by the Special Conditions below.

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/ERC/DHSS-032/2026/2027**

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

Subject and GCC clause reference	Special Conditions
Site **GCC 1.1(m)**	The Site/final destination for delivery of the Goods is **Directorate Health, Regional Office, Swakopmund**
Incoterms Edition **GCC 4.2(b)**	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices **GCC 8.1**	Any notice shall be sent to the following addresses: For the Erongo Regional Council, the Private Bag 5019, Swakopmund and the contact name shall be: Secretary to the Procurement Committee For the Supplier, the address and contact name shall be: _____
Delivery and Documents **GCC 13.1**	**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;
Terms of Payment **GCC 16.1**	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
Terms of Payment **GCC 16.3**	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment **GCC 16.4**	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.
Performance Security **GCC 18**	(i) No performance security is required.
Packing **GCC 23.2**	The packing, marking and documentation within and outside the packages shall be: _____
Insurance **GCC 24**	[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation]
Transportation **GCC 25**	The Goods shall be delivered: [Incoterm for transportation].
Inspection and Tests **GCC 26.**	Inspection shall be conducted on delivery date, items that does not conform to specifications will be returned.
Liquidated Damages **GCC 27**	Liquidated damages for the whole contract are 1 % per week. The maximum amount of liquidated damages for the whole contract is 5 % of the final contract price.

Subject and GCC clause reference	Special Conditions
Warranty **GCC 28.3**	For item 1, the minimum period of warranty/shelf life shall be 12 months For item 2, the minimum period of warranty/shelf life shall be 12 months For item 3, the minimum period of warranty/shelf life shall be 12 months

SCHEDULE 3: QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/ERC/DHSS-032/2026/2027

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		