



KUNENE REGIONAL COUNCIL

HEAD OFFICE



Request for Sealed Quotations (Works)

Procurement of Works for the Rehabilitation and Installation of Solar Water Pump System at the Existing Borehole for Fransfontein Huisen Community Garden

Procurement Reference No: W/RFQ/KRC-10/2020

Name of bidder:.....

Contact Number of Bidder:.....

Email Address of Bidder:.....

Authorized Representative of Bidder:.....

Signature of Bidder:.....

Bid total amount : N\$

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



Kunene Regional Council



Tel: 067-330137

Fax: 067-330138

Khorixas Constituency Office

P/Bag 2006 Khorixas

Letter of Invitation

15 October 2020

TO:
.....
.....
.....
.....

Procurement Reference No: **W/RFQ/KRC-10/2020**

Dear Sirs,

Procurement of Works for the Rehabilitation and Installation of Solar Water Pump System at the Existing Borehole at Fransfontein Huisen Community Garden

Kunene Regional Council invites you to submit your best bid for the Procurement of Works for the Rehabilitation and Installation of Solar Water Pump System at the Existing Borehole at Fransfontein Huisen Community Garden as 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 Mr. Charlton Richter, Kunene Regional Council. Private Bag 502, 067-331775/+264811259951 Khorixas, and/or Ms. Sendra Nakale at 065 – 273 916 or email to 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,

Ms. Emilie 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 works mentioned in Section III, by completing, signing and returning:

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

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 valid certified copy of good Standing Tax Certificate;
- (c) Have an original or valid certified copy of 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;
- (f) 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;
- (g) Have a certified SME status certificate;
- (h) Submit signed Bid Securing Declaration;
- (i) Attached proof of confirmation of account from a Namibian Banking Institution.

5. Bid Securing Declaration

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

6. Works Completion Period

The completion period for works shall be **30 days** after acceptance and issue of the Purchase Order. Deviation in the completion period shall be considered if such deviation is reasonable.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number addressed to the Public Entity with the Bidder's name 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, Opuwo, not later than **28 October 2020 at 11H00**. Quotations by post or hand-delivered should reach Kunene Regional Council, Mbumbijazo Muharukua Street, Opuwo by the same date and time at the latest. Please note: Late bids will be rejected.

Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by Kunene Regional Council immediately after the closing time referred to in section 8 above. A record of the Bid Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, will be put on the Notice Board of Kunene Regional Council and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

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 evaluated cost to determine the lowest evaluated quotation.

11. Technical Compliance

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

12. Prices and Currency of Payment

Prices for the execution of works shall be fixed in Namibian Dollars as quoted.

Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works, and shall include VAT if applicable. The whole cost of performing the works shall be included in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted.

13. Margin of Preference

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

NONE

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive bid and qualified to perform the works shall be selected for award of contract. Award of the contract shall be by the issue of a Purchase Order/Letter of Acceptance per the Terms and Conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

15. Performance Security

NOT APPLICABLE

16. Notification of Award and Debriefing

Kunene regional Council shall after awarding 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 Notice Board within 7 days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within 7 days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

If your quotation is not authorised, it will be rejected.

Quotation addressed to:	
Procurement Reference Number:	
Subject matter of Procurement:	

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

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

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

We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to disqualification on the grounds mentioned in the BSD.

The validity period of the Quotation is _____ 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 **before the expiry** date of the quotation validity.

Works will commence within _____ days from date of issue of Purchase Order.

Works will be completed within _____ days from date of issue of Purchase Order.

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/email	

Appendix to Quotation Letter
BID SECURING DECLARATION
(Section 45 of Act) (Regulation
37(1) (b) and 37(5))

Date: _____

Procurement Ref No.: _____

To: _____

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

- (a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**
- (b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;**
- (c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or**
- (d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

Signed:
[insert signature of person whose name and capacity are shown]

Capacity of:
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:
[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____
[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.]*



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: STATEMENT OF REQUIREMENTS

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Procurement of Works for the Rehabilitation and Installation of Solar Water Pump System at the Existing Borehole for Fransfontein Huisen Community Garden

B. DRAWINGS

Not Applicable

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/RFQ/KRC-10/2020**

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (NS)	Total Price (NS)
A*	B*	C*	D*	E	F
PART A: SPECIFICATIONS FOR REHABILITATION OF EXISTING BOREHOLE AT FRANSPONTEIN SETTLEMENT					
1	Kilometer Tariffs	Km	EA		
2	Mobilization with Rig and Truck to Site	1	EA		
3	Erection and Dismantling of Rig and Equipment	1	EA		
4	Cleaning of Borehole from Top to Bottom	1	EA		
5	Development of Borehole	1	EA		
PART B: INSTALLATION OF A SOLAR WATER PUMP SYSTEM AT EXISTING BOREHOLE AT FRANSPONTEIN SETTLEMENT					
6	Grundfos Pump SQ Flex 2.5 – 2 N	1	EA		
7	360 W Dual Solar Panels	3	EA		
8	Solar Panel Stand Complete	1	EA		
9	Cooling Sleeve	1	EA		
11	32mm Base Plate	1	EA		
12	Plascon Fittings 32mm X 1 ¼’’	2	EA		
13	2.5mm X 3 Core Aqua Cable per	100	M		

14	Cable Ties	100	EA		
15	Cable Joint	1	EA		
16	10 Meter Supply Cable	1	EA		
17	DB Box & Plug	1	EA		
18	Utility Box	1	EA		
19	32mm Galv MF Bend	1	EA		
20	12mm Plastic Rope	100	M		
21	32mm Plastic Pipe HDPE Class 6	100	M		
22	Preliminaries	8%			
23	Contingencies	5%			
				Subtotal	
Enter 0% VAT rate if VAT exempt.				VAT 15 %	
				Grand Total	

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **W/RFQ/KRC-10/2020**

[Bidders should complete columns C and D with the specifications and performance of the Works offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications offered in the signature block below]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
PART A: SPECIFICATIONS FOR REHABILITATION OF EXISTING BOREHOLE AT FRANSFONTEIN SETTLEMENT			
1	Kilometer Tariffs		
2	Mobilization with Rig and Truck to Site		
3	Erection and Dismantling of Rig and Equipment		
4	Cleaning of Borehole from Top to Bottom		
5	Development of Borehole		
PART B: INSTALLATION OF A SOLAR WATER PUMP SYSTEM AT EXISTING BOREHOLE AT FRANSFONTEIN SETTLEMENT			
6	Grundfos Pump SQ Flex 2.5 – 2 N		
7	360 W Dual Solar Panels		
8	Solar Panel Stand Complete		
9	Cooling Sleeve		
11	32mm Base Plate		
12	Plascon Fittings 32mm X 1 ¼"		
13	2.5mm X 3 Core Aqua Cable per		

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
14	Cable Ties		
15	Cable Joint		
16	10 Meter Supply Cable		
13	DB Box & Plug		
14	Utility Box		
15	32mm Galv MF Bend		
16	12mm Plastic Rope		
17	32mm Plastic Pipe HDPE Class 6		
18	Grundfos Pump SQ Flex 2.5 – 2 N		
19	360 W Dual Solar Panels		
20	Solar Panel Stand Complete		
21	Cooling Sleeve		

* 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 and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (Ref. **W/RFQKRC-17/2019**) available on the Notice Board of Kunene Regional Council except where modified by the Special Conditions below.

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/KRC-10/2020**

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract.

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	Kunene Regional Council
Intended Completion Date GCC	The intended completion date is: 30 October 2020
Project Manager GCC 1.1(y)	The Project Manager is: Charlton K. Richter and Mr. Carel Nicolas Witbooi (Directorate of Water Supply, and Sanitation Coordination, Khorixas)
Site GCC 1.1(aa)	The Site is located at Fransfontein Settlement (20 ⁰ 12'09.21''S, 15 ⁰ 00'37.49''E)
Start Date GCC 1.1(dd)	The Start Date shall be: to be communicated
The Works GCC 1.1(hh)	The Works consist of: Procurement of Works for the Rehabilitation and Installation of Solar Water Pump System at the Existing Borehole for Fransfontein Huisen Community Garden
Interpretation GCC 2.2	The project will be completed in the following sections: Not Applicable
Interpretation GCC2.3	The following additional documents shall form part of the contract: Not Applicable
Language and Law GCC 3.1	The language of the contract is English The law that applies to the Contract is the law of Namibia.
Project Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.

GCC Clause Reference	Special Conditions
Delegation GCC 5.1	The Project Manager may not delegate his/her duties.
Notices GCC 6	<p>Any notice shall be sent to the following addresses: pmu@kunenerc.gov.na</p> <p>For KUNENE REGIONAL COUNCIL, P/BAG 502, OPUWO MBUMBIJAZO MUHARUKUA STREET and the contact name shall be:</p> <p>Administrative: Ms. Sendra Nakale, Head: Procurement Management Unit OR Technical: Mr. Carel Nicolas Witbooi at +264816358486 Mr. Charlton K. Richter at +264811259951</p> <p>For the Supplier, the address and contact name shall be:</p>
Insurance GCC 13.1	<p>Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be:</p> <ul style="list-style-type: none"> (a) for the Works, Plant and Materials: <i>(for the full amount of the works including removal of debris, professional fee etc...)</i> (b) for loss or damage to Equipment: <i>(for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer.</i> (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well).</i> (d) for personal injury or death: <ul style="list-style-type: none"> (i) of the Contractor's employees: <i>[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</i> (ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i>

GCC Clause Reference	Special Conditions
	<p>(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable.</p> <p>The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the Contractor's All Risks coupled with the Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.</p>
Site Date GCC 14.1	The site Data shall be: Not Applicable
Possession of the Site GCC 20.1	The Site Possession Date shall be: to be communicated
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within days from the date of the Letter of Acceptance or issue of Purchase Order Agreement. Not Applicable
GCC 25.3	Program updates be required.. Not Applicable
Defects Liability Period GCC 33.1	The Defects Liability Period is: Not Applicable
Payment Certificates GCC 39.7	" A single statement of the total value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor".
Payments GCC 40	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: <ul style="list-style-type: none"> (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (I)	Not Applicable
Price Adjustment GCC 44.	The Contract is not subject to price adjustment.

GCC Clause Reference	Special Conditions
Retention GCC 45.	(i) no proportion of any payments shall be retained
Liquidated Damages GCC 46.1	Liquidated damages for the whole contract are 1% per day. The maximum amount of liquidated damages for the whole contract is 10% of the final contract price.
Bonus GCC 47.1	The rate for the Bonus per calendar day is: Not Applicable
Advance Payment GCC 48.1	No advance payment shall be made
Performance Security GCC 49.1	No Performance Security is required
GCC 56.1	"As built" drawings or operating and maintenance manuals are not required.

QUOTATION CHECKLIST SCHEDULE

[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

Procurement Reference No.: W/RFQ/KRC-10/2020

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Have a valid company Registration Certificate		
Have an original or valid certified copy of good Standing Tax Certificate		
Have an original or valid certified copy of good Standing Social Security Certificate		
Have a valid Affirmative Action Compliance Certificate		
SME certificate compliance		
Proof of bank confirmation of account from 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.*