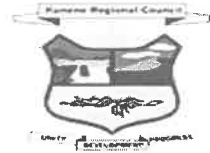




KUNENE REGIONAL COUNCIL



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

M. Muharukua Street
OPUWO, NAMIBIA

Private Bag 502
OPUWO, NAMIBIA

Request for Quotations for Works

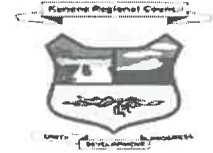
**Supply and delivery of Community Small projects items and Materials
Opuwo Urban Constituency**

Procurement Reference No: G/RFQ/KRC-05/2025

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



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-05/2025

25 February 2025

Dear Sir/Madam,

REQUEST FOR QUOTATIONS FOR SUPPLY AND DELIVERY OF MATERIALS AND ITEMS FOR SMALL PROJECT FOR OPUWO URBAN CONSTITUENCY

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.

Kindly acknowledge the receipt of this document in writing to fax: 065-273093 or Email to: pmu.kunenerc@gmail.com

Queries, if any, should be addressed to: Administration queries: Sendra Nakale, PMU Head, Tel: 065-273950, Kunene Regional Council.

Yours faithfully,

**Mr. G.P Kamseb
Chief Regional Officer**

KUNENE REGIONAL COUNCIL
PRIVATE BAG 502, OPUWO

27 FEB 2025

TEL: 065-273950
FAX: 065-273077
CHIEF REGIONAL OFFICER

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Kunene Regional Council

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; and
- (c) to change the quantity of the quoted items.

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
- (b) the Priced Activity Schedule in Section IV;
- (c) special Conditions of Contract in Section VI
- (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 VI, 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 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 four months).
- (h) Submit signed Bid-securing Declaration.

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 7 days after acceptance and issue of Letter of Acceptance. Deviation in completion period shall only 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: **G/RFQ/KRC-05/2025**, addressed to **Kunene regional Council Offices, P/ Bag 502, Opuwo** with the Bidder's name at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Kunene Regional Council Offices, Mbumbijazo Muharukua Street, Opuwo**, not later than **10 March 2025 at 11h00**. Quotations by post or hand delivered should reach **Kunene Regional Council Offices** by the same date and time at latest. Late quotations 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 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 Kunene regional Council and available to any bidder on request within three working days of the Opening.

10. 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. The bidder's price must be within 0% above and 5% below the budget allocation.

11. Technical Compliance

Bidders can submit along with their quotations documents and any other document to substantiate their experience in similar projects completed.

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 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.

13. 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 Letter of Acceptance in accordance** with terms and conditions contained in Section V: Contract Agreement and General Conditions of Contract.

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 and post a notice of award on its website within seven days. Furthermore Kunene regional Council 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]

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

We offer to execute the Works detailed in the Statement of Requirements and Priced Schedule of Quantities as per the defined specifications, and 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 Security/Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

The validity period of our Quotation isfrom the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Schedule of Quantity 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.

Quotation Authorised by:

Name of Bidder		
Contact Person		
Company's Address and seal		
Name of Person Authorising the Quotation:	Position:	Signature:
Date:	Phone /Fax No.:	Email address:

Appendix to Quotation Letter

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

Date:

Procurement Ref No.: G/RFQ/KRC-05/2025

Kunene Regional Council
P Bag 502
Opuwo

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 / appropria***



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2007 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**SECTION IV: PRICED ACTIVITY SCHEDULE**Procurement Reference Number: **G/RFQ/KRC-05/2025**

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (NS)	Total Price (NS)
1.	BZ Dezi Chair Black	9	Each		
2.	Table Steel 1800x750	2	Each		
3.	Sewing Machine Empisal	3	Each		
4.	Over lock sewing machine Empisal	1	Each		
5.	Folding table	2	Each		
6.	BZ Dezi chair black	4	Each		
7.	Water Tank 2500L	1	Each		
6.	Ryobi Grinder 230mm 2300w	1	Each		
7.	Ryobi inverter welder 200amp	1	Each		
8.	Industrial Sewing machine	1	Each		
9.	Tm 3leg pot no 4 cast iron	2	Each		
10.	Top Score 10Kg maize meal	2	Each		
11.	Cooking Oil 5L	2	Each		
12.	Iron Phillip	2	Each		
13.	Marathon sugar white 10Kg	1	Each		
14.	Bakpro vetkoek flour 10kg	1	Each		
15.	Solder wire acid 2.0x500g	1	Each		
16.	Nexlesco extension cord 10m	1	Each		
				TOTAL	
				VAT 15%	
				Grand Total	

Priced Activity Schedule Authorised By:

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

SECTION V: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (W/RFQ/KRC-) available at **Kunene Regional Council Offices, and Mbumbijazo Muharukua Street, Opuwo Town** except where modified by the Special Conditions below.

SECTION VI SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/KRC-05/2025**

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract: Request for Sealed Quotation.

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	Kunene Regional Council
Intended Completion Date GCC	The intended completion date is:
Project Manager GCC 1.1(y)	The Project Manager is:
Site GCC 1.1(aa)	The Site is located at Judicial Office, Opuwo
Start Date GCC 1.1(dd)	The Start Date shall be:
The Works GCC 1.1(hh)	The Works consist of: As specified in section 3 of this document
Interpretation GCC 2.2	The project will be completed in the following sections: As whole
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 delegate his/her duties.
Notices GCC 6	<p>Any notice shall be sent to the following addresses: For Kunene Regional Council, the address and the contact name shall be:</p> <p>S. Nakale PMU Head Kunene Regional Council Mbumbijazo Muharukua Street P/Bag 502, Opuwo 065-273950</p>
Insurance GCC 13.1	Not applicable
Site Data GCC 14.1	No site data available. The contractor to familiarise themselves with the site condition and may request any additional available information from the Employer.
Possession of the Site GCC 20.1	The Site Possession Date shall be: Within 7 days after the contractor submit all required documents as per contract requirement.
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 shall be required when relevant.
Defects Liability Period GCC 33.1	The Defects Liability Period is: N/A
Payment Certificates GCC 39.7	A single statement of the estimated 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	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported

GCC Clause Reference	Special Conditions
GCC 40	
Adverse weather Conditions GCC 41.1 (l)	Continuous rainfall or excessive temperature not favourable to carry out the work.
Price Adjustment GCC 44.	The Contract is not subject to price adjustment.
Retention GCC 45.	(i) no proportion of any payments shall be retained
Liquidated Damages GCC 46.1	Liquidated damages for the whole contract are [insert percentage of the final contract price] per day. The maximum amount of liquidated damages for the whole contract is [insert percentage 4-10%] of the final contract price.; N/A
Bonus GCC 47.1	No bonus shall be paid to the contractor.
Advance Payment GCC 48.1	(i) No advance payment shall be made
Performance Security GCC 49.1	A Performance Security in the form of a Bank Guarantee representing 10 % of the final contract price shall be required. Not Applicable
GCC 56.1	“As built” drawings or operating and maintenance manuals are not required.
GCC 59.1	The percentage to apply to the value of the work not completed, representing the Employer’s additional cost for completing the Works, is:

QUOTATION CHECKLIST SCHEDULE

SCHEDULE 4: QUOTATION CHECKLIST SCHEDULE

PROCUREMENT REFERENCE NO.:

Description	Attached (please tick if submitted and cross if not)
Have a valid certified copy of Company registration certificate from the Ministry of Industrialisation, Trade and SME Development	
Have a valid certified copy (NAMPOL) of good standing Tax Certificate	
Have a valid certified copy(NAMPOL) of good standing Social Security Certificate	
Have a valid certified copy (NAMPOL) of Affirmative Action Compliance Certificate	
Have a valid certified copy (NAMPOL) of SME Certificate	
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.	
Attach proof of confirmation of account from a Namibian Banking institution (Not older than four month).	
Attach certified copy (NAMPOL) of ID for the owner of the company.	

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.*