



**Kunene Regional Council**  
**Directorate: Education, Arts and**  
**Culture**

**Request for Quotations**  
**for Works**

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**Repair and Servicing of Catering and**  
**Cooling Equipment's at the School**  
**hostels in Khorixas Area.**

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**Procurement Reference No: W/RFQ/KRC:DoEAC-02/2022**

Directorate: Education, Arts and Culture. Private Bag 2007, Khorixas,  
Phone:067335000 & fax numbers: 067332226



## Letter of Invitation



### REPUBLIC OF NAMIBIA KUNENE REGIONAL COUNCIL

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Private bag

**Opuwo**

## Letter of Invitation

### Request for Quotation for Repair and Servicing of Catering and Cooling Equipment's at the School hostels in Khorixas Area

The DIRECTORATE OF EDUCATION, ARTS AND CULTURE, 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.

**Queries, if any, should be addressed to Mr.S. Kariko, 0811482090 and Mr. Stefanus Hoaeb, 0812520372.**

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,

.....  
**George P. 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 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 14 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 company Registration Certificate;
- (b) have an original valid good Standing Tax Certificate;
- (c) have an original valid 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) [public entity to select appropriate] Submit bid valid security/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) Certified copies of Artisan Qualifications (Electrical or Mechanical Engineering Trades)

- (i) References – The bidder should submit Three Testimonials for work done within the past three years.
- (j) Preference will be given to the bidders residing in the region thus proof of Residence must be attached to substantiate your claim.

**5. Bid Security/Bid Securing Declaration**

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

**6. Works Completion Period**

The completion period for works shall be 3 days per site (including travelling day to the following site) after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted.

**7. 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.

**8. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at Kunene Regional Council, Mbumbijazo Muharuka Street, Opuwo, not later than **04 April 2022, 11h00am**. Quotations by post or hand delivered should reach **04/04/2022** 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 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 Security/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.

**10. Evaluation of Quotations**

The Public Entity 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.

**11. 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.

## **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. Margin of Preference**

13.1. The applicable margins of preference and their application methodology are as follows: 5 % preference will be given to local bidders who has submitted proof of residence.

**Not applicable**

13.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

**Not applicable**

## **14. 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.

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.**

## **15. 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***

Quotation addressed to: [ name of Public Entity]	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to execute the Works detailed in the Statement of Requirements, 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 disqualification on the grounds mentioned in the BDS.

The validity period of our Quotation is \_\_\_\_\_ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity 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.

Works will commence within 5 days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within 30 days from date of issue of Purchase Order/ Letter of acceptance.

### 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	

*[This form is to be deleted if Bid Securing Declaration is not applicable.]*

**Appendix to Quotation Letter**

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

**Date:** .....[Day | month | year]

**Procurement Ref No.:** .....

**To:**

.....  
 .....  
 [insert complete name of Public Entity and address].....

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

Witten 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:**.....

*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: STATEMENT OF REQUIREMENTS

**This text hereunder is a guidance for the preparation of the Specifications and Performance Requirements and should not form part of the final document**

*A set of precise and clear Specifications is a prerequisite for bidders to respond realistically and competitively to the requirements of the Public Entity without qualifying or conditioning their quotations. Specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done shall the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of quotations be ensured, and the subsequent task of quotation evaluation facilitated. The Specifications should require that all goods and materials to be incorporated in the Works be new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.*

*Samples of Specifications from previous similar Contracts are useful in preparing Specifications. Most Specifications are normally written specially by the Public Entity to suit the Contract Works in hand. There is no standard set of Specifications for universal application in all sectors, but there are established principles and practices, which are reflected in these Documents.*

*There are considerable advantages in standardizing General Specifications for repetitive Works in recognized public sectors. The General Specifications should cover all classes of workmanship, materials, and equipment commonly involved in construction, although not necessarily to be used in a particular Works Contract. Deletions or addendums should then adapt the General Specifications to apply them to the particular Works.*

*Care must be taken in drafting Specifications to ensure that they are not restrictive. In the Specifications of standards for goods, materials, and workmanship, recognized international standards should be used as much as possible. Where other particular standards are used, whether national standards of Namibia or other standards, the Specifications should state that goods, materials, and workmanship that meet other authoritative standards, and which ensure substantially equal or higher quality than the standards mentioned, shall also be acceptable. To that effect, the following sample clause may be inserted in the Special Conditions or Specifications.*

#### ***Equivalency of Standards and Codes***

*Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract.*

## A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Repair and Servicing of Catering and Cooling Equipment that is: this works is intended to take place at various sites in Khorixas Area (Eerwe, Anker, Kamanjab, Bergsig, Fransfontein, Braunfels, Anichab and Khorixas) Replacement of heating elements for Boiling pots 3kw and heating elements of Tilting Pans 2.5kw and thermos switch. Refill heat transfer oil in all the pots (40 and 60liter pots respectively). Replace weatherproof Isolators 60amp three pin at various sites: some flush mounted and others surface mounted. Rewiring of Boiling pots and Tilting Pans with 4mm<sup>2</sup> heat resistant wires (silicon wire and replace circuit breakers – mostly DIN rail) as indicated below.

### **Boiling pots**

Replace heating elements of 3kw. All elements for boiling pots are oil immersion. Replace heat transfer oil in the pots (40 and 60liter pots respectively). Remove slugs by making used of dissolvent.

**Tilting Pans:** Replacement of heating elements of Tilting Pans 2.5kw and thermos switch. Replace Isolators 60amp three pin at various sites: some flush mounted and others surface mounted.

**Rewiring and Welding:** Boiling pots and Tilting Pans with 4mm<sup>2</sup> heat resistant wires and replace circuit breakers as indicated below. The surfaces to be welding will be properly prepared by opening the crack and fusing the metal. The welded joint should be free of undercut, slug and impurities. Bidder should take note that rewiring and welding of the equipment excludes labour component therefor it must make part of normal labour hours quoted. Welding and rewiring constitute materials that is heat resistance wires and stainless welding electrodes including use of related accessories and equipment.

**Convection Ovens** to be service, repaired where required and water and electricity connected and commissioned.

Completely remove, replace with new and properly mount with prescribe brackets on the wall - **Freezer room and Cold room indoor and Outdoor units at Joel Herold Hostel- Outjo.**

**The bidder is advice to acquaint him/herself with type, brand and model of the equipment (at various sites at own cost) before quoting as no addition cost will be paid because of wrong parts ordered or purchased.**

#### 1. Abraham Gariseb Primary School

- (a) Boiling Pot 60l– 6 x 6kw elements
- (b) Boiling Pot 40l- 6 x 3kw elements
- (c) Tilting Pan – 6 x 2.5kw elements M-shape 640mm
- (d) Heat transfer oil 120l
- (e) Isolator flush mount 4 x 60amp three pin
- (f) Compressor for freezer model –NDZ096
- (g) Replace drain cock x 2 for cooking pots
- (h) Convection Oven

#### 2. Jakob Basson Combined School

- (i) Boiling Pot 40l- 6 x 3kw elements
- (j) Tilting Pan – 6 x 5kw elements
- (k) Heat transfer oil 120l
- (l) Thermo switch 180
- (m) Circuit Breaker 40amp din rail mount x 6

- (n) Freezer room Timer and heating element to be replace
- (o) Coldroom Fanmotors 25watt x 1
- (p) Freezer Fanmotor 400mm x 1
- (q) Defrost timer x1
- (r) Replace drain cock x 2 for cooking pots
- (s) Service and connect to water Convection Oven

### 3. Grootberg Primary School

- (t) Boiling Pot 40l- 6 x 3kw elements
- (u) Heat transfer oil 120l
- (v) M-shape element 2.5kw 640mm x6
- (w) Freezer room Fan 36 watt x2
- (x) Defrost timer x 1
- (y) Full service of freezer and Cold room
- (z) Replace drain cock x 2 for cooking pots
- (aa) Convection Oven

### 4. Kamanjab Combined School

- (bb) Boiling Pot 40l- 6 x 3kw elements
- (cc) Tilting Pan – 6 x 5kw U-shape elements
- (dd) Heat transfer oil 120 litre
- (ee) Circuit Breaker 40amp din rail mount x 3
- (ff) Freezer room needs full service and new Heating element
- (gg) Replace drain cock x 2 for cooking pots
- (hh) Convection Oven

### 5. Outjo Secondary School (Joel Herold)

- (ii) Diesel Burner to be replace: The Burner is obsolete and must be replace on the existing stove. Thus available burner on the market has to be modified for installation and smooth operation. Bidder's quote must include cost for modification as well as supply, install and commissioning. Similar or Same Burner as at Junior Mix Hostel Outjo.  
Model: GX3STC burner GX3 Light oil 83-178kw.

- (jj) Replace both Freezer and Cooling units completely.

### 6. Outjo Secondary School (Huis Nordia)

- (kk) Boiling Pot 60l- 12 x 3kw elements
- (ll) Tilting Pan – 6 x 2.5kw M-shape elements 640mm
- (mm) Heat transfer oil 120 litre
- (nn) Electric Three Plate Stove – 1 x 6kw element
- (oo) Freezer room replace sight glass (leaking)
- (pp) Freezer room replace charging
- (qq) Full service to Freezer and Cold room
- (rr) Replace drain cock x 2 for cooking pots
- (ss) Properly mount with brackets Evaporator – Freezer room
- (tt) Replace Sight glass and Charging valve

## 7. Frans Fredrick Primary School

- (uu) Boiling Pot 40l- 6 x 3kw elements
- (vv) Tilting Pan – 6 x 2.5kw elements M- shape 640mm
- (ww) Heat transfer oil 120 litre
- (xx) Boiling Pot 60l – 6 x 3kw elements
- (yy) Circuit Breaker 25amp din rail mount x 3
- (zz) Isolator surface mounted – 2 x 60amp
- (aaa) Full service to Freezer and Cold room.
- (bbb) Replace drain cock x 2 for cooking pots
- (ccc) Replace digital Delay timer for Freezer room

## 8. Cornelius Goreseb Secondary School

- (ddd) Full service to Freezer and Cold room
- (eee) Triple pole 32amp 5kva x 4
- (fff) Replace drain cock x 2 for cooking pots
- (ggg) Replace charging valve

## 9. Eddie Bowe Primary School

- (hhh) Boiling Pot 60l- 6 x 3kw elements
- (iii) Tilting Pan – 6 x 2.5kw elements
- (jjj) Heat transfer oil 100 litre
- (kkk) Boiling Pot oil leaked at welded joint between drain cock and chamber – stainless steel weld required.
- (lll) Electric Three plate stove replace 3 x 6kw elements.
- (mmm) Replace drain cock x 3 for cooking pots
- (nnn) Convection Oven
- (ooo) Cold room sealed weld charging line (leakage detected)

## 10. Welwitschia Junior Secondary School

- (ppp) Tilting Pan – 6 x 2.5kw elements
- (qqq) Heat transfer oil 180 litre
- (rrr) Isolator flush mount 60amp x 2.
- (sss) Replace drain cock x 4 for cooking pots
- (ttt) Convection Oven

## 11. Braunfels Agricultural High School

- (a) Boiling Pot 60l- 12 x 3kw elements
- (b) Tilting Pan – 6 x 2.5kw elements M- shape elements 640mm
- (c) Heat transfer oil 120 litre
- (d) Isolator flush mount 60amp x 2.
- (e) Replace drain cock x 4 for cooking pots
- (f) Replace Freezer condenser fan 3phase 450mm x 1
- (g) Replace fanmotor 16watt x 4
- (h) Convection Oven

## 12. Edward Garoeb Primary School

- (i) Rewire Kitchen equipment from Distribution Board to Kitchen bay- Household wire 6mm<sup>2</sup> (red- 200m, blue – 200m, white – 200m and black - 200) – and 4mm<sup>2</sup> green and yellow earth wire – 200m. All the Pots and Tilting pans must be connected and properly terminated and labelled at the Distribution board.
- (j) Boiling pot 60l – 12 x 3kw 520mm long
- (k) Heat Transfer oil 120 litre
- (l) Replace drain cock x 2 for cooking pots
- (m) Tilting Pan – 6 x 2.5kw elements M- shape elements 640mm

## 13. Outjo Primary School

- (a) Boiling pot 60l – 12 x 3kw 520mm long
- (b) Heat Transfer oil 120 litre
- (c) Replace drain cock x 2 for cooking pots
- (d) Tilting Pan – 6 x 2.5kw elements M- shape elements 640mm

**TAKE NOTE:** With reference to Section IV: Priced Activity Schedule – it is required from the bidder to acquaint Him or herself with the terrain and distance to be travelled from the base of operation to the sites. Kunene Regional Council will only consider bidders who has submitted round trip (single trip under taken to do repair works at all the sites mentioned above).

## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: \_\_\_\_\_

*[Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below.]*

*The quantities shown below are approximate and not subject to re-measurement for payment purposes.*

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	Oil immersion element for 60liter Boiling Pot 3kw	90	No		
2	Tilting Pan element M shape 2.5kw tabula	66	No		
3	Flush mount Isolator 60amp Three pin (for three phase connetion)	8	No		
4	Surface mount Isolator 60amp three pin (for three phase connection)	8	No		
5	Heat transfer oil 20liter	63	No		
6	Thermo switch 180°C (regulator)	1	No		
7	Electric Three Plate Stove element 6kw (Industrial Stove) Vulcan brand	6	No		
8	U – shape element 5kw	6	No		
9	Thermostat for Cooking pots	24	No		
10	Freezer Compressor Model – NDZ096	1	No		
11	Freezer Timer and Heating element	1	No		
12	Coldroom fanmotor 25watt	1	No		
13	Freezer Fanmotor 400mm	1	No		
14	Defrost timer	1	No		
15	Replace Drain Cock	25	No		
16	Circuit breaker 40amp 3kva	9	No		



17	Triple pole 32amp 5kva	4	No		
18	Full Service of Freezer Room and Coldroom	23	No		
19	Replace Freezer room charging valve and Sight glass. Saeled charging line (pipe leake)	2	No		
20	Cut open and clean boiling pot 60litre by removing slugs and welding to restore it.	1	No		
21	Replace freezer and cold room indoor and outdoor units completely	1	No		
22	Rewire Kitchen bay with House wire 6mm <sup>2</sup> for live and Neutral wire. Earth wire 4mm <sup>2</sup> . Terminate work and Label of Distribution Board.	1			
23	Rewire Boiling pot with Heat resistance wire (silicon wire) 4mm <sup>2</sup> .	1			
24	Mount Evaporator	1			
25	Service and Repair Convection Ovens	7			
22	Labour (all sites included)		Hour		
12	Travelling (round trip to all site)		Km		
13	Travel time (base on 100km/h to derive at total hours travelled – total kilometres travelled divided by 100 is equal to hours spent on the road).		Hour		
Enter 0% VAT rate if VAT exempt.			<b>Subtotal</b>		
			<b>VAT @      %</b>		
			<b>Total</b>		

\*Columns A to D to be completed as applicable by the Public Entity (except columns C row of 9 to 11)

**Priced Activity Schedule Authorised By:**

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

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

*[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]*

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

\* Columns A and B to be completed by Public Entity.

### 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. **W/RFQ-GCC**) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below

## SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: \_\_\_\_\_

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

GCC Clause Reference	Special Conditions
<b>Employer</b> GCC 1.1(r)	Kunene Regional Council – Directorate of Education, Arts and Culture.
<b>Intended Completion Date</b> GCC	<b>The intended completion date is:</b> within 30 day period after site handover.
<b>Project Manager</b> GCC 1.1(y)	The Project Manager is: Mr S. Kariko and Mr S. Hoab
<b>Site</b> GCC 1.1(aa)	The Site is located in Kunene Region, Khorixas Area.
<b>Start Date</b> GCC 1.1(dd)	The Start Date shall be: decided on site handover day.
<b>The Works</b> GCC 1.1(hh)	The Works consist of: Replacing elements of Boiling Pots, Electric Stoves and Tilting pans. Refill the boiling pots with heat transfer oil, rewire some Boiling Pots wiring and replace circuit breakers. Supply and install and Commission Diesel Burner.
<b>Interpretation</b> GCC 2.2	The project will be completed in the following sections: 20 August 2020
<b>Interpretation</b> GCC2.3	The following additional documents shall form part of the contract:  Attached Specification of diesel Burner.
<b>Language and Law</b>	The language of the contract is English

GCC Clause Reference	Special Conditions
GCC 3.1	The law that applies to the Contract is the law of Namibia.
<b>Project Manager's Decisions 4.1</b>	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.
<b>Delegation GCC 5.1</b>	The Project Manager may delegate his/her duties.
<b>Notices GCC 6</b>	Any notice shall be sent to the following addresses: For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be Ms. Sandra Nakale For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be
<b>Insurance GCC 13.1</b>	<p>Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be:</p> <ul style="list-style-type: none"> <li>(a) for the Works, Plant and Materials: <i>(for the full amount of the works including removal of debris, professional fee etc...)</i></li> <li>(b) for loss or damage to Equipment: <i>(for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer.</i></li> <li>(c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well).</i></li> <li>(d) for personal injury or death: <ul style="list-style-type: none"> <li>(i) of the Contractor's employees: <i>[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</i></li> <li>(ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i></li> </ul> </li> </ul>

GCC Clause Reference	Special Conditions
	<p>(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable.</p> <p>The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the Contractor's All Risks coupled with the Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.</p>
<b>Site Date</b> <b>GCC 14.1</b>	The site Data shall be: Upon site handover site data shall be discuss
<b>Possession of the Site</b> <b>GCC 20.1</b>	The Site Possession Date shall be: discuss with the handing over of the site.
<b>Procedure for Disputes</b> <b>GCC 24</b>	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.
<b>Program</b> <b>GCC 25.1</b>	The Contractor shall submit for approval a Program for the Works within 5 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
<b>GCC 25.3</b>	Program updates shall not be required..
<b>Defects Liability Period</b> <b>GCC 33.1</b>	<p>The Defects Liability Period is: <b>365 days</b>. Except for <b>Heating element - 6 months</b>.</p> <p>[The Defects Liability Period is usually limited to 12 months, but could be less in very simple cases]</p>
<b>Payment Certificates</b> <b>GCC 39.7</b>	“ 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”.
<b>Payments</b> <b>GCC 40</b>	<p>The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by:</p> <ul style="list-style-type: none"> <li>(a) the payment certificate; and</li> <li>(b) a certificate of Completion of the Works.</li> </ul>

GCC Clause Reference	Special Conditions
<b>Adverse weather Conditions</b> <b>GCC 41.1 (I)</b>	Prolong power outage that can be caused by works on transmission lines and related equipment. The contractor must obtain proof of the incident certified by Nampower or Regional electricity distributor.
<b>Price Adjustment</b> <b>GCC 44.</b>	The Contract is not subject to price adjustment.
<b>Retention</b> <b>GCC 45.</b>	(i) 10% of the amount shall be retained from any payment. Half of the retention money will be released after formal taking over of the Works and the remaining shall be released after the Defect Liability Period subject to the Contractor making good all defects.
<b>Liquidated Damages</b> <b>GCC 46.1</b>	<p>The liquidated damages for the whole of the Works are N\$ 150.00 per day.</p> <p>The maximum amount of liquidated damages for the whole of the Works is <i>[amount based on a maximum number of days]</i>.</p> <p><i>[Usually liquidated damages are set between 0.05 per cent and 0.10 per cent per day, and the total amount is not to exceed between 5 per cent and 10 per cent of the Contract Price. Alternatively, the daily rate could reflect the actual prejudice that the procuring entity may claim to suffer as direct cost, where applicable or a nominal value taking into consideration the size of the building, nature of construction and the incidence due to non-availability of the building as from the intended completion date. If Sectional Completion and Damages per Section have been agreed, the latter should be specified here.]</i></p>
<b>Bonus</b> <b>GCC 47.1</b>	The rate for the Bonus per calendar day is: 0 days
<b>Advance Payment</b> <b>GCC 48.1</b>	(i) No advance payment shall be made* or
<b>Performance Security</b> <b>GCC 49.1</b>	(i) No Performance Security is required*or
<b>GCC 56.1</b>	<p>“As built” drawings or operating and maintenance manuals are not required.</p> <p>For Diesel Stove Burner operating and maintenance manuals are required.</p>
<b>GCC 59.1</b>	The percentage to apply to the value of the work not completed, representing the Employer’s additional cost for completing the Works, is: 12%



SCHEDULE 1:

SCHEDULE 2

**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.:**

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Security(if applicable)		
Qualification of Artisans to work on the Equipment. Including certified identification.		
Proof of Residence: Regional Councillor's Office /Fitness Certificate Local Authority / Traditional Authority.		
References attached (three Testimonials) for similar work done (repair and servicing of Catering and Cooling equipment) within last five year.		

**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.