



**KUNENE REGIONAL COUNCIL**



Tel: +264-65-273950

M. Muharukua Street  
OPUWO, NAMIBIA

Private Bag 502  
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Fax: +264-65-273077

Enquires: Abner Namgongo

ref: 4/3/1/1/2

10 August 2021

# Procurement Policy Unit

(Established under section 6 of the Public Procurement Act, 2015)

**REQUEST FOR WORKS (LABOUR) TO CONSTRUCT AND EXCAVATE A  
GALVANISED SHEET CLASSROOM AND A FENCE AT OTJISOKOTJONGAVA:  
OPUWO URBAN**

**Procurement Reference No. W/IQ/KRC- 01/2021**

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P/Bag 502  
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**Invitation for bid**

To: .....  
.....

The Kunene Regional Council hereby invites you to submit your quotation for the services listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be sent to Kunene Regional Council, Procurement Management Unit, Private Bag 502, Opuwo, Mbumbijazo Muharukua. Contact person: Mrs. Sendra Nakale in a sealed envelope marked Quotation Reference **No. W/IQ/ KRC-01/2021**

Your quotation should reach the Kunene Regional Council on or before the **18<sup>th</sup> August 2021**, by **11h00 (am)** at latest.

**Sendra Nakale**

**Head of Procurement Management Unit**



## Priced Activity Schedule

### EXCAVATION AND CONSTRUCTION OF A CORRUGATED SHEET CLASS ROOM AND FENCE AT OTJISOKOTJONGAVA VILLAGE IN OPUWO URBAN CONSTITUENCY.

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E*	F*
<b>EXCAVATION AND CONSTRUCTION OF A CORRUGATED SHEET CLASS ROOM AND FENCE AT OTJISOKOTJONGAVA VILLAGE IN OPUWO URBAN CONSTITUENCY. NB! ALL THE EQUIPMENTS TO BE USED ARE FOR THE SUCCESSFUL CONTRACTOR</b>					
<b>GENERAL REPAIRS</b>					
<b>ORDINARY EXCAVATIONS, FILLINGS, ETC</b>					
No.	Description	Qty	Unit of measures	Unit Price	Total Price
1	0.5mm galvanised corrugated iron sheet to be fixed to wood purlins and to gun poles as per manufactures instruction	167m2	Metres		
2	Fix the D8H window frames size 1022mmx1245mm high to the structure with the instructions	4.00	No		
3	Fix the 1.2mm rebated door & frame size 813mmx2032mm high to the structure and door locker	1.00	No		
4	Excavate for and fix gun poles	17.00	No		
5	Fix 69mmx69mm wood purlin	120m	Metres		
6	Fix 32mmx133mm rafter or beam	20m	Metres		

7.	Cast 20mpa concrete floor	8m3	Metres / cubic		
8	Fix 4mm clear float glass window pane	3m2	Metres		
9	Excavate for and fix the 100mm corner posts 2400mm high including the 50mm diameter inclined stays to each posts	10	No		
10	Fix the 1800mm security fence including digging of the intermediate posts, pulling of straining wire and cast to 20mpa edge beam as well as fixing the 1x3000mmx1800mm high overall with two equally leaves gate as complete	92m	Metres		
<b>Sub-Total</b>					
Enter 0% VAT rate if VAT exempt.					
<b>VAT @ 15 %</b>					
<b>Grand Total</b>					

- (a) Kunene Regional Council requested delivery within fourteen (14) days as from the date of placement of order.
- (b) Bidder's proposed completion period: immediately upon the placement of order.
- (c) Validity of offer: fourteen (14) days as from closing date set for submission of quotations.

I/We agree to supply the abovementioned goods at price(s) quoted by me/us and subject to conditions specified overleaf.

Date.....

Bidder's signature and seal

.....

### **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. REQUIREMENTS / SCOPE OF WORK**

##### **Task's description**

1. Excavate and build a galvanised corrugated roof sheet class room to be fixed to wood purlins and gun poles as per manufacture instructions size 167 m<sup>2</sup>.
2. Fix the D8H window frames size 1022mm x 1245mm high to the structure with the instruction.
3. Fix the 1.2mm rebated door frame size 813 x 2032mm high to the structure.
4. Excavate for and fix gun poles (17).
5. Fix 69mm x 69mm wood purlin 120m
6. Fix 32 mm x 133mm rafter or beam 20m.
7. Cast 20 mpa concrete floor 8m<sup>3</sup>.
8. Fix external door / lock and paint (1).
9. Fix 4mm clear float glass window pane 3m<sup>2</sup>
10. Excavate for and fix the 100mm corner posts 2400mm high including the 50mm diameter inclined stays to each post (10)
11. Fix the 1800mm security fence including digging of the intermediate posts, pulling of straining wire and cast to 20mpa edge beam as well as fixing the 1 x 3000mm x 1800mm high overall with two equally leave gate as complete.
12. Fitting of the four level door lock (1)

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

**Date:** .....

**Procurement Ref No. W/IQ/ KRC-01/2021**

**To:** Kunene Regional Council Procurement Management Unit, Private Bag 502, Opuwo,  
Mbumbijazo Muharukua

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**



**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:**.....



## **General Terms and Conditions Applicable**

### **1. Employer**

The Kunene Regional Council inviting the Informal Quotation is the Employer for the purpose of entering into contract with the successful bidder.

### **2. Service Provider**

The bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award and referred to as the Service Provider.

### **3. Rights of Public Entity**

The Kunene Regional Council shall have the rights to

- (a) Ask for clarifications at time of evaluating quotations and
- (b) Reject all quotations.

A Public Entity shall not be bound to accept the lowest or any quotation.

### **4. Eligibility Criteria**

To be eligible to participate in this Quotation exercise, you should:

- (a) have a valid certified copy of company Registration Certificate
- (b) have an original / certified valid good Standing Tax Certificate;
- (c) have an original / certified 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) 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;
- (g) Attach proof of confirmation account from Namibian Banking Institution.
- (h) Bidders place of principal business must be in Kunene Region. (Attach the confirmation letter from the regional Councilor responsible for your constituency, not older than 2 months).

### **5. Bid Securing Declaration**

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in Schedule 1 of this document

### **6. Prices**

Prices shall be quoted in Namibian dollars. Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.