



**KUNENE REGIONAL COUNCIL  
HEAD OFFICE**



---

# Request for Sealed Quotations

---

REPAIR VEHICLES FOR DIRECTORATE OF WATER SUPPLY  
SANITATION COORDINATION

---

**Procurement Reference No: W/RFQ/DWSSC-01/2022**

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





# KUNENE REGIONAL COUNCIL DWSSC



## Letter of Invitation

.....  
.....  
.....  
.....

Procurement Reference No: **W/RFQ/DWSSC-01/2022**

Dear Sir/ Madam,

### **REQUEST FOR QUOTATIONS TO REPAIR VEHICLE FOR DWSSC**

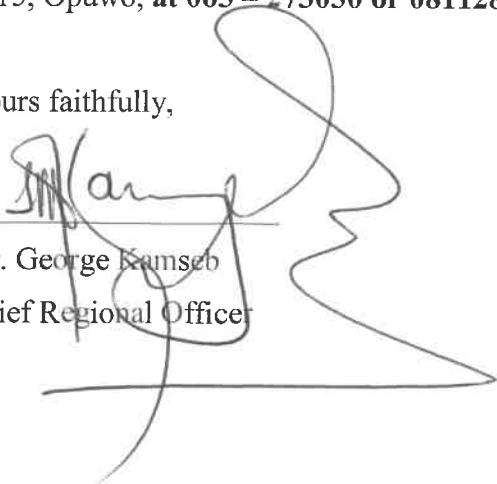
Directorate of Water Supply Sanitation Coordination invites you to submit your best quote for the items described in detail hereunder.

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.

Queries, if any, should be addressed to Mr. Sem Petrus, Senior Artisan Foreman, Private Bag 3015, Opuwo, at **065 – 273030 or 0811285616**.

Yours faithfully,

  
Mr. George Kamseb  
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 goods 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.

### **3. Delivery**

Completion of works 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/Tender Box located at Kunene Regional Council, Mbumbijazo Muharukua Street, P/Bag 502, Opuwo, not later than **17<sup>th</sup> May 2022 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 certified valid copy of company Registration Certificate;
- (b) Have an original or certified valid copy of good Standing Tax Certificate;
- (c) Have an original or certified valid copy 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 certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Submit a complete and signed Bid-securing Declaration form provided in the bidding document.
- (g) 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;
- (h) Attached proof of confirmation of account from a Namibian Banking Institution.
- (i) Attach trade diploma in Auto/Diesel Mechanic from a reputable Institution.
- (j) Attach at least two (2) reference letter for similar work completed.
- (k) Preference shall be given to SME bidders operation within Kunene Region where the goods are required. Therefore, attach a confirmation letter from the Councillor's Office (not older than two months) or fitness certificate from the Local Authority in Kunene Region.

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

## **9. Technical Compliance**

N/A

## **10. Prices and Currency of Payment**

Prices shall be fixed in Namibian Dollars.

## **11. Bid Securing Declaration**

Bidders are not 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.

**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. Rights of Kunene Regional Council**

Kunene Regional Council reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, 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.

## 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:	Kunene Regional Council, Mbumbijazo Muharukua Street, P/Bag 502, Opuwo
Procurement Reference Number:	
Subject matter of Procurement:	<i>Repair and Service vehicles At DWSSC</i>

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	

Appendix to Quotation Letter

**BID SECURING DECLARATION**

(Section 45 of Act)

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

Date:.....

Procurement Ref No.: G/RFQ/DWSSC -01 /2022

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*

**LOCAL SOURCING DECLARATION**

(Section 73 of Act)

(Regulation 37(5) and 56(2))

Date:.....

Bid No:.....

To:.....

.....

*[insert complete name of Public Entity]*

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 local sourcing declaration by the bidders. I/We\* accept that under section 45 of the Act, I/we\* may be suspended or disqualified in the event of-

- a) If found that the goods, works and services are found to be not meeting the local content and is not supplied by the suppliers based and operating from Kunene region, where the goods are required.
- b) I/we\* understand this local sourcing declaration ceases to be valid if I am/We are\* not the successful Bidder

Signed: .....

*[insert complete name of person whose name and capacity are shown]* Capacity of: *[indicate legal capacity of persons(s) signing the local sourcing declaration]*

Name:.....

*[insert complete name of person signing the local sourcing 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 local sourcing 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 III: LIST OF GOODS AND PRICE SCHEDULE

Repair and Service of Vehicles

Procurement Ref No. G/RFQ/DWSSC-01/2022

A	B	C	D	E	
Item no.	Description of Goods	Quantity required	Unit of measures	Price per unit NAD <sup>1</sup>	Total Price
	<b>LOT 1: LAND CRUISE: GRN 19404 , KM:131250,Vehicle parked at DWSSC-Opuwo</b>				
1.	<b>Repair (Repair Brakes &amp; Replace Shocks) and Service Labour:</b>	1	each		
2.	Replace Air Filter	1	each		
3.	Replace Fuel cleaner	1	each		
4.	Replace Oil Filter	1	each		
5.	Replace Engine Oil	1	each		
6.	Anti-freeze	2	each		
7.	Replace wiper blades	2	each		
8.	Replace Brake disks front	2	each		
9.	Replace Brake Pads Front	2	each		
10.	Replace brake disks Rear	2	Each		
11.	Replace brake pads	1	each		
12.	Replace hand brake shoes	2	each		
13.	Free Wheel Hub	2	each		
14.	Shocks Absorber Front	2	each		
15.	Shocks Absorber Rear	2	each		
16.	Replace Wind screen	1	each		
17.	Repair Left and right side door handle	1	each		
18.	Workshop Materials	1	each		
				<b>TOTAL</b>	
				<b>Contingency 10%</b>	
				<b>VAT 15%</b>	
				<b>Grand Total</b>	

NAME: _____	POSITION: _____	SIGNATURE: _____	DATE: _____
NAME OF BIDDER: _____	ADDRESS: _____		

A	B	C	D	E	
Item no.	Description of Goods	Quantity required	Unit of measures	Price per unit NAD <sup>1</sup>	Total Price
	LOT 2: Toyota Fortune, GRN 18444 (Parked at DWSSC-Opuwo), KM 352014				
1.	<b>Repair Labour:</b>	1	each		
2.	Replace Altnator	1	each		
3.	Inside Mats Set	1	each		
4.	Replace & Respray Fender L/H	1	each		
5.	Painting Materials	1	each		
				<b>TOTAL</b>	
				<b>Contingency 10%</b>	
				<b>VAT 15%</b>	
				<b>Grand Total</b>	

NAME: _____	POSITION: _____	SIGNATURE: _____	DATE: _____
NAME OF BIDDER: _____	ADDRESS: _____		

A	B	C	D	E	
Item no.	Description of Goods	Quantity required	Unit of measures	Price per unit NAD <sup>1</sup>	Total Price
	<b>LOT 3: TOYOTA D4D GRN19086 KM: 277901</b>				
1.	<b>Labour: Carry out major service, Replace shocks, Brake shoes and Pads, Altnator</b>	1	each		
2.	Replace Air Filter	1	each		
3.	Replace Diesel Filter	1	each		
4.	Replace Engine Oil	1	each		
5.	Replace Oil Filter	1	each		
6.	Anti-Freeze	2	each		
7.	Shocks Absorber Front	2	each		
8.	Shocks Absorber Rear	2	each		
9.	Brake Shoes	2	each		
10.	Brake pads	2	Each		
11.	Wheel Bearing Rear	2	each		
12.	Altnator	1	each		
13.	Timing Kit	1	each		
14.	Engine Cleaner	2	each		
15.	Silicone	1	each		
16.	Wiper Blade	2	each		
17.	Radiator Flash	1	each		
18.	Workshop Materials	1	each		
				<b>TOTAL</b>	
				<b>Contingency 10%</b>	
				<b>VAT 15%</b>	
				<b>Grand Total</b>	

NAME: _____	POSITION: _____	SIGNATURE: _____	DATE: _____
NAME OF BIDDER: _____	ADDRESS: _____		

A	B	C	D	E	
Item no.	Description of Goods	Quantity required	Unit of measures	Price per unit NAD <sup>1</sup>	Total Price
	LOT 4: LAND CRUISE GRN19396 (Parked at DWSSC- Opuwo Office), KM 174998				
1.	<b>Labour: Replace front wheel bearing, Brake disks, Front Wheel hubs, and carry out service.</b>	1	each		
2.	Brake disks Front	2	each		
3.	Brake Pads Front	2	each		
4.	Brake disks rear	2	each		
5.	Brake pads rear	2	each		
6.	Brake Hand brake shoes	2	each		
7.	Wheel Bearing front	2	each		
8.	Replace Stub Axel	2	each		
9.	Stub Axel lock nuts	2	each		
10.	Stub Axel C /clips & Washers (accessories)	2	Each		
11.	Replace Battery	1	each		
12.	Front Diff Oil Seals kids	2	each		
13.	Repair speedometer (check sensors)	1	each		
14.	Air Filter	1	each		
15.	Diesel Filter	1	each		
16.	Replace oil filter	1	each		
17.	Anti-freeze	1	each		
18.	Engine Oil	2	each		
19.	Replace alternator	1			
20.	Workshop Materials	1	each		
		1	each		
				<b>TOTAL</b>	
				<b>Contingency 10%</b>	
				<b>VAT 15%</b>	
				<b>Grand Total</b>	

NAME: _____	POSITION: _____	SIGNATURE: _____	DATE: _____
NAME OF BIDDER: _____	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.

Key notes: NA=NOT APPLICABLE, NQ=NO QUOTE

## SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Procurement Reference Number: **W/RFQ/DWSSC-01/2022**

\* 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)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
Lot 1	Land Cruise: GRN19404 (Diesel)		
Lot 2	Toyota Fortune: GRN 18444 (Diesel)		
Lot 3	Toyota D4D: GRN 19086 (Diesel)		
Lot 4	Land Cruise: GRN19396 (Diesel)		

### Specifications and Compliance Sheet Authorised By:

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



## 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-GCC), 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
<b>Purchaser</b> GCC 1.1(h)	The Purchaser is: KUNENE REGIONAL COUNCIL
<b>Site</b> GCC 1.1(m)	The Site/ final destination for delivery of the Goods: DWSSC, Mbumbijazo Muharukua Ave, Opuwo
<b>Incoterms Edition</b> GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms
<b>Notices</b> GCC 8.1	Any notice shall be sent to the following addresses: pmu@kunenerc.go.va For Kunene Regional Council, the address shall be: Administrative: Ms S. Nakale  For the Supplier, the address and contact name shall be (To be completed by the bidder)
<b>Delivery and Documents</b> GCC 13.1	The Goods are to be delivered within <b>14</b> 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
<b>Terms of Payment</b> GCC 16.1	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
<b>Terms of Payment</b> GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment</b> GCC 16.4	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.

Subject and GCC clause reference	Special Conditions
<b>Payment Period GCC 16.5</b>	The method and condition of payments to be made to the supplier under this Contract shall be as follows: <b>On acceptance:</b> The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of goods upon submission of an invoice showing (Purchaser's name; the Procurement Reference number, description of payment and total amount, signed and original, stamped or sealed with a company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.
<b>Performance Security GCC 18</b>	N/A
<b>Packing GCC 23.2</b>	The packing, marking and documentation within and outside the packages shall be: <b>W/RFQ/DWSSC-01/2022</b>
<b>Insurance GCC 24</b>	N/A
<b>Transportation GCC 25</b>	The Goods shall be delivered: <b>DWSSC, Mbumbijazo Muharukua Ave, Opuwo</b>
<b>Inspection and Tests GCC 26.</b>	Inspections to be done by staff members of Directorate of Water Supply Sanitation Coordination
<b>Liquidated Damages GCC 27</b>	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.
<b>Warranty GCC 28.3</b>	N/A

**SCHEDULE 4: QUOTATION CHECKLIST SCHEDULE****PROCUREMENT REFERENCE NO.: W/RFQ/DWSSC-01/2022**

<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.*