



KUNENE REGIONAL COUNCIL



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OPUWO, NAMIBIA

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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-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-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 - ✓ Page 24, ITB: 5.5(b) is **no longer applicable**.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 42 to 44** contained in the bidding document (**NCS/ONB/KRC-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

GEORGE P. KAMSEB
CHIEF REGIONAL OFFICER



Price Activity

Annexure A

CLUSTER	SITE NAME	LOCATION
A	Epupa Constituency Office	Okanguati
	Opuwo Rural Constituency Office	Otuani
	Alpha RDC	
B	Sesfontein Constituency Office	Sesfontein
	Sesfontein Settlement Office	Sesfontein
C	Kamanjab Constituency Office	Kamanjab
	Kamanjab Warehouse	Kamanjab
D	Outjo Constituency Office	Outjo
	Outjo Warehouse	Outjo
E	Khorixas Constituency Office	Khorixas
	Khorixas Warehouse	Khorixas
F	Fransfontein Settlement Office	Fransfontein
	Fransfontein Warehouse (Old office)	Fransfontein

Price Activity

Annexure A

CLUSTER A

Item No	Brief Description of Services	Quantity (Premises)	No of Security Guards	No. of Hours	Unit Price (Hourly Rate)	Total Price						
A*	B*	C*	D	E*	F	G = DxExF						
1.	Rendering of security services per guard/night – week days (Monday – Friday)	3	3	17								
2.	Rendering of security services per guard/night – weekend (Saturday)	1	1	7								
3.	Rendering of security services per guard/day – week days (Monday – Saturday) (Alpha RDC)	1	1	12								
4.	Rendering of security services per guard/ day - Sunday and Public holidays	4	4	12								
5.	Rendering of security services per guard/ nights- Sunday and Public holidays	4	4	12								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Subtotal</td> <td></td> </tr> <tr> <td>VAT @</td> <td style="text-align: center;">%</td> </tr> <tr> <td>Total</td> <td></td> </tr> </table>							Subtotal		VAT @	%	Total	
Subtotal												
VAT @	%											
Total												

Enter 0% VAT rate if VAT exempt.

Price Activity

Annexure A

CLUSTER B

Item No	Brief Description of Services	Quantity (Premises)	No of Security Guards	No. of Hours	Unit Price (Hourly Rate)	Total Price
A*	B*	C*	D	E*	F	G = DxExF
1.	Rendering of security services per guard/night – week days (Monday – Friday)	2	2	17		
2.	Rendering of security services per guard/ day - Sunday and Public holidays	2	2	12		
3.	Rendering of security services per guard/ nights- Sunday and Public holidays	2	2	12		
<i>Enter 0% VAT rate if VAT exempt.</i>						
					Subtotal	
					VAT @,	%
					Total	

Price Activity

Annexure A

CLUSTER C

Item No	Brief Description of Services	Quantity (Premises)	No of Security Guards	No. of Hours	Unit Price (Hourly Rate)	Total Price
A*	B*	C*	D	E*	F	G = DxExF
1.	Rendering of security services per guard/night – week days (Monday – Friday)	2	2	17		
2.	Rendering of security services per guard/ day - Sunday and Public holidays	2	2	12		
3.	Rendering of security services per guard/ nights- Sunday and Public holidays	2	2	12		
<i>Enter 0% VAT rate if VAT exempt.</i>						
			Subtotal			
			VAT @	%		
			Total			

CLUSTER D

Item No	Brief Description of Services	Quantity (Premises)	No of Security Guards	No. of Hours	Unit Price (Hourly Rate)	Total Price
A*	B*	C*	D	E*	F	G = DxExF
1.	Rendering of security services per guard/night – week days (Monday – Friday)	2	2	17		
2.	Rendering of security services per guard/ day - Sunday and Public holidays	2	2	12		
3.	Rendering of security services per guard/ nights- Sunday and Public holidays	2	2	12		

Subtotal	
VAT @	%
Total	

Enter 0% VAT rate if VAT exempt.

CLUSTER E

Item No	Brief Description of Services	Quantity (Premises)	No of Security Guards	No. of Hours	Unit Price (Hourly Rate)	Total Price
A*	B*	C*	D	E*	F	G = DxExF
1.	Rendering of security services per guard/night – week days (Monday – Friday)	2	2	17		
2.	Rendering of security services per guard/ day - Sunday and Public holidays	2	2	12		
3.	Rendering of security services per guard/ nights- Sunday and Public holidays	2	2	12		
Subtotal						
VAT @ %						
Total						

Enter 0% VAT rate if VAT exempt.

Price Activity

Annexure A

CLUSTER F

Item No	Brief Description of Services	Quantity (Premises)	No of Security Guards	No. of Hours	Unit Price (Hourly Rate)	Total Price
A*	B*	C*	D	E*	F	G = DxExF
1.	Rendering of security services per guard/night – week days (Monday – Friday)	2	2	17		
2.	Rendering of security services per guard/ day - Sunday and Public holidays	2	2	12		
3.	Rendering of security services per guard/ nights- Sunday and Public holidays	2	2	12		
<i>Enter 0% VAT rate if VAT exempt.</i>						
			Subtotal			
			VAT @	%		
			Total			

A. Evaluation Criteria

Details of Technical Evaluation Markings (for security services)		Max Marks
Site Management and Organization / Methodology and Management Approach		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
Sub Total (A)		
Manpower Policy, Recruitment and Screening Mechanism, Training		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
Sub Total (B)		
Implement the empowerment and industrialization policies of Government		50
Local bidder		40
Women participants		5
Youth (age 18 – 35)	Female	5
	Male	5
Sub Total (C)		
Supervision and Monitoring Mechanism		10
Administrative controls, plans and processes to monitor and ensure compliance with the Public Entity's security requirements.		5
Supervisory structure to monitor Security personnel.		5
Sub Total (D)		
Logistics		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
Sub Total (E)		
TOTAL MARKS-Technical (A+B+C+D+E)		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_m) will be given the maximum mark (S_m) allocated to financial proposals and the marks shall be computed as follows:

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