KUNENE REGIONAL COUNCIL

Tel: +264-65-273950
Fax: +264-65-273077

M. Muharukua Street
OPUWO, NAMIBIA

Private Bag 502
OPUWO, NAMIBIA

Request for Sealed Quotations
For Goods

PROCURING AND DELIVERY OF MATERIALS FOR MICRO-FINANCE AND FOOD SECURITY PROJECTS FOR KUNENE REGION

Procurement Reference No: G/RFQ/KRC- 02/2021

1. **LOT A:** Sesfontein Constituency Office: N$ ……..

LOT B: Kamanjab Constituency Office: N$ ……..

LOT C: Outjo Constituency Office: N$ ……..

LOT D: Khorixas Constituency Office: N$ ……..

LOT E: Khorixas Constituency Office: N$ ……..

LOT F: Opuwo Rural Constituency Office: N$ ……..

LOT G: Opuwo Urban Constituency Office: N$ ……..

LOT H: Opuwo Urban Constituency Office: N$ ……..

LOT I: Epupa Constituency Office: N$ ……..

LOT J: Epupa Constituency Office: N$ ……..

LOT K: Kamanjab Constituency Office: N$ ……..

LOT L: Khorixas Constituency Office: N$ ……..

LOT M: Opuwo Rural Constituency Office: N$ ……..

LOT N: Opuwo Rural Constituency Office: N$ ……..

LOT O: Opuwo Urban Constituency Office: N$ ……..

LOT P: Sesfontein Constituency Office: N$ ……..

LOT Q: Outjo Constituency Office: N$ ……..

KUNENE REGIONAL COUNCIL
PRIVATE BAG 502 OPUWO
15 FEB 2021
TEL: 065 - 273 950
FAX: 065 - 273 077
PROCUREMENT MANAGEMENT UNIT

KUNENE REGIONAL COUNCIL

Tel: +264-65-273950
Fax: +264-65-273077

M. Muharukua Street
OPUWO, NAMIBIA

Private Bag 502
OPUWO, NAMIBIA

Letter of Invitation

.....

.....

.....

.....

Procurement Reference No: **G/RFQ/KRC-02/2021**

15 February 2021

Dear Sir/ Madam,

REQUEST FOR QUOTATIONS TO SUPPLY AND DELIVER MATERIALS FOR MICRO-FINANCE AND FOOD SECURITY PROJECTS IN KUNENE REGION

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.

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

Queries, if any, should be addressed to Ms. Sendra Nakale, Head of Procurement, Private Bag 502, Opuwo, **at 065 – 273 950 or Email address; pmu@kunenerc.gov.na**

Yours faithfully,

J.E. JANTZE
ACTING CHIEF REGIONAL OFFICER

KUNENE REGIONAL COUNCIL
PRIVATE BAG 502
OPUWO
15 FEB 2021
TEL: 065 273 950
FAX: 065 273 077
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 lot; 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 goods 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

(d) any other attachment as deemed appropriate

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.

3. Delivery

Delivery shall be **21 days** after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted/shall be considered if such deviation is reasonable.

4. 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.

5. Submission of Quotations

Quotations should be deposited in the Quotation/Tender Box located at Kunene Regional Council, Mbumbijazo Muharukua Street, P/Bag 502, Opuwo, not later than **01st March 2021 at 11:00AM.** Quotations by post or hand delivered should reach Kunene Regional Council, Mbumbijazo Muharukua Street, P/Bag 502, Opuwo by the same date and time at latest. Late quotations will be rejected. Quotations received by fax or e-mail will not be considered.

6. Opening of Quotations

Quotations will be opened internally by the Kunene Regional Council immediately after the closing time referred to in section 5 above.

7. Evaluation of Quotations

Kunene Regional Council shall have the right to request for clarifications 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.

8. Eligibility Criteria

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

(a) Have a certified valid copy (NAMPOL) of company Registration Certificate;

(b) Have an original or certified valid copy (NAMPOL) of good Standing Tax Certificate;

(c) Have an original or certified valid copy (NAMPOL) of good Standing Social Security Certificate;

(d) Have a valid certified copy (NAMPOL) 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) Bidder attach proof of confirmation of account from any Namibian Banking institution

NB: Bidders must initial all pages

Kunene Regional Council may choose to request any bidder to substantiate compliance with these criteria.

9. Technical Compliance

N/A

10. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

11. Bid Securing Declaration

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

12. 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.

14. Performance Security

N/A

15. Notification of Award and Debriefing

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.

Furthermore, Kunene Regional Council shall attend to all requests for debriefing for contract made in writing within **30 days** the unsuccessful bidders are informed of the award.

16. Rights of Kunene Regional Council

Kunene 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.

17. Authority of person signing the bid

Bidders should submit a letter giving authority to the person signing and initialling the bidding document.

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:	Kunene Regional Council, Mbumbijazo Muharukua Street, P/Bag 502, Opuwo
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 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: Request for Quotations.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

The validity period of our Quotation is **180 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./E-mail	

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

LOT A

QUOTATION FOR: PROCURING AND DELIVERY MATERIALS FOR ROYAL GENERAL DEALER, SESFONTEIN CONSTITUENCY

PROCUREMENT REF NO. G/RFQ/KRC-02/2021

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS		
At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity.				Bidders shall fill-in columns F, G & H and fill the total F= mark with a *if an equivalent is quoted G= Rate per unit H=Total price for one item (D x G) • 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	D	E	F	G	H
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD[1]	Total Price
1.	Springbok Meat Saw Super S234	1	each			
2.	Water Tank 5 000L 125Kg 10mm	1	each			
3.	Pipe Poly NO-SABS 40mmxB6	4 (rolls)	each			
4.	Table Steel 1800x750mm (Grey)	1	each			
5.	Scale Portion Elec 6/15kg	1	each			
6.	Electrical 543 Litres Chest Freezer (any colour)	1	each			
				SUB TOTAL		
				VAT @ 15%		
				GRAND TOTAL		

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:
   Currency: NA…….. Exchange Rate: NA……
   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 III: LIST OF GOODS AND PRICE SCHEDULE

LOT B

QUOTATION FOR: PROCURING AND DELIVERING EQUIPMENT FOR ELANDSLAGATE INVESTMENT CC, KAMANJAB CONSTITUENCY

PROCUREMENT REF NO. G/RFQ/KRC-02/2021

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS		
At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity.				Bidders shall fill-in columns F, G & H and fill the total F= mark with a *if an equivalent is quoted G= Rate per unit H=Total price for one item (D x G) • 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	D	E	F	G	H
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD[1]	Total Price
1	Houtsaag 5.5hp with 1:2 Reduction gearbox Honda 450x30x72wz lem	1	each			
				SUB TOTAL		
				VAT @ 15%		
				GRAND TOTAL		

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

   Currency: NA…….. Exchange Rate: NA……

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

LOT C

QUOTATION FOR: PROCURING AND DELIVERY MATERIALS FOR JECKFRIED CHARCOAL PROJECT, OUTJO CONSTITUENCY

PROCUREMENT REF NO. G/RFQ/KRC-02/2021

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS		
At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity.				Bidders shall fill-in columns F, G & H and fill the total F= mark with a *if an equivalent is quoted G= Rate per unit H=Total price for one item (D x G) • 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	D	E	F	G	H
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD[1]	Total Price
1.	Sheet HRI 3650x1225x1.6mm	10	each			
2.	Axe Pick Eye 1.8kg Luna (No.4)	5	each			
3.	File Flat 250mm	5	each			
4.	Angle Mild Steel 30x30x3mmx6m	16	each			
5.	Roofing Zinc Galvanised Corrugated 0.25mmx3m	20	each			
6.	Roofing Zinc Galvanised corrugated 0.25mmx3.6m	20	each			
7.	Screw Roofing with washer 90mm (100's) Wire force	2 boxes	each			
				SUB TOTAL		
				VAT @ 15%		
				GRAND TOTAL		

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:
   Currency: NA…….. Exchange Rate: NA……
   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

LOT D

QUOTATION FOR: PROCURING AND DELIVERY MATERIALS FOR TYRE REPAIR AND CATERING SERVICES PROJECT- KHORIXAS CONSTITUENCY

PROCUREMENT REF : G/RFQ/KRC-02/2021

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS		
At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity.				Bidders shall fill-in columns F, G & H and fill the total F= mark with a *if an equivalent is quoted G= Rate per unit H=Total price for one item (D x G) • 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	D	E	F	G	H
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD[1]	Total Price
1.	Cements 32.5 N 50Kg	50	each			
2.	Corrugated Iron 0.2x2.4m	25	each			
3.	Door Ent Grooved	4	each			
4.	Window Frame Steel C4H F7	2	each			
5.	Toilet Pan L/L White Rapido	2	each			
6.	Tip Top Solution 25G	10	each			
7.	Tip Top Patch No.4	15	each			
8.	Tip Top Up 12	30	each			
9.	Tip Top Up 6	30	each			
10.	Tip Top Special Cement 30G	5	each			
				SUB TOTAL		
				VAT @ 15%		
				GRAND TOTAL		

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:
   Currency: NA…….. Exchange Rate: NA……
   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

LOT E

QUOTATION FOR: PROCURING AND DELIVERY CATERING EQUIPMENTS FOR P.T.T CATERING SERVICES PROJECT- KHORIXAS CONSTITUENCY

PROCUREMENT REF : G/RFQ/KRC-02/2021

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS		
At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity.				Bidders shall fill-in columns F, G & H and fill the total F= mark with a *if an equivalent is quoted G= Rate per unit H=Total price for one item (D x G) • 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	D	E	F	G	H
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD[1]	Total Price
1.	Electrical Defy chest Freezer 530HC (any colour)	1	each			
2.	Electrical Defy 4 plate compact stove (any Colour)	1	each			
3.	Russell Hobbs food slicer	1	each			
				SUB TOTAL		
				VAT @ 15%		
				GRAND TOTAL		

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:
   Currency: NA…….. Exchange Rate: NA……
   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

LOT F

QUOTATION FOR: PROCURING AND DELIVERY GARDEN EQUIPEMT AND MATERIALS FOR JAMBULLANE INVESTMENT CC -OPUWO RURAL CONSTITUENCY
PROCUREMENT REF G/RFQ/KRC-02/2021

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS		
At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity.				Bidders shall fill-in columns F, G & H and fill the total F= mark with a *if an equivalent is quoted G= Rate per unit H=Total price for one item (D x G) • 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	D	E	F	G	H
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD[1]	Total Price
1.	Cedar Solar Pump in a Box 100m	1	each			
				SUB TOTAL		
				VAT @ 15%		
				GRAND TOTAL		

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:
   Currency: NA…….. Exchange Rate: NA……
   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

LOT G

QUOTATION FOR: PROCURING AND DELIVERY MATERIALS & POULTRY SUPPLEMENTS FOR INAANGAKA POULTRY INVESTMENT CC, OPUWO URBAN CONSTITUENCY

PROCUREMENT REF G/RFQ/KRC-02/2021

INSTRUCTIONS TO THE PUBLIC BODY	INSTRUCTIONS TO BIDDERS
At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity.	Bidders shall fill-in columns F, G & H and fill the total F= mark with a *if an equivalent is quoted G= Rate per unit H=Total price for one item (D x G) • 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	D	E	F	G	H
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD[1]	Total Price
1.	VM Layer 100 & Larvadex 50Kg	41	each			
2.	Wire Net 1200x90x1.80mmx50m	4	each			
3.	Pole R CR 1.8mx100-125mm	20	each			
4.	VM Pullet Grow MSH Crum 50kg	2	each			
5.	VM Pullet Star MSH CRM 50kg	1	each			
6	Egg Trays Flat top 18x100	20	each			
				SUB TOTAL		
				VAT @ 15%		
				GRAND TOTAL		

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:
   Currency: NA…….. Exchange Rate: NA……
   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

LOT H

QUOTATION FOR: PROCURING AND DELIVERY MACHINERIES FOR TUKWAFA CAR WASH & TYRE REPAIR PROJECT, OPUWO URBAN CONSTITUENCY

PROCUREMENT REF G/RFQ/KRC-02/2021

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS		
At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity.				Bidders shall fill-in columns F, G & H and fill the total F= mark with a *if an equivalent is quoted G= Rate per unit H=Total price for one item (D x G) • 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	D	E	F	G	H
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD[1]	Total Price
1.	Pressure Cleaner 3kW 120Bar_14L/min 220V HP-LT19MB_Trolley Lutian	2	each			
				SUB TOTAL		
				VAT @ 15%		
				GRAND TOTAL		

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:
   Currency: NA…….. Exchange Rate: NA……

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

LOT I

QUOTATION FOR: PROCURING AND DELIVERY MACHINERIES AND MATERIALS FOR INDJEE TAILORING PROJECT, EPUPA CONSTITUENCY

PROCUREMENT REF NO. G/RFQ/KRC-02/2021

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS		
At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity.				Bidders shall fill-in columns F, G & H and fill the total F= mark with a *if an equivalent is quoted G= Rate per unit H=Total price for one item (D x G) • 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	D	E	F	G	H
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD[1]	Total Price
1.	Electrical Singer Heavy Duty sewing machine	2	each			
2.	Electrical S-Domestic Over-locker machine (standard)	1	each			
3.	Table Steel 1800x750mm (Grey)	2	each			
4.	Black Stackable Chairs (standard)	4	each			
5.	Dry Phillip Irons	2	each			
				SUB TOTAL		
				VAT @ 15%		
				GRAND TOTAL		

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:
   Currency: NA…….. Exchange Rate: NA……

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

LOT J

QUOTATION FOR: PROCURING AND DELIVERY GARDEN EQUIPMENTS AND MATERIALS FOR KAHARUTJILA VEGETABLE GARDEN, EPUPA CONSTITUENCY

PROCUREMENT REF NO. G/RFQ/KRC-02/2021

INSTRUCTIONS TO THE PUBLIC BODY	INSTRUCTIONS TO BIDDERS
At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity.	Bidders shall fill-in columns F, G & H and fill the total F= mark with a *if an equivalent is quoted G= Rate per unit H=Total price for one item (D x G) • 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	D	E	F	G	H
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD[1]	Total Price
1.	Pump Water IGP40 100mm Firman	1	each			
2.	Tank Water 10 000L 200kg 8mm	1	each			
3.	Pipe Poly HDPE 40mmxB10 (100)	2	each			
4.	Compressor Coupling 40mm	4	each			
5.	Watering Can 10L	2	each			
6.	Steel Wire 2.24mmx1650mm (50kg)	1	each			
7.	Wheelbarrow Concrete Steel Solid tyre CKR GRT	2	each			
8.	Binding Wire Galv 2mmx2015m (20kg)	1	each			
9.	Pole R CR 1.8mx100-125mm	15	each			
10.	Cements 32.5 (50kg)	10	each			
				SUB TOTAL		
				VAT @ 15%		
				GRAND TOTAL		

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:
   Currency: NA…….. Exchange Rate: NA……

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

LOT K

QUOTATION FOR: PROCURING AND DELIVERY MATERIALS AND SEEDS FOR MABASEN GARDENS, KAMANJAB CONSTITUENCY

PROCUREMENT REF NO. G/RFQ/KRC-02/2021

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS		
At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity.				Bidders shall fill-in columns F, G & H and fill the total F= mark with a *if an equivalent is quoted G= Rate per unit H=Total price for one item (D x G) • 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	D	E	F	G	H
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD[1]	Total Price
1.	Pipe poly No-SABS 50mmxB6 x50m	4	each			
2.	Brass Gate Valve Med/ Duty 50mm	1	each			
3.	Wire Razor Concertina 450 x 10m	20	each			
4.	Lasher Spade Digging Black	2	each			
5.	Wheelbarrow Concrete Steel Solid tyre CKR GRT	1	each			
6.	SH/Cloth 40% Green P/M x50m	4 rolls	each			
7.	Lamdex 50 EC (Karate) 1L	2	each			
8.	Insert Tee 50mm	1	each			
9.	Lasher Fork Digging 4-Prong	1	each			
10.	Lasher Hoe Dutch S/HDL 1300mm	2	each			

11.	Seed Carrot Kuroda 100g	4	each			
12.	Seed Onion Texas GRA. 100g	4	each			
13.	Seed Squash Waltham 100g	4	each			
14.	Seed Swiss Chard FO/G 100g	4	each			
15.	Seed Beetroot Detroit 100g	4	each			
				SUB TOTAL		
				VAT @ 15%		
				GRAND TOTAL		

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:
   Currency: NA…….. Exchange Rate: NA……

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

LOT L

QUOTATION FOR: PROCURING AND DELIVERY MATERIALS, SEEDS AND BATTERY FOR ANABOOM COMMUNITY GARDENS, KHORIXAS CONSTITUENCY

PROCUREMENT REF NO. G/RFQ/KRC-02/2021

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS		
At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity.				Bidders shall fill-in columns F, G & H and fill the total F= mark with a *if an equivalent is quoted G= Rate per unit H=Total price for one item (D x G) • 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	D	E	F	G	H
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD[1]	Total Price
1.	Compress Tee FEM 40x1	10	each			
2.	Wire Steel L/G 2.00mm 50kg 2015m	1	each			
3.	Wire D Mesh 1800x50x2mmx30m	3	each			
4.	Pipe Poly HDPE 40mmxB10	3	each			
5.	Battery Willard 791L	1	each			
6.	Kohinoor 350 1L	3	each			
7.	TM Spade Digging Flat	1	each			
8.	Lasher Rake Garden 16T Steel	1	each			
9.	Lasher Pick head C&D 3.1kg	1	each			
10.	Lasher Pick Handle Poly Handle	1	each			
11.	TM Wheelbarrow Flat Pan	1	each			
12.	Seed Carrot Kuroda 100g	3	each			
13.	Seed Onion Texas GRA. 100g	3	each			
14.	Seed Squash Waltham 100g	3	each			
15.	Seed Tomato Money Maker 100g	3	each			

16.	Seed beetroot Detroit 100g	3	each			
17.	Crimson Sweet Watermelon Seed 100g	3	each			
18.	Cement 50kg 32.5	1	each			
				SUB TOTAL		
				VAT @ 15%		
				GRAND TOTAL		

5. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:
Currency: NA…….. Exchange Rate: NA……

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

LOT M

QUOTATION FOR: PROCURING AND DELIVERY MACHINERIES FOR ONDUNDU DATJINGUNDI INVESTMENT CC, OPUWO RURAL CONSTITUENCY

PROCUREMENT REF NO. G/RFQ/KRC-02/2021

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS		
At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity.				Bidders shall fill-in columns F, G & H and fill the total F= mark with a *if an equivalent is quoted G= Rate per unit H=Total price for one item (D x G) • 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	D	E	F	G	H
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD[1]	Total Price
1.	Singer 15CH, Manual W/Carrycase	1	each			
2.	Singer 14SH754, Domestic Overlock 4 Reel (Electrical)	1	each			
3.	Singer 3505 Domestic, Manual	1	each			
				SUB TOTAL		
				VAT @ 15%		
				GRAND TOTAL		

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:
   Currency: NA…….. Exchange Rate: NA……

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

LOT N

QUOTATION FOR: PROCURING AND DELIVERY MATERIALS FOR OMUKUJU GARDEN, OPUWO RURAL CONSTITUENCY

PROCUREMENT REF NO. G/RFQ/KRC-02/2021

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS		
At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity.				Bidders shall fill-in columns F, G & H and fill the total F= mark with a *if an equivalent is quoted G= Rate per unit H=Total price for one item (D x G) • 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	D	E	F	G	H
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD[1]	Total Price
1.	Tank Water 5000L 100kg 8mm	1	each			
2.	Pipe Poly HDPE 50mmxB10	2	each			
3.	Compressor Coupling 50mm	4	each			
4.	Wire Steel L/G 2.24mm1650m 50kg	1	each			
				SUB TOTAL		
				VAT @ 15%		
				GRAND TOTAL		

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:
   Currency: NA……. Exchange Rate: NA…….

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

LOT O

QUOTATION FOR: PROCURING AND DELIVERY MATERIALS FOR O. K. T. TRADING, OPUWO URBAN CONSTITUENCY

PROCUREMENT REF NO. G/RFQ/KRC-02/2021

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS		
At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity.				Bidders shall fill-in columns F, G & H and fill the total F= mark with a *if an equivalent is quoted G= Rate per unit H=Total price for one item (D x G)		
A	B	D	E	F	G	H
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD[1]	Total Price
1.	Sheet Galv 2450x1225x0.5mm	60	each			
2.	Tin Snip 20cm	3	each			
3.	Hand Riveter Professional Cardei	1	each			
4.	Hacksaw Frame 300mm	1	each			
5.	Measuring Tape 8m	3	each			
6.	Folding Hand Riveter 32	1	each			
7.	Primer Sinc Grey Neo 5L	1	each			
8.	Flange Rivets 4.8x21mm	1000	each			
9.	Saw Blade 24 TH	5	each			
10.	File Flat Bastard 300mm	1	each			
11.	Roofing 3m Sheeting IBR 0.30mm	10	each			
12.	Pole CREO R 3m 75/100	9	each			
13.	Sapine 38x114mm 4.2m	3	each			
14.	Screw Roofing 90mm 100PP	2	each			
15.	Galvanised Wire 315mm x50kg (for buckets/ Basin handles)	1roll	each			
If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details				**SUB TOTAL**		

hereunder: Currency: NA…….. Exchange Rate: NA…… 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		
	VAT @ 15%	
	GRAND TOTAL	

LOT P

QUOTATION FOR: PROCURING AND DELIVERY MATERIALS FOR IDA CROP PRODUCTION, SESFONTEIN CONSTITUENCY

PROCUREMENT REF NO. G/RFQ/KRC-02/2021

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS		
At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity.				Bidders shall fill-in columns F, G & H and fill the total F= mark with a *if an equivalent is quoted G= Rate per unit H=Total price for one item (D x G) • 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	D	E	F	G	H
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD[1]	Total Price
1.	40mm CL.3 LDPE Poly Agro	4	each			
2.	Tank Water 10 000L 200kg 8mm	1	each			
3.	40mm NIC Coupling	6	each			
4.	40mm NIE Elbow	2	each			
5.	Cements 32.5 (50 kg)	10	each			
6.	Steel Wire 2.24mmx1650mm (50kg)	1	each			
7.	Wire Bidding Galv 2mm x 2015 10kg	1	each			
8.	Wheelbarrow Concrete Metal	2	each			
9.	SH/Cloth 80% P/M Green	3	each			
10.	Pole R CR 1.8m x 100.125mm	10	each			
				SUB TOTAL		
				VAT @ 15%		
				GRAND TOTAL		

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:
   Currency: NA…….. Exchange Rate: NA……

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

LOT Q

QUOTATION FOR: PROCURING AND DELIVERY MATERIALS FOR SERINGKOP COMMUNITY GARDEN, OUTJO CONSTITUENCY

PROCUREMENT REF NO. G/RFQ/KRC-02/2021

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS		
At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity.				Bidders shall fill-in columns F, G & H and fill the total F= mark with a *if an equivalent is quoted G= Rate per unit H=Total price for one item (D x G) • 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	D	E	F	G	H
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD[1]	Total Price
1.	Drip Lines 16mm x41/h x2500m	10	each			
2.	Drip Connectors 16mm	100	each			
3.	LDPE Agro Pipes 40mm	5	each			
4.	Elbow adaptors	10	each			
5.	Elbow Connectors	20	each			
6.	Round Shovel spade	5	each			
7.	Spade	5	each			
8.	Hoe with wooden handles (standard)	5	each			
				SUB TOTAL		
				VAT @ 15%		
				GRAND TOTAL		

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:
   Currency: NA…….. Exchange Rate: NA……

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

Procurement Reference Number: **G/RFQ/KRC-02/2021**

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

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
Lot A	**PROCURING AND DELIVERY MATERIALS FOR ROYAL GENERAL DEALER, SESFONTEIN CONSTITUENCY**		
1.	Springbok Meat Saw Super S234		
2.	Water Tank 5 000L 125Kg 10mm		
3.	Pipe Poly NO-SABS 40mmxB6		
4.	Table Steel 1800x750mm		
5.	Scale Portion Elec 6/15kg		
6.	KIC 543 Litres Chest Freezer (any colour – Electrical		
LOT B	**PROCURING AND DELIVERY EQUIPMENT FOR ELANDSLAGATE INVESTMENT CC, KAMANJAB CONSTITUENCY**		
1.	Houtsaag 5.5hp with 1:2 Reduction gearbox Honda 450x30x72wz lem		
LOT C	**PROCURING AND DELIVERY MATERIALS FOR JECKFRIED CHARCOAL PROJECT, OUTJO CONSTITUENCY**		
1	Sheet HRI 3650x1225x1.6mm		
2.	Axe Pick Eye 1.8kg Luna (No.4)		
3.	File Flat 250mm		
4.	Angle Mild Steel 30x30x3mmx6m		
5.	Roofing Zinc Galvanised Corrugated 0.25mmx3m		
6.	Roofing Zinc Galvanised corrugated 0.25mmx3.6m		
7.	Screw Roofing 90mm 100PP		
LOT D	**PROCURING AND DELIVERY MATERIALS FOR TYRE REPAIR AND CATERING SERVICES PROJECT- KHORIXAS**		

	CONSTITUENCY		
1.	Cements 32.5 N 50Kg		
2.	Corrugated Iron 0.2x2.4m		
3.	Door Ent Grooved		
4.	Window Frame C4H		
5.	Toilet Pan L/L White Rapido		
6.	Tip Top Solution 25G		
7.	Tip Top Patch No.4		
8.	Tip Top Up 12		
9.	Tip Top Up 6		
10.	Tip Top Special Cement 30G		
LOT E	**PROCURING AND DELIVERY CATERING EQUIPMENTS FOR P.T.T CATERING SERVICES PROJECT- KHORIXAS CONSTITUENCY**		
1.	Defy chest Freezer 530HC (Electrical)		
2.	Defy 4 plate compact stove (Electrical)		
3.	Russell Hobbs food slicer		
LOT F	**PROCURING AND DELIVERY GARDEN EQUIPEMT AND MATERIALS FOR JAMBULLANE INVESTMENT CC -OPUWO RURAL CONSTITUENCY**		
1.	Cedar Solar Pump in a Box 100m		
LOT G	**PROCURING AND DELIVERY MATERIALS & POULTRY SUPPLEMENTS FOR INAANGAKA POULTRY INVESTMENT CC, OPUWO URBAN CONSTITUENCY**		
1.	VM Layer 100 & Larvadex 50Kg		
2.	Wire Net 1200x90x1.80mmx50m		
3.	Pole R CR 1.8mx100-125mm		
4.	VM Pullet Grow MSH Crum 50kg		
5.	VM Pullet Star MSH CRM 50kg		
6.	Egg Trays Flat top 18x100		
LOT H	**PROCURING AND DELIVERY MACHINERIES FOR TUKWAFA CAR WASH & TYRE REPAIR PROJECT, OPUWO URBAN CONSTITUENCY**		
1.	Pressure Cleaner 3kW		

	120Bar_14L/min 220V HP-LT19MB_Trolley Lutian		
LOT I	**PROCURING AND DELIVERY MACHINERIES AND MATERIALS FOR INDJEE TAILORING PROJECT, EPUPA CONSTITUENCY**		
1.	Singer Heavy Duty sew machines (Electrical)		
2.	S-Domestic Over-locker (Electrical)		
3.	Table Steel 1800x750mm		
4.	Stackable chairs Black		
5.	Dry Phillip Irons		
LOT J	**PROCURING AND DELIVERY GARDEN EQUIPMENTS AND MATERIALS FOR KAHARUTJILA VEGETABLE GARDEN, EPUPA CONSTITUENCY**		
1.	Pump Water IGP40 100mm Firman		
2.	Tank Water 10 000L 200kg 8mm		
3.	Pipe Poly HDPE 40mmxB10 (100)		
4.	Compressor Coupling 40mm		
5.	Watering Can 10L		
6.	Steel Wire 2.24mmx1650mm (50kg)		
7.	Wheel Barrow Concrete Metal		
8.	Binding Wire Galv 2mmx2015m (20kg)		
9.	Pole R CR 1.8mx100-125mm		
10.	Cements 32.5 (50kg)		
LOT K	**PROCURING AND DELIVERY MATERIALS AND SEEDS FOR MABASEN GARDENS, KAMANJAB CONSTITUENCY**		
1.	Pipe poly No-SABS 50mmxB6 x50m		
2.	Brass Gate Valve Med/ Duty 50mm		
3.	Wire Razor Concertina 450 x 10m		
4.	Lasher Spade Digging Black		
5.	TM Wheelbarrow Concrete		
6.	SH/Cloth 40% Green P/M x50m		
7.	Lamdex 50 EC (Karate) 1L		
8.	Insert Tee 50mm		

9.	Lasher Fork Digging 4-Prong		
10.	Lasher Hoe Dutch S/HDL 1300mm		
11.	Seed Carrot Kuroda 100g		
12.	Seed Onion Texas GRA. 100g		
13.	Seed Squash Waltham 100g		
14.	Seed Swiss Chard FO/G 100g		
15.	Seed Beetroot Detroit 100g		
LOT L	**PROCURING AND DELIVERY MATERIALS, SEEDS AND BATTERY FOR ANABOOM COMMUNITY GARDENS, KHORIXAS CONSTITUENCY**		
1.	Compress Tee FEM 40x1		
2.	Wire Steel L/G 2.00mm 50kg 2015m		
3.	Wire D Mesh 1800x50x2mmx30m		
4.	Pipe Poly HDPE 40mmxB10		
5.	Battery Willard 791L		
6.	Kohinor 350 1L		
7.	TM Spade Digging Flat		
8.	Lasher Rake Garden 16T Steel		
9.	Lasher Pick head C&D 3.1kg		
10.	Lasher Pick Handle Poly Handle		
11.	TM Wheelbarrow Flat Pan		
12.	Seed Carrot Kuroda 100g		
13.	Seed Onion Texas GRA. 100g		
14.	Seed Squash Waltham 100g		
15.	Seed Tomato Money Maker 100g		
16.	Seed beetroot Detroit 100g		
17.	Crimson Sweet Watermelon Seed 100g		
18.	Cement 50kg 32.5		
LOT M	**PROCURING AND DELIVERY MACHINERIES FOR ONDUNDU DATJINGUNDI INVESTMENT CC, OPUWO RURAL CONSTITUENCY**		
1.	Singer 15CH, Manual W/Carrycase		
2.	Singer 14SH754, Domestic Overlock 4 Reel (Electrical)		
3.	Singer 3505 Domestic (Electrical)		
LOT N	**PROCURING AND DELIVERY MATERIALS FOR OMUKUJU GARDEN, OPUWO RURAL CONSTITUENCY**		

1.	Tank Water 5000L 100kg 8mm		
2.	Pipe Poly HDPE 50mmxB10		
3.	Compressor Coupling 50mm		
4.	Wire Steel L/G 2.24mm1650m 50kg		
LOT O	**PROCURING AND DELIVERY MATERIALS FOR O. K. T. TRADING, OPUWO URBAN CONSTITUENCY**		
1.	Sheet Galv 2450x1225x0.5mm		
2.	Tin Snip 20cm		
3.	Hand Riveter Professional Cardei		
4.	Hacksaw Frame 300mm		
5.	Measuring Tape 8m		
6.	Folding Hand Riveter 32		
7.	Primer Sinc Grey Neo 5L		
8.	Flange Rivets 4.8x21mm		
9.	Saw Blade 24 TH		
10.	File Flat Bastard 300mm		
11.	Roofing 3m Sheeting IBR 0.30mm		
12.	Pole CREO R 3m 75/100		
13.	Sapine 38x114mm 4.2m		
14.	Screw Roofing 90mm 100PP		
15.	Galvanised Wire 315mm x50kg (for buckets/ Basin handles)		
LOT P	**PROCURING AND DELIVERY MATERIALS FOR IDA CROP PRODUCTION, SESFONTEIN CONSTITUENCY**		
1.	40mm CL.3 LDPE Poly Agro		
2.	Tank Water 10 000L 200kg 8mm		
3.	40mm NIC Coupling		
4.	40mm NIE Elbow		
5.	Cements 32.5 (50 kg)		
6.	Steel Wire 2.24mmx1650mm (50kg)		
7.	Wire Bidding Galv 2mm x 2015 10kg		
8.	Wheelbarrow Concrete Metal		
9.	SH/Cloth 80% P/M Green		
10.	Pole R CR 1.8m x 100.125mm		
LOT Q	**PROCURING AND DELIVERY MATERIALS FOR SERINGKOP COMMUNITY GARDEN, OUTJO CONSTITUENCY**		
1.	Drip Lines 16mm x41/h x2500m		
2.	Drip Connectors 16mm		
3.	LDPE Agro Pipes 40mm		
4.	Elbow adaptors		

5.	Elbow Connectors		
6.	Round Shovel spade		
7.	Spade		
8.	Hoe with wooden handles		

Specifications and Compliance Sheet Authorised By:

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

BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))

Date:.....

Procurement Ref No.: G/RFQ/KRC –02/2021

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

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 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 (GCC) for the Procurement of Goods (Ref. **G/RFQ-GCC**), except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: G/RFQ/KRC-02/2021

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

Subject and GCC clause reference	Special Conditions
Purchaser **GCC 1.1(h)**	The Purchaser is: KUNENE REGIONAL COUNCIL
Site **GCC 1.1(m)**	The Site/ final destination for delivery of the Goods: **LOT A:** Sesfontein Constituency Office **LOT B:** Kamanjab Constituency Office **LOT C**: Outjo Constituency Office **LOT D**: Khorixas Constituency Office **LOT E**: Khorixas Constituency Office **LOT F**: Opuwo Rural Constituency Office **LOT G**: Opuwo Urban Constituency Office **LOT H:** Opuwo Urban Constituency Office **LOT I**: Epupa Constituency Office **LOT J**: Epupa Constituency Office **LOT K**: Kamanjab Constituency Office **LOT L**: Khorixas Constituency Office **LOT M**: Opuwo Rural Constituency Office **LOT N**: Opuwo Rural Constituency Office **LOT O**: Opuwo Urban Constituency Office **LOT P**: Sesfontein Constituency Office **LOT Q:** Outjo Constituency Office
Incoterms Edition **GCC 4.2(b)**	Incoterms shall be governed by the rules prescribed in Incoterms DELIVER AT PLACE OF DESTINATION.

Subject and GCC clause reference	Special Conditions
Notices **GCC 8.1**	Any notice shall be sent to the following addresses: pmu@kunenerc.go.va For Kunene Regional Council, the address shall be: Administrative: Ms S. Nakale **OR** Technical: Ms Leena Daniel & Ms Justina Mwafangeyo Tel: **065-273950,** Kunene Regional Council Mbumbiazo Muharukua Street, P/Bag 502, Opuwo For the Supplier, the address and contact name shall be (To be completed by the bidder) _____
Award of Contract **GCC 12**	Bidders can bid for all the lots, however Kunene Regional Council has a discretion on how many bids can be awarded per bidder.
Delivery and Documents **GCC 13.1**	The Goods are to be delivered within **21** days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note; original invoice and original purchase order
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.
Payment Period **GCC 16.5**	The method and condition of payments to be made to the supplier under this Contract shall be as follows: **On acceptance:** The Contract Price of goods received shall be paid no later than thirty **(30)** days of receipt of goods upon submission of an invoice showing (Purchaser's name; the Procurement Reference number, description of payment and total amount, signed and original, stamped or sealed with a company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.
Performance Security **GCC 18**	**N/A**
Packing **GCC 23.2**	The packing, marking and documentation within and outside the packages should clearly indicates description of each respectively **Lot**.
Insurance **GCC 24**	**N/A**

Subject and GCC clause reference	Special Conditions
Transportation **GCC 25**	The Site/final destination for delivery of the Goods: **LOT A:** SesfonteinConstituency Office **LOT B:** Kamanjab Constituency Office **LOT C**: Outjo Constituency Office **LOT D**: Khorixas Constituency Office **LOT E**: Khorixas Constituency Office **LOT F**: Opuwo Rural Constituency Office **LOT G**: Opuwo Urban Constituency Office **LOT H:** Opuwo Urban Constituency Office **LOT I**: Epupa Constituency Office **LOT J**: Epupa Constituency Office **LOT K**: Kamanjab Constituency Office **LOT L**: Khorixas Constituency Office **LOT M**: Opuwo Rural Constituency Office **LOT N**: Opuwo Rural Constituency Office **LOT O**: Opuwo Urban Constituency Office **LOT P**: Sesfontein Constituency Office **LOT Q:** Outjo Constituency Office
Inspection and Tests **GCC 26.**	Inspections shall be conducted on delivery date.
Liquidated Damages **GCC 27**	Liquidated damages for the whole contract are 1% of the final contract price per day. The maximum amount of liquidated damages for the whole contract is 10% of the final contract price.
Warranty **GCC 28.3**	Respectively machineries/equipments to have at least twelve (12) months guaranteed

SCHEDULE 4: QUOTATION CHECKLIST SCHEDULE

PROCUREMENT REFERENCE NO.: G/RFQ/KRC-02/2021

Description	Attached	Not attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Evidences for conformity of Goods		
Bid Securing Declaration		
Have a valid company Registration Certificate		
Have an original/certified Copy valid good Standing Tax Certificate		
Have a valid Affirmative Action Compliance Certificate		
Have an Original/certified Copy valid good Standing Social Security Certificate		
Attach certified copy of certificate from Ministry of Industrialization, Trade and SME Development		
Attach proof of confirmation of account from a Namibian Banking institution		
Bidder should submit a letter of authority		

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.*