



Kunene Regional Council



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Private Bag 502
Opuwo

Request for Quotations for Goods

**SUPPLY AND DELIVERY OF PROCUREMENT OF VARIOUS
MATERIALS
DEPARTMENT OF WORKS: KUNENE REGION**

Procurement Reference No: G/RFQ/KRC: MWT-02/2022

Name of bidder:

Contact Number of Bidder:

Email Address of Bidder:

Authorized Representative of Bidder:

Signature of Bidder:

Bid Total Amount: N\$:

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Kunene Regional Council



Private Bag 502
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Letter of Invitation

Procurement Reference No: **G/RFQ/KRC: MWT-02/2022**

Dear Sir / Madam,

REQUEST FOR QUOTATIONS FOR SUPPLY AND DELIVERY OF VARIOUS MATERIALS FOR THE DEPARTMENT OF WORKS: KUNENE REGION.

The **Department of Works, 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.

Queries, if any, should be addressed to Ms. Sendra Nakale, Head of Procurement, Private Bag 502, Opuwo at 065-273950 or e-mail address: pmu.kunenerc@gmail.com or [Saima Abraham @0812837090](mailto:Saima.Abraham@0812837090).

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,


G.P. Kamseh
Chief Regional Officer



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

Kunene Regional Council reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or
- (b) to accept or reject any quotation; and
- (c) 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 items mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration;
- (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 Sealed 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 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 certified valid 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) 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) Attach proof of confirmation of account from a Namibian Banking Institution
- (i) Preferences shall be given to SME bidders operating within Kunene Region where goods are required. Therefore attach a confirmation letter from Councillor's office (not older than two months) or fitness from Local Authority in Kunene Region.

5. Bid Securing Declaration

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

6. 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.

- Quality
- Quantity

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to Kunene Regional Council with the Bidder's name and contact information at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Kunene Regional Council, Mumbijazo Muharukua Street, P/Bag 502, Opuwo, not later **than 04 April 2022 at 11h00. Late quotations will be rejected. Quotations received by e-mail will not be considered.**

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 above.

10. Evaluation of Quotations

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 price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Kunene Regional Council's requirements.

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.

12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

Not applicable

14. 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 15% below the budget allocation.

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

15. Performance Security

Not applicable

16. Notification of Award and Debriefing

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 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.

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:	
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, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* 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: Instruction to Bidders.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein.

The validity period of the Quotation is _____ days *[insert number of 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./Fax	

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*

ANNEXURE 2

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 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, 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:.....

Please take note:

1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

Procurement Ref No: G/RFQ/KRC: MWT-02/2022

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1.	Welding Porter Pack Full kit (Oxy-Acetylen)	1	each		
2.	Battery Willard 689P	4	each		
3.	Water Pump- SP3A-22 c/w 230v 1.5Kw Motor Grundfos: RFQ for 3.9m ³ /h @ 6mtr head (single phase)	1	each		
4.	Grundfos: Ultra Controller Box 15A – 1.5kW	1	each		
5.	Installation accessory kit (single phase)	1	each		
6.	Water Pump- SP3A-22 c/w 380v 1.5Kw Motor Grundfos: RFQ for 3.9m ³ /h @ 6mtr head (Three phase)	1	each		
7.	Grundfos: Guardian Controller 380v up to 3kW	1	each		
8.	Installation accessory kit (three phase)	1	each		
				VAT @%	
				Total	
				Grand Total	

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: _____

[Bidders should complete columns C and D with the specifications and performance of the Works offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications offered in the signature block below]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	Welding Porter Pack Full kit (Oxy-Acetelyn)		
2.	Battery Willard 689P		
3.	Water Pump- SP3A-22 c/w 230v 1.5Kw Motor Grundfos: RFQ for 3.9m ³ /h @ 6mtr head (single phase)		
4.	Grundfos: Ultra Controller Box 15A – 1.5kW		
5.	Installation accessory kit (single phase)		
6.	Water Pump- SP3A-22 c/w 380v 1.5Kw Motor Grundfos: RFQ for 3.9m ³ /h @ 6mtr head (Three phase)		
7.	Grundfos: Guardian Controller 380v up to 3kW		
8.	Installation accessory kit (three phase)		

Specifications and Compliance Sheet Authorised By:

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

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

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 on the website of the Public Entity Notice board except where modified by the Special Conditions below.

SECTION VI: CONTRACT AGREEMENT

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 except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: G/RFQ/KRC: MWT-02/2022

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

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Kunene Regional Council, Department of Works, Opuwo
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is: Department of Works
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For Kunene Regional Council, the address and the contact name shall be: Procurement Management Unit Kunene Regional Council Mbumbijazo Muharukua Street P/Bag 502, Opuwo Tel: 065-273950
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: Shall be in writing and address to PMU

Subject and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	The Goods are to be supplied within 14 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note; (b) Invoice (c) original purchase order
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed shall not be adjustable.
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment GCC 16.3	Payments shall be made within thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price " <i>shall not be</i> " adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: (i) On Acceptance: The Contract Price of goods receive shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) support by the Acceptance Certificate issued by the Purchaser. (ii) An interest rate of 10% is payable to the supplier by the purchase for each day payment is delayed until payment has been made in full.
Performance Security GCC 18.1	No performance security is required
Discharge of Performance Security GCC 18.4	The performance security will be discharged and returned to the supplier not later than 15 days completion date. Not applicable
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: THE NAME AND DESCRIPTION OF THE PRODUCT
Insurance GCC 24.1	N/A
Transportation GCC 25	The Goods shall be delivered: Department of Works- Opuwo

Subject and GCC clause reference	Special Conditions
Inspection and Test GCC 26.1	The inspection and tests shall be: Done during the delivery of the items
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Department of Works
Liquidated Damages GCC 27.1	N/A
Warranty GCC 28.3	The period of validity of the warranty shall be: ----- Days For the purpose of the Warranty, the place(s) of the final destination (s) shall be: Kunene Regional Council Or item 1, the minimum period of warranty/shelf life shall be 30 Days
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 5 Days

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: G/RFQ/KRC: MWT-02/2022**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Company Registration Certificate		
Good Standing Tax Certificate		
Good Standing Social Security Certificate		
Affirmative Action Certificate		
SME Certificate		
Bid Securing declaration		
Letter of undertaking		
Bank account confirmation		
Confirmation letter from Regional Councillor or fitness from Local Authorities		

