



KUNENE REGIONAL COUNCIL



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M. Muharukua Street
OPUWO, NAMIBIA

Private Bag 502
OPUWO, NAMIBIA

PMU

Request for Sealed Quotations For Goods

Supply and delivery of materials for cash/ food for
Work Projects in Eastwood clinic in Kamanjab and
Okovingava water pipeline in Opuwo Urban and
Constituencies

Name of bidder:

Contact Number of Bidder:

Email Address of Bidder:

Signature of Bidder:

Total Lot 1 Amount N\$.....

Total Lot 2 Amount N\$

Procurement Reference No: G/RFQ/KRC-13/2024

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OPUWO, NAMIBIA

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Letter of Invitation

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

Dear Sir/Madam

Supply and delivery of materials for cash/ food for Work Projects in Estwood and Eastwood in Opuwo Urban and Kamanjab Constituencies

Kunene Regional Council invites you to submit your best quote for the items described in detail hereunder.

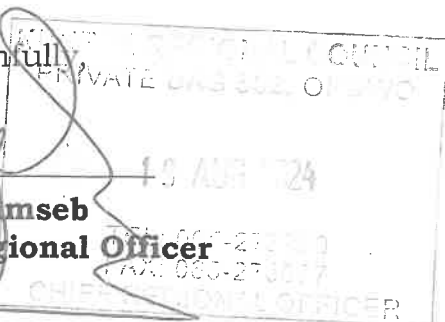
Any resulting contract shall be subjected to the terms and conditions referred to in the document.

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation. The bidder should acknowledge the receipt of this document in writing.

Queries, if any, should be addressed to **Mrs Justina Mwafangeyo**, Private Bag 502, Opuwo, at 0813532717 or Email address; pmu@kunenerc.gov.na

Yours faithfully,

Mr G.P Kamseb
Chief Regional Officer



SECTION I: INSTRUCTIONS TO BIDDERS

1. 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, where applicable;
- (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 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.

2. Validity of Quotations

The Quotation validity period shall be **180 days** from the date of submission deadline.

3. Delivery

Delivery shall be **14 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/Bid Box located at **Kunene Regional Council, Mbumbijazo Muharukua Street, P/Bag 502, Opuwo**, not later than **10 September 2024 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 valid certified copy (NAMPOL) of company Registration Certificate;
- (b) have a valid certified copy (NAMPOL) of good Standing Tax Certificate;
- (c) have a valid certified 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) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;
- (f) Attach certified copy (NAMPOL) of certificate indicating 100% Namibian owned SME from Ministry of Industrialization, Trade and SME Development. Or an entity of which 51% or more equity is owned by Namibian citizen.
- (g) Attach proof of confirmation of account from a Namibian Banking institution (not older than six months.
- (h) Submit signed Bid-securing Declaration.
- (i) Certified copy (by NAMPOL) of Identification document of the owner of the company.

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

9. Technical Compliance

Bidders shall submit along with their quotations documents.

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.

10. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

11. Bid Securing Declaration

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

12. Margin of Preference

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. The bidder must be within 0% above and 5% below the budget allocation.

13. 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. The bidder must be within 0% above and 5% below the budget allocation.

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. Administrative Compliance

Bidders should submit a dully completed bidding document with all pages initialled and signed were required expect for non-amended administrative literature.

17. Authority of the person signing the bid

Bidders should submit a letter giving authority to the person signing or initialling the bid.

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 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		

LOT 1: OKOVINGAVA WATER PIPELINE IN OPUWO URBAN CONSTITUENCY

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1.	GALV ELBOW F/F 50MM	2	each		
2.	GALV BUSH REDUCING 50-20MM	2	each		
3.	GALV STAND PIPE 20X900MM	2	each		
4.	GALV SOCKET 20MM	4	each		
5.	GALV NIPPLE BARREL 20MM	4	each		
6.	TAP HOSE PBRASS&CONNECTOR 20MM	4	each		
7.	GALV TEE 20MM	2	each		
8.	GALV ELBOW F/F 20MM	1	each		
9.	COMPRESS ADAPT MALE 50X2	8	each		
10.	COMPRESS TEE 40MM	1	each		
11.	COMPRESS TEE 50MM	2	each		
12.	GALV NIPPLE BARREL 50MM	10	each		
13.	INSECT TEE FEMALE 25MM	4	each		
14.	BALCOCK FULL BORE CHR B 50MM	4	each		
15.	VALVE CHECK SPRLOAD BRASS 50MM	3	each		
16.	COMPRESS CPLR 50X40MM	1	each		
17.	PIPE GALV 50MMX3M SABS62	5	each		
18.	TREAD SEAL TAPE 19MMX15M	10	each		
19.	TREAD PYPES PLASTIC FEMALE 50MM	1	each		
20.	CEMENT 32 50KG	10	each		
21.	PIPE POLY HDPE 50MMXB10	1000	each		
VAT @%					
Total					
Grand Total					

NAME:	POSITION:	SIGNATURE	
NAME OF COMPANY:	ADDRESS:	DATE	

LOT 2: EASTWOOD CLINIC IN KAMANJAB CONSTITUENCY

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1.	DOOR INTERIOR HOLLOW CORE HARDBOARD EXPOSED EDGES 2032X813MM SABS	12 EA	each		
2.	DOOR ENT FL&B PLYBACK MIXED TIMBER 813X2032MM	2 EA	each		
3.	FRAME WINDOW PTT1515LB 1500X1500 BRONZE	3 EA	each		
4.	FRAME WINDOW PTT1212LB 1200X1200 BRONZE	2 EA	each		
5.	FRAME WINDOW PT99B 900x900 BRONZE	4 EA	each		
6.	RIDGING ROLTOP RIDROL046000 Z160 0.4X400X6000MM	2 EA	each		
7.	CEMENT CEMII32.5N 50KG CHEETAH	15 BG	each		
8.	BULB A60 B22 LM056 COOL WHITE 10W 840 LUMENS/25 000 HOUR LIFESPAN	11 EA	each		
9.	LIGHT READY PLASTIC WITHOUT BULB/LAMP LMPRL01	10 EA	each		
10.	COUPLING CONDUIT H11550P PVC WHITE 20MM 50PP	1 PP	each		
11.	ADAPTOR CONDUIT 124 TB10061 PVC FEMALE 20MM LOOSE	50 EA	each		
12.	PIPE CONDUIT PVC WHITE SABS 20MM 4M	25 LG	each		
13.	PIPE CONDUIT PVC WHITE SABS 25MM 4M	1 LG	each		
14.	BOX CONDUIT PVC 1WAY 20MM	4 EA	each		
15.	SWITCH LIGHT WHITE 1L/1W 50X100 NESA1142 NEU	4 EA	each		
16.	SWITCH LIGHT WHITE 2L/1W 50X100 NESA2142 NEU	3 EA	each		
17.	SWITCH LIGHT WHITE 3L/1W 50X100 NESA3142 NEU	1 EA	each		
18.	SWITCH SOCKET BLACK SINGLE 100X100 NESSB44 NEU	3 EA	each		
19.	SWITCH SOCKET BLACK DOUBLE 100X100 NEDSB44 NEU	3 EA	each		
20.	CABLE HOUSE BLACK WIRE 1.5MM 100M ROLL	1 RL	each		
21.	CABLE HOUSE RED WIRE 1.5MM 100M ROLL	1 RL	each		

22.	CABLE HOUSE GREEN/YELLOW WIRE 1.5MM 100M ROLL	1 RL	each		
23.	CABLE HOUSE RED WIRE 4MM 10M PRECUT	1 PP	each		
24.	CABLE HOUSE BLACK WIRE 4MM 10M PRECUT	1 PP	each		
25.	CABLE HOUSE GREEN/YELLOW WIRE 4MM 10M PRECUT	1 PP	each		
26.	CEMENT FOR PVC SRPWHHP250 HIGH PRESSURE WELD 250ML	1 EA	each		
27.	TRES CABLE 575 BLACK 100X2.5MM 100PP HELLERMANN	1 PP	each		
28.	TAPE INSULATION PVCCT001 BLACK 20MT	4 RL	each		
29.	SCREW MACHINE MILD STEEL CSK 5X40MM 10PP SAFETOP	4 PP	each		
30.	ISOLATOR STOVE 45AMP WHITE DOUBLE 100X100 NEIS45DP NEU	1 EA	each		
				VAT @%	
				Total	
				Grand Total	

NAME:	POSITION:	SIGNATUR	DATE
NAME OF COMPANY:	ADDRESS:	E	

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/KRC- 13/2024**

[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.**

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Specifications and Compliance Sheet Authorised By:

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

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.]

***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/KRC-13/2024** except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number:

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

Subject and GCC clause reference	Special Conditions
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods are as follows: Lot 1: Opuwo Urban Constituency Lot 2: Kamanjab 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	<p>Any notice shall be sent to the following addresses: <u>pmu@kunenerc.gov.na</u> For Kunene Regional Council, the address and the contact name shall be: Administrative: Ms Sendra Nakale. 065 – 273 950 OR Technical: Justina Mwafangeyo - 0813532717 Kunene Regional Council Mbumbijazo Muharukua Street P/Bag 502, Opuwo 065-273 239</p> <p>For the Supplier, the address and contact name shall be (To be completed by the bidder)</p>
Delivery and Documents GCC 13.1	<p>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</p>
Terms of Payment GCC 16.1	<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>
Terms of Payment GCC 16.3	<p>Payments shall be made not later than thirty (30) days after submission of an invoice and its certification by the Purchaser.</p>
Terms of Payment GCC 16.4	<p>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.</p>
Performance Security GCC 18	<p>None</p>

Subject and GCC clause reference	Special Conditions
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be
Insurance GCC 24	None
Transportation GCC 25	The Goods shall be delivered at Opuwo Urban Constituency (Kunene Regional Council)
Inspection and Tests GCC 26.	Materials to be verified by staff members of Kunene Regional Council
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	N/A

SCHEDULE 4**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.:

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/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 indicating 100% Namibian owned SME from Ministry of Industrialization, Trade and SME Development. Or an entity of which 51% or more equity is owned by Namibian citizen.		
Attach proof 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.*

