



## KUNENE REGIONAL COUNCIL



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OPUWO, NAMIBIA

OPUWO, NAMIBIA

Eng : S. Nakale

Ref:8/3/4/2

08 September 2022

### PROCUREMENT MANAGEMENT UNIT

#### NOTICE TO ALL BIDDERS

**SUBJECT: MODIFICATION OF BIDDING DOCUMENT: PROCUREMENT OF SECURITY SERVICES FOR KUNENE REGIONAL COUNCIL THREE (3) YEARS PERIOD: PROCUREMENT REFERENCE NO: NCS/ONB/KRC: DoEAC -01/2022**

1. All prospective bidders are hereby notified of the modifications outlined below for the bidding document of bid reference number: **NCS/ONB/KRC: DoEAC -01/2022**. The modifications are done in accordance with section 34 of the Regulations of the Public Procurement Act of 2015 (Act No. 15 of 2015).
2. In light of the above, the following items are amended :
  - ✓ Page 24, ITB: 5.5(b) is **no longer applicable**.
  - ✓ Page 25, ITB: 13.1(g) “ Experience in the field of security services provided the past two years for key personnel, proof of road worthiness of vehicles assigned as emergency transport” **no longer required**.
  - ✓ Page 26, ITB: 13.1(g) is modified as: **“Preference (5% Price Preference) shall be given to Bidders based and operating from the Kunene Region where the Works are required. Therefore, attach a confirmation letter from the Councillor’s Office (not older than two months)”**.
  - ✓ The bill of quantities from **page 40 to 42** contained in the bidding document (**NCS/ONB/KRC: DoEAC -01/2022**) shall be replaced with the bill of quantity attached to this notice. (Annexure A)
  - ✓ The evaluation criteria on page 28 shall be replaced with table attached to this notice. (Annexure B)
3. Bidder are hereby informed that **“Only one cluster to be awarded per bidder but does not restrict bidder to apply for more than one cluster**.
4. Bidders are hereby advised to modify their bids in accordance with section 48 of the Public Procurement Act, Act 15 of 2015.

Yours sincerely

  
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**GEORGE P. KAMSEB**  
**CHIEF REGIONAL OFFICER**



	sq	NAMES OF THE SCHOOLS, HOSTELS AND OFFICES	DISTANCE FROM REG. OFFICE
<b>CLUSTER A</b>	1	Abraham Gariseb Primary School	100 km
	2	Abraham Gariseb School Hostel	100 km
	3	Braunfels Agricultural High School	30 km
	4	Braunfels Agricultural High Hostel	30 km
	5	Cornelius Goresseb Secondary School	1 km
	6	Cornelius Goresseb Hostel	1 km
	7	Eddie Bowe Primary School	1 km
	8	Eddie Bowe Primary School Hostel	1km
	9	Jakob Basson Combined School	125 km
	10	Jakob Basson Combined School Hostel	125km
	11	Th. F. !Gaeb Primary School	1km
	12	Versteende Woud Primary School	1km
	13	Welwitschia Junior Secondary School	1 km
	14	Welwitschia Junior Secondary School Hostel	1.5 km
	15	Welwitschia Primary School	1 km
	16	Khorixas Regional Office	0 km
	17	Khorixas Teachers Resources Centre and Examination Office	1.5 km
	18	Khorixas Warehouse	2 km
	19	Khorixas Community Library, CLCD and Jan Piek Warehouse,	1.5 km
	20	Frans Frederick Primary School	23 km
	21	Frans Frederick Primary School Hostel	23 km
<b>CLUSTER B</b>	1	Edward //Garoeb Primary School	125 km
	2	Edward //Garoeb Primary School Hostel	125 km
	3	Grootberg Primary School	170 km

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	4	Grootberg Primary School Hostel	170 km
	5	Ojikondavirongo Primary School	356 km
	6	Kephas Muzuma Combined School	215 km
	7	Elias Amxab Combined School	296km
	8	Elias Amxab Combined School Hostel	296km
	9	Warmquelle Primary School	274km
	10	Warmquelle Primary School Hostel	274km
	11	Kamanjab Combined School	105 km
	12	Kamanjab Combined School Hostel	105 km
	13	D. F. Uirab Primary School and Public Library Kamanjab	105 km
<b>CLUSTER C</b>			
	1	Jack Francis Primary School	133 km
	2	Maarsen Primary School	133 km
	3	Ojikondo Primary School	203 km
	4	Outjo Primary School	133 km
	5	Outjo Primary School Hostel	133 km
	6	Outjo Secondary School	133 km
	7	Joel Heroldt Hostel	133 km
	8	Huis Nordia Hostel	133 km
	9	Queen Sofia Primary School	114 km
	10	St. Michael's Primary School	230 km
	11	Outjo Circuit office	130 km
	12	Outjo Library	131 km
	13	Chief Dawid //Khamuxab Primary School	200 km
	14	Etoshapoort Junior Secondary School	133 km
			<b>DISTANCE FROM OPUWO CIRCUIT</b>
<b>CLUSTER D</b>			
	1	Ehomba C Combined School	140 km
	2	Epenbe Primary School	100 km

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	3	Epupa Primary School	170 km
	4	Hungua Combined School	120 km
	5	Ohajiua Primary School	180 km
	6	Okahozu Primary School	40 km
	7	Okanguati Combined School	120 km
	8	Okanguati Combined School Hostel	120 Km
	9	Omuhonga Primary School	134 km
	10	Ojikojo Primary School	160 km
	11	Ojomuru Primary School	90 km
	12	Oukongo Primary School	11 km
	13	Ruiter Primary School	60 km
	14	Etanga Primary School	100 km
	15	Etoto Primary School	70 km
	16	Otjetekua Primary School	130 km
<b>CLUSTERE</b>			
	1	Okondaunne Primary School	5 km
	2	Opuwo Primary School	3 km
	3	Opuwo Primary School Hostel	3 km
	4	Orumana Combined School	32 km
	5	Orumana Combined School Hostel	32 km
	6	Putavanga Secondary School	0,1 km
	7	Putavanga Secondary School Hostel	.01 km
	8	Alfa Combined School	16 km
	9	Alfa Combined School Hostel	16 km
	10	Kameru Senior Primary School	3 km
	11	Mureti Secondary School	2 km
	12	Mureti Secondary School Hostel	2 km
	13	Otuzemba Primary School	3 km
	14	Orotjitombo Primary School	30 km

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	15	Public Library Opuwo and DAE Office	2 km
	16	Opuwo Circuit office, Ondao Mobile Primary School Office and Opuwo Teachers Resources Centre	0 km
<b>CLUSTER F</b>			
	1	Otyapitjapi Primary School	100 km
	2	Kaako-Otavi Combined School	42 km
	3	Musaso Combined School	60 km
	4	Okorosave Primary School	18 km
	5	Ongongo Primary School	60 km
	6	Orotitombo Primary School	30 km
	7	Ojitanda Primary School	150 km
	8	Ojitoko Primary School	60 km
	9	Otju Primary School	100 km
	10	Otjondeka Primary School	100 km
	11	Ombombo Combined School	80 km
	12	K. M Maundu Primary School	50 km

# Price Activity

# Annexure A

Procurement Reference No: NCS/ONB/KRC: DoEAC -01/2022

## CLUSTER A

Item No	Brief Description of Services	Quantity (Premises)	No of Security Guards	Unit of Measure (Hours)	Unit Price (Hourly Rate)	Total Price
A*	B*	C*	D	E*	F	G = DxExF
1	Rendering of security services per guard/night shift – week days (Monday – Friday) <input type="checkbox"/> Khorixas Teachers Resources Centre & Examination Office <input type="checkbox"/> Khorixas Regional Office <input type="checkbox"/> Khorixas Library, CLDC and Jan Piek Warehouse <input type="checkbox"/> Khorixas Warehouse	4	4	15		
2	Rendering of security services per guard/night shift – week days (Monday – Friday) <input type="checkbox"/> Schools <input type="checkbox"/> Hostels	17	17	15		
3	Rendering of security services per guard/ day shift - Weekends, School Holidays and Public holidays	21	21	15		
4	Rendering of security services per guard/ night shift - Weekends,	21	21	15		

**Price Activity**

**Annexure A**

Procurement Reference No: NCS/ONB/KRC: DoEAC -01/2022

School Holidays and Public holidays					
<i>Enter 0% VAT rate if VAT exempt.</i>					
<b>Subtotal</b>					
<b>VAT @ %</b>					
<b>Total</b>					

**Price Activity**

**Annexure A**

Procurement Reference No: NCS/ONB/KRC: DoEAC -01/2022

**CLUSTER B**

Item No	Brief Description of Services	Quantity (Premises)	No of Security Guards	Unit of Measure (Hours)	Unit Price (Hourly Rate)	Total Price						
A*	B*	C*	D	E*	F	G = DxExF						
1	Rendering of security services per guard/night shift – week days (Monday – Friday) <input type="checkbox"/> Schools <input type="checkbox"/> Hostels	13	13	15								
2	Rendering of security services per guard/ day shift - Weekends, School Holidays and Public holidays	13	13	15								
3	Rendering of security services per guard/ night shift - Weekends, School Holidays and Public holidays	13	13	15								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: right;"><b>Subtotal</b></td> </tr> <tr> <td></td> <td style="text-align: right;"><b>VAT @ %</b></td> </tr> <tr> <td></td> <td style="text-align: right;"><b>Total</b></td> </tr> </table>								<b>Subtotal</b>		<b>VAT @ %</b>		<b>Total</b>
	<b>Subtotal</b>											
	<b>VAT @ %</b>											
	<b>Total</b>											

Enter 0% VAT rate if VAT exempt.



# Price Activity

# Annexure A

CLUSTER C

Item No	Brief Description of Services	Quantity (Premises)	No of Security Guards	Unit of Measure (Hours)	Unit Price (Hourly Rate)	Total price
A*	B*	C*	D	E*	F	G = DxExF
1	Rendering of security services per guard/night shift – week days (Monday – Friday) Regional Office <input type="checkbox"/> Outjo Library <input type="checkbox"/> Outjo Circuit Office	2	2	15		
	Rendering of security services per guard/night shift – week days (Monday – Friday) <input type="checkbox"/> Schools <input type="checkbox"/> Hostels	12	12	15		
2	Rendering of security services per guard/ day shift - Weekends, School Holidays and Public holidays	14	14	15		
3	Rendering of security services per guard/ night shift - Weekends, School Holidays and Public holidays	14	14	15		

Enter 0% VAT rate if VAT exempt.

Subtotal		
VAT @	%	
Total		

# Price Activity

# Annexure A

## CLUSTER D

Item No	Brief Description of Services	Quantity (Premises)	No of Security Guards	Unit of Measure (Hours)	Unit Price (Hourly Rate)	Total Price						
A*	B*	C*	D	E*	F	G = DxExF						
1	Rendering of security services per guard/night shift – week days (Monday – Friday)    Schools	16	16	15								
2	Rendering of security services per guard/ day shift - Weekends, School Holidays and Public holidays	16	16	15								
3	Rendering of security services per guard/ night shift - Weekends, School Holidays and Public holidays	16	16	15								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: right;"><b>Subtotal</b></td> </tr> <tr> <td></td> <td style="text-align: right;"><b>VAT @ %</b></td> </tr> <tr> <td></td> <td style="text-align: right;"><b>Total</b></td> </tr> </table>								<b>Subtotal</b>		<b>VAT @ %</b>		<b>Total</b>
	<b>Subtotal</b>											
	<b>VAT @ %</b>											
	<b>Total</b>											

Enter 0% VAT rate if VAT exempt.

# Price Activity

## Annexure A

### CLUSTER E

Item No	Brief Description of Services	Quantity (Premises)	No of Security Guards	Unit of Measure (Hours)	Unit Price (Hourly Rate)	Total Price
A*	B*	C*	D	E*	F	G = D×E×F
1	Rendering of security services per guard/night shift – week days (Monday – Friday) Regional Office <input type="checkbox"/> Opuwo Circuit Office, Teachers Resources Centre & Ondaio Mobile Office <input type="checkbox"/> Opuwo Library & DAE Office	2	2	15		
2	Rendering of security services per guard/night shift – week days (Monday – Friday) <input type="checkbox"/> Schools <input type="checkbox"/> Hostels	14	14	15		
3	Rendering of security services per guard/ day shift - Weekends, School Holidays and Public holidays	16	16	15		
4	Rendering of security services per guard/ night shift - Weekends, School Holidays and Public holidays	16	16	15		
<b>Subtotal</b>						
<b>VAT @ %</b>						

Enter 0% VAT rate if VAT exempt.

**Price Activity**

**Annexure A**

Procurement Reference No: NCS/ONB/KRC: DoEAC-01/2022

	<b>Total</b>
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**CLUSTER F**

<b>Item No</b>	<b>Brief Description of Services</b>	<b>Quantity (Premises)</b>	<b>No of Security Guards</b>	<b>Unit of Measure (Hours)</b>	<b>Unit Price (Hourly Rate)</b>	<b>Total Price</b>
<b>A*</b>	<b>B*</b>	<b>C*</b>	<b>D</b>	<b>E*</b>	<b>F</b>	<b>G = DxExF</b>
1	Rendering of security services per guard/night shift – week days (Monday – Friday)	12	12	15		
2	Rendering of security services per guard/ day shift - Weekends, School Holidays and Public holidays	12	12	15		
3	Rendering of security services per guard/ night shift - Weekends, School Holidays and Public holidays	12	12	15		

Enter 0% VAT rate if VAT exempt.

	<b>Subtotal</b>
<b>VAT @</b>	<b>%</b>
<b>Total</b>	

**Procurement Reference No: NCS/ONB/KRC: DoEAC-01/2022**

**Currency of Bid: Namibian Dollars**

**Priced Activity Schedule Authorised by:**

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

## **Section V. Scope of Service and Performance Specifications**

### **CLUSTER A**

1. Working hours
  - 1.1 Services shall be rendered at the sites listed below as indicated.
    - a) 1x guards per night shift from 16H30PM to 08H30AM (Night hours) working days and 24 hours during school holidays (for office premises)
    - b) 1x guard for 24 hours during weekends, and public holidays
      - Khorixas Teachers Resources Centre & Examination Office
      - Khorixas Library, CLDC and Jan Piek Warehouse
      - Khorixas Warehouse
      - Khorixas Regional Office
      - Schools
      - Hostels
- 1.2 Services shall be rendered at the sites listed below as indicated.
  - 1x guard from 17H00PM to 07H00AM (Night hours) working days and 24 hours during school holidays
  - 1x guard per shift for 24 hours during weekend, and public holiday

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Schools

2x guards per night shift from 17H00PM to 05H00AM (Night hours) working days and 24 hours during school holidays

1.3 Services at the warehouses

- a) 1x guard for 24 hours/ 7 days a week
- ✓ Warehouses

**CLUSTER B**

1. Working hours

1.1 Services shall be rendered at the sites listed below as indicated.

- a) 1x guards per night shift from 16H30PM to 08H30AM (Night hours) working days and 24 hours during school holidays (for office premises)
  - Schools & Public Library
  - Hostels

1.2 Services shall be rendered at the sites listed below as indicated.

- 1x guard from 17H00PM to 07H00AM (Night hours) working days and 24 hours during school holidays
- 1x guard per shift for 24 hours during weekend, and public holiday
  - ✓ Schools
  - a) 2x guards per night shift from 17H00PM to 05H00AM (Night hours) working days and 24 hours during school holidays and weekends (for hostel premises)

**CLUSTER C**

1. Working hours

1.1 Services shall be rendered at the sites listed below as indicated.

- b) 1x guards per night shift from 16H30PM to 08H30AM (Night hours) working days and 24 hours during school holidays (for office premises)
  - Schools & Public Library

**Procurement Reference No: NCS/ONB/KRC: DoEAC -01/2022**

- Hostels
- Outjo Circuit office
- Outjo Library

- 1.2 Services shall be rendered at the sites listed below as indicated.
- 1x guard from 17H00PM to 07H00AM (Night hours) working days and 24 hours during school holidays
  - 1x guard per shift for 24 hours during weekend, and public holiday
    - ✓ Schools
    - a)2x guards per night shift from 17H00PM to 05H00AM (Night hours) working days and 24 hours during school holidays and weekends (for hostel premises)

**CLUSTER D**

1. Working hours
- 1.1 Services shall be rendered at the sites listed below as indicated.
- c) 1x guards per night shift from 16H30PM to 08H30AM (Night hours) working days and 24 hours during school holidays (for office premises)
    - Schools
    - Hostels

- 1.2 Services shall be rendered at the sites listed below as indicated.
- 1x guard from 17H00PM to 07H00AM (Night hours) working days and 24 hours during school holidays
  - 1x guard per shift for 24 hours during weekend, and public holiday
    - ✓ Schools
    - a)2x guards per night shift from 17H00PM to 05H00AM (Night hours) working days and 24 hours during school holidays and weekends (for hostel premises)

**CLUSTER E**

1. Working hours
- 1.1 Services shall be rendered at the sites listed below as indicated.
- d) 1x guards per night shift from 16H30PM to 08H30AM (Night hours) working days and 24 hours during school holidays (for office premises)
    - Opuwo Circuit Office, Teachers Resources Centre & Ondao Mobile Office

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- Opuwo Library & DAE Office
- Schools
- Hostels

1.2 Services shall be rendered at the sites listed below as indicated.

- 1x guard from 17H00PM to 07H00AM (Night hours) working days and 24 hours during school holidays
- 1x guard per shift for 24 hours during weekend, and public holiday
  - ✓ Schools
  - a) 2x guards per night shift from 17H00PM to 05H00AM (Night hours) working days and 24 hours during school holidays and weekends (for hostel premises)

**CLUSTER F**

1. Working hours

1.1 Services shall be rendered at the sites listed below as indicated.

- a) 1x guards per night shift from 16H30PM to 08H30AM (Night hours) working days and 24 hours during school holidays (for office premises)
  - Schools

1.2 Services shall be rendered at the sites listed below as indicated.

- 1x guard from 17H00PM to 07H00AM (Night hours) working days and 24 hours during school holidays
- 1x guard per shift for 24 hours during weekend, and public holiday
  - ✓ Schools
  - a) 2x guards per night shift from 17H00PM to 05H00AM (Night hours) working days and 24 hours during school holidays and weekends (for hostel premises)



**Procurement Reference No: NCS/ONB/KRC: DoEAC -01/2022**

**A. Evaluation Criteria**

Details of Technical Evaluation Markings ( for security services)		Max Marks
<b>Site Management and Organization / Methodology and Management Approach</b>		15
Methodology and site management for efficient security services		5
Organization of resources and resource persons		5
Organizational chart & Key personnel		3
Committed policy and arrangement to comply with Safety and Health at Work		2
<b>Sub Total (A)</b>		
<b>Manpower Policy, Recruitment and Screening Mechanism, Training</b>		10
Recruitment mechanism		2
Screening Processes(education, background, criminal history, substance abuse)		2
Job descriptions of security personnel		3
Training program(pre-assignment, on-the-job, retraining systems, management training and development programs)		3
<b>Sub Total (B)</b>		
<b>Implement the empowerment and industrialization policies of Government</b>		50
Local bidder		40
Women participants		5
Youth (age 18 – 35)	Female	5
	Male	5
<b>Sub Total (C)</b>		
<b>Supervision and Monitoring Mechanism</b>		10
Administrative controls, plans and processes to monitor and ensure compliance with the Public		5
Entity's security requirements,		5
Supervisory structure to monitor Security personnel.		5
<b>Sub Total (D)</b>		
<b>Logistics</b>		20
Details of equipment and Security strategy for routine guard and contingencies.		10
Communication facilities of Security personnel		5
Means of identification of security personnel (uniform, badge, identity card etc)		5
<b>Sub Total (E)</b>		
<b>TOTAL MARKS-Technical (A+B+C+D+E)</b>		100/100

1. The minimum pass mark for the Technical Evaluation shall be 70 and only those bids having scored at least the pass marks shall be retained for further evaluation. Bids having scored less than the pass marks shall be declared not responsive.

2. The prices shall be compared as per a marking system. The lowest financial proposal (F<sub>m</sub>) will be given the maximum mark (S<sub>m</sub>) allocated to financial proposals and the marks shall be computed as follows:

$$S = S_m \times F_m / F$$