



INVITATION FOR BIDS (IFB) REQUEST FOR QUOTATIONS (RFQ)

The Outapi Town Council hereby invites potential bidders to bid for the following bid:

BID REFERENCE NUMBER	G/RFQ/OUTC-02/2023/24	
DESCRIPTION	Supply and Delivery of Corporate Branded 2024 Diaries for Outapi Town Council.	
BID DOCUMENTS AVAILABLE	Monday, September 4, 2023 at 08:00, and is available for download on the Council's website, https://outapitc.org.na .	
BID DOCUMENT COST	Free	
CLOSING DATE	22 September 2023 at 11:00	
DELIVERY ADDRESS	Bids must be submitted in the prescribed format and deposited in the BID BOX at Outapi Town Council, Erf 376, Tsandi-Outapi Main Road, Outapi, and addressed to: Procurement Management Unit Outapi Town Council P.O. Box 853 Outapi	
OPENING OF BIDS	Bids will be opened in the presence of the bidder's representative in attendance at: Outapi Town Council Board Room, Erf 376, Tsandi-Outapi Main Road, Outapi, at 11:05 on September 22, 2023 .	
ENQUIRIES	Mrs. Hilma Amunyela (Procurement Management Unit) Tel: 065-251 191 Email: creditors@outapitc.org.na	Ms. Toini Jason (Administration) Tel: 065-251191 Email: toini@outapitc.org.na
GENERAL INFORMATION	Bids must be completed in full, sealed in a single envelope, clearly marked with the procurement reference number, and with the bidder's name and contact information at the back of the envelope.	
LATE, FAXED, AND EMAILED BIDS WILL NOT BE ACCEPTED.		