



Kunene Regional Council

Kamanjab Constituency Office

P/Box 54

Request for Quotations for Works

CONSTRUCTION OF LOW COST HOUSING OF KAMANJAB CONSTITUENCY OFFICE

Procurement Reference No: W/RFQ/KRC-09/2020

Kunene Regional Council P/ Bag 502 Opuwo





KUNENE REGIONAL COUNCIL

KAMANJAB CONSTITUENCY OFFICE

Tel: (+264-67) 330137 • Fax: (+264-67) 330138 Cell: +264 811295704/0811295743

P/Bag 502● Opuwo, Namibia



Letter of invitation	
То:	

••••••	08 July 2020

Procurement Reference No: W/RFQ/KRC-09/2020

Dear Sir/Madam

REQUEST FOR SEALED QUOTATION FOR CONSTRUCTION OF LOW COST HOUSING IN KAMANJAB CONSTITUENCY OFFICE

Kunene Regional Council invites you to submit your best quote to renovate Kamanjab Constituency Office as 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. The bidder should acknowledge the receipt of this document in writing.

Queries, if any, should be addressed to Sendra Nakale, Head of Procurement, Private Bag 502, Opuwo, at 065-273 950 or Email address: pmu.kunenerc@gmail.com.

Yours faithfully,

Mrs E 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 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 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 30 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 copy of company Registration Certificate:
- (b) have a certified valid copy of good Standing Tax Certificate;
- (c) have a certified valid 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;
- (e) have a valid certified copy of certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Submit signed bid securing declaration
- (g) Attach proof of confirmation of account from a Namibian Banking institution

5. Works Completion Period

The completion period for works shall be 8 weeks after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

6. 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 at the back of the envelope.

7. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at P/Bag 502 Opuwo Kunene Regional Council, Mbumbijazo Muharukua Street, Opuwo or_forwarded by fax 065-273077¹, not later than 20 July 2020. 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 11h00.

Late quotations will be rejected.

Quotations received by e-mail will not be considered.

8. Opening of Quotations

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

9. Evaluation of Quotations

The Kunene Regional Council shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

10. 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.

11. 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 all duties. 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.

12. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the works 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.

13. Notification of Award and Debriefing

The Public Entity shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within 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)

[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule 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

authorised, it will be rejected	
Quotation addressed to: [name of Public Entity]	
Procurement Reference Number:	
Subject matter of Procurement:	
We offer to execute the Works detailed in the St terms and conditions stated in your Request for Seal	
We confirm that we are eligible to participate in criteria specified in Section 1: Instructions to Bidden	
We undertake to abide by the Conduct of Bidd Procurement Act during the procurement process an	ers and Suppliers as provided under the Public ad the execution of any resulting contract.
We have read and understood the content of the attached hereto and subscribe fully to the term understand that this subscription could lead [forfethe grounds mentioned in the BDS]	s and conditions contained therein. We further
The validity period of our Quotation isbid submission deadline.	days [insert number of days] from the date of the
Order/ Letter of Acceptance. Works will be completed within	[insert number] days from date of issue of

Appendix to Quotation Letter

BID SECURING DECLARATION

(Section 45 of Act)

(Regulation 37(1)(b) and 37(5))

Date:	[Day month year]
Procu	rement Ref No.:
То:	[insert complete name of Public Entity and address]
	understand that in terms of section 45 of the Act a public entity must include in the bidding ent 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	:
Capaci	ty of:
	[indicate legal capacity of person(s) signing the Bid Securing Declaration]
Name:	[insert complete name of person signing the Bid Securing Declaration]
Duly a	uthorized to sign the bid for and on behalf of: [insert complete name of Bidder]
Dated o	insert date of signing]
Corpor	ate 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.]



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 :

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<i>L</i> .	PROCUREMENT DETAILS	
- :		

Procurement Refere	nce No	•••••		
Procurement Descri	ption:		***************************************	
Anticipated Contrac	t Duration:	k		
Location where wor	k will be done, good/servi	ces will be delivered:		
3. UNDERTA	KING			
I	[i	nsert full name], own	er/representative	
of		[insert fu	ll name of company]	
·			nes comply erms and Conditions of Colle	ective
			on as stipulated in section 138 of the contract/licence/grant/p	
Signature:				
Date:	•••••			
Seal:				
2. This underta visible by th	king must be displayed a	t the workplace when	assess the level of compliance re it will be readily accessible s to the goods and services	
Purchase Order/ Letter	of acceptance.			
Quotation Authorised b	py:			
43sd=-0 Name of Bidder		Company's Address and seal		
Contact Person				
Name of Person Authoris	sing the Quotation:	Position:	Signature:	

Phone No./E-mail

Date

Procurement Reference number: W/RFQ /KRC-09/2020

Ite m No	Brief Description of Works	Quantit	Unit Price	Amount	Total Cost (N\$)
A*	B*	C*	D*	E	F
	Soft rock (used of jack hammer is necessary)	6.00 m3			
	Trenches and holes	10.00 m3			
	Footing and bases, sprons, pavings, ramps,	7.00m3			
	Surface beds ,sprons ,pavings ,ramps ext	5.00m3			
	stairs and and landings, including beans and inverted beans	1.00m3			
	surface beds, slabs, sprons, paving	53m3			
	half brick wall	14.00m3			
	one brick wall	22.00 m3			
	half brick wall	103.0m3			
	105x75mm lintels in length exceeding	13.00 m3			
	105x 75mm lintels in length exceeding	13.00 m3			
	roof sheeting	56.00 m2			
	Ridge capping 450 mm girth	9.00 m			
	door size 813x2032 mm high	3.00			

44mm frame, ledged, braced, battened door size 813x2032 high fomed of 44x108 mm middle ledge, 22x228 mm bottom ledge and 22x108 mm diagonal brances and filled in with 22mm tongued, grooved and V-joined vertical boarding in narrow matched widths	2.00
four lever upright mortice lock with stainless steel forend	1
residential type windows with solid brass, window type CIH size 533x949mm	1
residential type windows with solid brass, window type C4H size 1511x949 mm high	1
residential type windows with solid brass, window type D4H size 1511x1245 mm high	1
1.2 mm double rebated frames suitable for half walls, frame for door size 813x2032mm high	5
35mm thick on floors and landings	52.00 m2
one coat cement plaster wood floated smooth on brick to walls	99.00m2
one coat compo plaster steel trowelled smooth on brickwork to walls	165.00m 2
Single end bowl inset and drainer unit size 900x500 mm	1.00
Basin size 510x405 mm with two tapholes botled to walls	1.00
low level w.c suite comprising wash down pan, matching 9 litres low level cister with lid and fitments, flush pipe and heavy duty double flap and seat fixed to wall and floor	1.00
32mm bottle trap including tailpipe and wall flange	1.00

spazio No1 plumbing kit complete with waste fittings	1.00		
40mm shower trap with chromium plated grating	1.00		
15 mm angle regulating valve with 10mm chromium plate copper service pipe 300 mm girth bent as required	2.00		
15mm under wall pattern stop tap with cover plate	1.00		
15 mm shower rose 85 mm diameter	1.00		
15 mm shower arm with cover plate	1.00		
15 mm pipe fixed or chased into walls	5.00 m		
50 mm pipe fixed or chased into walls	3.00 m		
110 mm Pan connector	1.00 No		
110 mm pipes laid in and including trenches not exceeding in deep	24.00m		
Panes not exceeding 0.1 m2	7.00m2		
panes not exceeding 0.1m2	1.00m2		
internal smooth plastering walls and columns	175.00 m2		

Subtotal	
Contingency 8%	
VAT 15%	
Grand Total	

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	half brick wall	14.00m3			
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	105x 75mm lintels in length exceeding	13.00 m3			
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Priced Activity Schedule Authorised By:

Name:			Signa	ture:	
Position:			Date:		
Authorised for and or	behalf of:	Company	Ý	/	

QUOTATION CHECKLIST SCHEDULE

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.: W/RFQ/KRC-09/2020

Description	Attached (please tick if submitted and cross if not)
Have a copy of Company registration certificate from the Ministry of Industrialisation, Trade and SME Development	
Have a valid original or certified copy of good standing Tax Certificate	
Have a valid original or certified copy of good standing Social Security Certificate	
Have a valid original or certified copy of Affirmative Action Compliance Certificate	
Have a valid original or certified copy of SME 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.

S. V. :0) U 0 Seco

