



# Kunene Regional Council

## Outjo Constituency



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# Request for Sealed Quotations for Goods

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## SUPPLY AND DELIVERY OF CONSTRUCTION MATERIALS FOR COMMUNITY LIBRARY AT INFORMAL SETTLEMENT- OUTJO CONSTITUENCY

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Name of bidder:.....

Contact Number of Bidder:.....

Email Address of Bidder:.....

Authorized Representative of Bidder:.....

Signature of Bidder:.....

Bid total amount : N\$ .....

**Procurement Reference: G/RFQ/KRC-23/2020**

**Kunene Regional Council**  
**P/BAG 502**  
**Opuwo**  
**Tel: +264-65-273950**  
**Fax: +264-65-273077**





# Kunene Regional Council



## Outjo Constituency

Tel: 067-313622  
Fax: 067-313422  
Cell: 0812209225

P.O. Box 531  
Outjo  
Namibia

### Letter of Invitation

To:.....  
.....  
.....

Dear Sir/Madam,

### **SUBJECT: REQUEST FOR QUOTATIONS TO SUPPLY AND DELIVERY OF BUILDING MATERIALS FOR COMMUNITY LIBRARY AT INFORMAL SETTLEMENT AT OUTJO**

The Kunene Regional Council invites you to submit your best quote for the items 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 Ms Sendra Nakale, Head of Procurement Management Unit, Private Bag 502, Opuwo, at 065 273 916 or email address: [pmu.kunenerc@gmail.com](mailto:pmu.kunenerc@gmail.com)

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. Emelia. Alweendo  
Acting Chief Regional Officer



## SECTION I: INSTRUCTIONS TO BIDDERS



### 1. Rights of Public Entity

The Kunene Regional 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. 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 Security
- (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 certified valid company Registration Certificate;
- (b) Have an original or certified valid copy good Standing Tax Certificate;
- (c) Have an original or certified valid copy 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 Bids reserved for SMEs);
- (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; and
- (h) Attached proof of confirmation of account from a Namibian Banking Institution

## 5. Bid Securing Declaration

Bidders are required to submit a subscribe Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation.

## 6. Delivery

Delivery shall be 15 days after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted.

## 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 and contact information at the back of the envelope.

## 8. Submission of Quotations

**Quotations should be deposited in the Quotation/Bid Box located at Kunene Regional Council, Mbumbijazo Muharukua Street, and Private bag 502, Opuwo not later than 7<sup>th</sup> October 2020 at 11h00. Quotations by post or hand delivered should reach Kunene Regional Council 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 Kunene Regional Council 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 Security will be posted on the website of the Kunene Regional Council and available to any bidder on request within three working days of the Opening.

## 10. Evaluation of Quotations

The Kunene Regional 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 any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Kunene Regional Council 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

N/A



**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. Performance Security**

N/A

**16. Notification of Award and Debriefing**

The Kunene Regional Council 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 (7) days. Furthermore, the Kunene Regional Council shall attend to all requests for debriefing made in writing within seven (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: <i>[name of Public Entity]</i>	
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 Security attached hereto and subscribe fully to the terms and conditions contained therein.

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:**.....  
*[Day|month|year]*

**Procurement Ref No.:** .....

**To:**.....  
.....  
*[insert complete name of Public Entity and address]*

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)





**Republic Of Namibia**

**Ministry of Labour, Industrial Relations and Employment Creation**

**Written 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:** .....

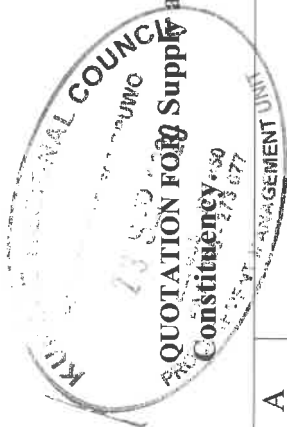
**Date:** .....

**Seal:**.....



## SECTION III: LIST OF GOODS AND PRICE SCHEDULE

**QUOTATION FOR Supply and delivery of building materials to construct the community library at informal settlement -Outjo**  
**Procurement Ref No. G/RFQ/KRC-23/2020**



A	Description of Goods	Quantity required	Unit of measures	Price per unit NAD	Total Price
1.	Bricks super S7	2000	Each		
2.	Cement 32.5 CEM II all-purpose 50kg	20	Each		
3.	Cement 42,5 CEM II High Strength 50kg	25	Each		
4.	PVC 110mm S/V Bend 90*vent horn A/heel (SB400)	3	Each		
5.	PVC 110mm S/V bend 90* plain (SB40)	2	Each		
6.	PVC 110mm U/G rodding eye 45* (UAP430)	3	Each		
7.	PVC 110mm S/V pan collar STR RUBBER RING (SG46)	3	Each		
8.	PVC 110mm U/G junction 90* plain (UY42)	1	Each		
9.	PVC 40mm bend 90*plain (WBE 40)	3	Each		
10.	PVC 40mm junction 90* plain (WTE 40)	3	Each		
11.	PVC solvent weld 500ML GLUEDEVIL	1	Each		
12.	Gas cartridge mini 190g	2	Each		
13.	Blowtorch matweld std	1	Each		
14.	Solder flux paste 200G (used with acid core & soldering wire) (used for soldering of copper fit tin GS & pipe)	1	Each		
15.	Neo contractors premium primer 20L	4	Each		
16.	Pain roller 225mm eezypile	8	Each		
17.	Pain roller 225mm lambswool	7	Each		
18.	Paint brush layman 75mm	8	Each		
19.	Paint brush layman 19mm	4	Each		
20.	Paint brush layman 38mm	4	Each		
21.	Neo eggshell enamel 102 cream 20L	2	Each		
22.	Neo Zin chromate primer red 5L	1	Each		
23.	Brick force 75mm X15m	10	Each		

24	Window frame steel C7H F7		4	Each	
25	Door frame 813mmX2032mmX115mm M/Duty knockdown RH		4	Each	
26	Door chawl frame & leave M/D 813X2032X115 LH O/I		6	Each	
27	Steel lip channel 75 X 50 X 20 X 2.0 X 9.145m		14	Each	
28	Threaded rod 12mm Black		16	Each	
29	Bif hexnut Galv 12mm Q20		1	Each	
30	Bif hexnut Galv 12mm Q5		1	Each	
31	Bif washer flat Galv 12mm Q20		1	Each	
32	Bif washer flat Galv 12mm Q4		1	Each	
33	Copper pipe 15mm X 5.5m		4	Each	
34	Copper Tee CXXCX 15mm		7	Each	
35	Copper elbow CXC90 15mm (5)		2	Each	
36	Steel round bar 10mm X 6.00m		2	Each	
37	Nails steel fluted 50mm 1kg		1	Each	
38	Welding rods vitemax 2.50mmX 5kg		2	Each	
39	Solder acid core 30/70 2.50mm 500g (used for soldering of copper pipe)		1	Each	
40	Toilet suit low level anchor white 1 x anchor low level pan+bung (2389/2390)1 X toilet seat white (7168) 1 X PVC cistern polo 9L (84)		3	Each	
41	Basin fixation bolts large		3	Each	
42	Basin 465mmX 290mm flair white		3	Each	
43	Trap rubber P 30mmX40mm black		3	Each	
44	Taps pillar tap basin 15mm ideal		3	Each	
45	PVC 40mm pipe 6m white E-spec		3	Each	
46	Connector braided 15mm fxf 450mm sabs		6	Each	
47	Valve-angle CP ½ x 15mm argic		6	Each	
48	IBR 0.47mm x 480mm ZI 50 F/Hard		15	Each	
49	Steel rect tube 50.80 x 25.40 x 1.6 x 6m		1	Each	
				Sub Total	
				VAT 15%	
				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: Namibian Dollars Only    Exchange Rate: N/A

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**

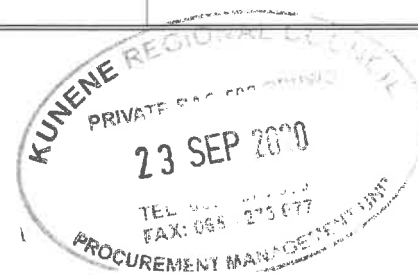


## SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/KRC-23/2020

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1.	Bricks super S7		
2.	Cement 32.5 CEM II all-purpose 50kg		
3.	Cement 42,5 CEM II High Strength 50kg		
4.	PVC 110mm S/V Bend 90*vent horn A/heel (SB400)		
5.	PVC 110mm S/V bend 90* plain (SB40)		
6.	PVC 110mm U/G rodding eye 45* (UAP430)		
7.	PVC 110mm S/V pan collar STR RUBBER RING (SG46)		
8.	PVC 110mm U/G junction 90* plain (UY42)		
9.	PVC 40mm bend 90*plain (WBE 40)		
10.	PVC 40mm junction 90* plain (WTE 40)		
11.	PVC solvent weld 500ML GLUEDEVIL		
12.	Gas cartridge mini 190g		
13.	Blowtorch matweld std		
14.	Solder flux paste 200G (used with acid core & soldering wire) (used for soldering of copper fit tin GS & pipe)		



15.	Neo contractors premium primer 20L		
16	Pain roller 225mm eezytile		
17	Pain roller 225mm lambswool		
18	Paint brush layman 75mm		
19	Paint brush layman 19mm		
20	Paint brush layman 38mm		
21	Neo eggshell enamel 102 cream 20L		
22	Neo Zin chromate primer red 5L		
23	Brick force 75mm X15m		
24	Window frame steel C7H F7		
25	Door frame 813mmX2032mmX115mm M/Duty knockdown RH		
26	Door chawl frame & leave M/D 813X2032X115 LH O/I		
27	Steel lip channel 75 X 50 X 20 X 2.0 X 9.145m		
28	Threaded rod 12mm Black		
29	Bif hexnut Galv 12mm Q20		
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31	Bif washer flat Galv 12mm Q20		
32	Bif washer flat Galv 12mm Q4		
33	Copper pipe 15mm X 5.5m		
34	Copper Tee CXCXC 15mm		
35	Copper elbow CXC90 15mm (5)		
36	Steel round bar 10mm X 6.00m		
37	Nails steel fluted 50mm 1kg		



38	Welding rods vitemax 2.50mmX 5kg		
39	Solder acid core 30/70 2.50mm 500g (used for soldering of copper pipe)		
40	Toilet suit low level anchor white 1 x anchor low level pan+bung (2389/2390)1 X toilet seat white (7168) 1 X PVC cistern polo 9L (84)		
41	Basin fixation bolts large		
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43	Trap rubber P 30mmX40mm black		
44	Taps pillar tap basin 15mm ideal		
45	PVC 40mm pipe 6m white E-spec		
46	Connector braided 15mm fxf 450mm sabs		
47	Valve-angle CP ½ x 15mm argic		
48	IBR 0.47mm x 480m ZI 50 F/Hard		
49	Steel rect tube 50.80 x 25.40 x 1.6 x 6m		

[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.]

*\* 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** on the website of the Kunene Regional Council Email address: [pmu.kuenerc@gmail.com](mailto:pmu.kuenerc@gmail.com) 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/KRC-23/2020**

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

Subject and GCC clause reference	Special Conditions
<b>Purchaser GCC 1.1(h)</b>	The purchaser is: <b>Kunene Regional Council</b>
<b>Site GCC 1.1(m)</b>	The Site/final destination for delivery of the Goods is Outjo Constituency Office
<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 the Kunene Regional Council the address and the contact name shall be: Procurement Management unit, Kunene Regional council, Mbumbijazo Muharukua Street, Private bag 502, Opuwo, Tell; 065 273 950
<b>Disputes GCC 10.2</b>	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: Shall be in writing and addressed to <b>PMU</b>





Subject and GCC clause reference	Special Conditions
<b>Delivery and Documents</b> <b>GCC 13.1</b>	<p>The Goods are to be delivered within 15 days from the date of Purchase Order or Letter of Acceptance.</p> <p>The documents to be furnished by the Supplier are:</p> <p>(a) signed and stamped/sealed delivery note, original invoice, original purchase order</p>
<b>Price Adjustment</b> <b>GCC 15.1</b>	<p>The price charge for the Goods supplied and the related Services performed shall be fixed.</p>
<b>Terms of Payment</b> <b>GCC 16.1</b>	<p>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</p>
<b>Terms of Payment</b> <b>GCC 16.3</b>	<p>Payments shall be made not later than thirty (30) days after submission of an invoice and its certification by the Purchaser.</p>
<b>Terms of Payment</b> <b>GCC 16.4 (a)</b>	<p>The price shall not be adjustable to the fluctuation in the rate of exchange.</p>
<b>Payment Period</b> <b>GCC 16.5</b>	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>i) <b>On Acceptance:</b> 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.</p> <p>ii) An interest rate of 10% is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.</p>
<b>Performance Security</b> <b>GCC 18.1</b>	<p>(i) No performance security is required</p>
<b>Discharge of Performance Security</b> <b>GCC 18.4</b>	<p>The performance security will be discharged and returned to the supplier not later than <b>15 days</b> following completion date.</p>
<b>Packing</b> <b>GCC 23.2</b>	<p>The packing, marking and documentation within and outside the packages shall be: Procurement Management Unit, Kunene Regional Council, Mbumbijazo Street, Private bag 502, Opuwo, Telephone: 065 273 950 and Procurement Reference Number: <b>G/RFQ/KRC-23/2020</b></p>
<b>Insurance</b> <b>GCC 24.1</b>	<p>N/A</p>



Subject and GCC clause reference	Special Conditions
<b>Transportation GCC 25</b>	The Goods shall be delivered: At Outjo Constituency Office
<b>Inspection and Test GCC 26.1</b>	The inspection and tests shall be: <b>Done during the delivery of goods/items</b>
<b>Location of Inspection and Tests GCC 26.2</b>	The inspections and tests shall be conducted at: Outjo Constituency Office
<b>Liquidated Damages GCC 27.1</b>	N/A
<b>Warranty GCC 28.3</b>	N/A
<b>Repair and Replacement GCC 28.5</b>	N/A



## QUOTATION CHECKLIST SCHEDULE

**Procurement Reference No.: G/RFQ/KRC-23/2020**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Signed Bid Securing Declaration		
Have a valid certified Company Registration certificate		
Have an Original or valid Certified Copy of Good Standing Tax Certificate		
Have an valid certified copy of Affirmative Action Compliance Certificate		
Have an Original or valid certified copy of Good Standing Social Security Certificate		
Attach certified copy of SME certificate		
Letter of confirmation of account from a Namibian Banking Institution.		

**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.*

