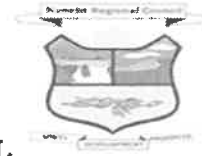




**KUNENE REGIONAL COUNCIL**



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

M. Muharukua Street  
OPUWO, NAMIBIA

Private Bag 502  
OPUWO, NAMIBIA

# Request for Sealed Quotations For Goods

**Supply and delivery of pipes poly HDPE, for Opuwo rural constituency.**

Name of bidder: \_\_\_\_\_

Contact Number of Bidder: \_\_\_\_\_

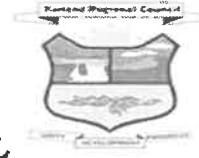
Email Address of Bidder: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_

Total amount: N\$ \_\_\_\_\_

**Procurement Reference No: G/RFQ/KRC – 28/2024**

Kunene Regional Council  
P/Bag 502  
Opuwo  
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**Letter of Invitation**

**To:** .....  
.....  
.....

Dear Sir / Madam,

**Supply and delivery of pipes poly (HDPE), for Opuwo rural constituency.**

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 Ms. Sendra Nakale, Head of Procurement, Private Bag 502, Opuwo, at 065 – 273 950 or Email address; [pmu@kunenerc.gov.na](mailto: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 **30 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 **18 December 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:

- have a valid certified copy (NAMPOL) of company Registration Certificate;
- attach a valid copy(ies) (NAMPOL CERTIFIED) of the Company's owner's national identification document(s).
- have an original or valid certified copy (NAMPOL) of NAMRA good Standing Certificate;
- have an original or valid certified copy (NAMPOL) of BIPA good Standing Certificate
- have an original or valid certified copy (NAMPOL) of good Standing Social Security Certificate;
- 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;
- have a valid certified copy (NAMPOL) of certificate indicating SME Status (for Bids reserved for SMEs);
- submit signed bid securing declaration;
- 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 the Contract if it is awarded the contract or part thereof;
- attach proof of confirmation of account from a Namibian Banking institution (not older than six months);
- Attach certified copy of ID for 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. 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. The bidder must be within 0% above and 15% below the budget allocation.

**NB: Bidders previously awarded bid (s) by Kunene Regional Council and still have outstanding delivery of works/service /goods will not be considered for this procurement.**

**13. Performance Security**

**N/A**

**14. 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.

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

**15. Administrative Compliance**

Bidders should submit a dully completed bidding document with all pages initialled

And signed were required expect for non-amended administrative literature.

**16. Authority of the person signing the bid**

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

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

**Date:**.....

**Procurement Ref No.:**

**To:** Kunene Regional Council Mbumbiazo Muharukua Street, P/Bag 502, Opuwo

I/We<sup>x</sup> 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<sup>x</sup> 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<sup>x</sup> 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<sup>x</sup> understand this bid securing declaration ceases to be valid if I am/We are<sup>x</sup> 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 \_\_\_\_\_

Corporate Seal (where appropriate)  
[Note<sup>x</sup>: 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.]

***~~xdelete if not applicable / 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 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	

### SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: QUOTATION FOR: Supply and delivery of pipes poly HDPE, for Opuwo rural Constituency

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1.	Pipes poly HDPE black 50mm x B10 100M	12			
				Sub Total	
				VAT @.%	
				<b>Total</b>	

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

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.

**SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS**

**SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET**

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

*[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)
<b>A*</b>	<b>B*</b>	<b>C</b>	<b>D</b>
1.			
2.			

**PROCUREMENT REFERENCE NO.: G/RFQ/KRC-28/2024**

<b>Description</b>	<b>Attached (please tick if submitted and cross if not)</b>
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 from Ministry of Industrialization, Trade and SME Development	
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.*

