



REPUBLIC OF NAMIBIA
OHANGWENA REGIONAL COUNCIL
PROCUREMENT MANAGEMENT UNIT

Section: DEAC
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Church Street 108
Private Bag, 88001
EENHANA

Letter of Invitation

TO:.....
.....
.....

Procurement Reference: NCS/RFQ/OHRC10-49/2022/2023

Dear Sir/Madam

Request for Quotation of Emptying of Septic Tanks at various Educational Institutions in Ondobe, Otunganga and Eenhana circuit (Central Circuits) in Ohangwena Region

The **Ohangwena Directorate of Education, Arts and Culture** invites you to submit your best quote for the items described in detail hereunder in the sealed envelope.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

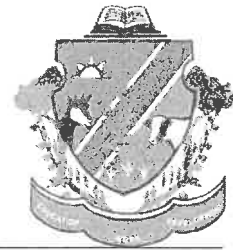
Queries, if any, should be addressed to **Ms Josefina Ndahepele** at the **Directorate of Education, Arts and Culture**.

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation before or on **13 March 2023 at 10h00**.

Yours faithfully,

.....
Fillipus Shimhandu
Head of Procurement Management Unit





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Church street 108
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Request for quotation

Description: Emptying of Septic Tanks at various Educational Institution in the Ondobe, Otunganga and Eenhana circuit (Central Circuits) in Ohangwena Region

Procurement reference no: NCS/RFQ/OHRC10-48/2022/2023

Closing date & time: 13 March 2023, at 10h00

Name of bidder:

Contact person:

Tel no:

Cell no:

Fax no:

Total Bid price (Vat exclusive)

Total Bid price (Vat inclusive)

Signature of Authorized Representative:

Company seal

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Directorate of Education, Arts and Culture reserves the right:

- (a) To split the contract as per the lowest evaluated cost per item, or
- (b) To award the lowest evaluated responsive bidder as per cost price
- (c) To accept or reject any quotation; and
- (d) To cancel the bidding process and reject all quotations at any time prior to contract award.

2. Preparation of Quotations

You are requested to quote for the services 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 V;
- (c) the Specifications and Performance Standards in Section VI; and
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Quotations document, including the Contract Data Sheet 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 for **90** days from the date of 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) a valid –

- (i) Certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;
- (ii) Certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia;

- (iii) Document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or
- (iv) partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements,

But a bidder or supplier who is a sole proprietor only needs to comply with the provisions of paragraph (a) to (d).

5. Bid Securing Declaration

Bidders are required to submit a Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation.

6. Contract Period for Services

The contract shall be on fixed rate for a period of **2 months (01 April 2023- 31 May 2023)**

7. Documents to be submitted

Bidders shall submit along with their quotation documents giving company's profile, past experience and evidence of similar services provided with customers' reference details.

8. Sealing and Marking of Quotations

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

9. Submission of Quotations

Quotations should be deposited in the Bid Box at **Directorate of Education, Arts and Culture, Greenwell Complex at Procurement Office** not later than **13 March 2023 at 10H00**. Quotations by post, courier or hand delivered should reach our office by the same date and time. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

10. Opening of Quotations

Quotations will be opened internally at the Directorate of Education, Arts and Culture immediately after the closing time referred to in instruction 9 above. A record of the Bid Opening as contemplated in the Public Procurement Act, 2015 (Act No 15 of 2015) as amended will be available to Ohangwena Regional Council website, (<https://ohangwenarc.gov.na/>) at least three days.

11. Evaluation of Quotations

The Directorate of Education, Arts and Culture shall have the right to request for clarifications during evaluation. Offers that are **substantially responsive** shall be compared on the basis of price and other additional requirements on page 10, to determine the **lowest evaluated quotation**

12. Scope of Services and Performance Standards

The Scope of Services, Specifications and Performance standards detailed in Sections III are to be complied with.

13. Price and Currency of Payments

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency. Quotations shall cover all costs of labour.

14. Labour Clause

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

15. Margin of Preference

15.1. The applicable margins of preference and their application methodology are as follows:

NOT APPLICABLE

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

NOT APPLICABLE

16. 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 and Claim Form in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

17. Notification of Award and Debriefing

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order and Claim Form/Letter of Acceptance in accordance with terms and conditions contained in Section VII: Contract Agreement and General Conditions of Contract.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

If your quotation is not authorised, it may be rejected.]

Quotation Addressed to: <i>[Name of Public Entity]</i>	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to provide the services detailed in the Scope of Services, 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: Request for Quotations.

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 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 *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

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 bid validity.

The service will commence within _____ *[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within _____ *[insert number]* 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	

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*



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 As Amended.

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: SCOPE OF SERVICES

- ◀ Pumping should be done during working days (Monday-Friday), between 08h00-17h00.
- ◀ The septic tanks are to be emptied completely including the removal of **the sludge**.
- ◀ The contractor must be in possession of a suitable pump with a 5 cubic meters tank mounted on chassis and wheels (Trailer or a truck). If it is a trailer, a suitable vehicle should be able to tow the trailer.
- ◀ Depositing of sewerage water in any amongst others, bush, public place, common land, shall not be permitted. Sewerage water can only be deposited at the designated ponds.
- ◀ Bidder must please take note that only fully septic tanks must be pumped out. The official in Charge at the Institution where the service is to be rendered will notify the bidder whenever the tanks are full.
- ◀ Any pumping done without the official in charge instruction will be regarded as invalid and no payment will be made.
- ◀ The supplier must make sure the school / circuit office official sign and stamp the delivery note to certify that service has been performed satisfactory.
- ◀ All invoices must be submitted to Ministry of Education, Arts & Culture (Building and Maintenance section) for verification before payment is affected. **NO PAYMENT TO BIDDER SHALL BE MADE WITHOUT VERIFICATION FROM DIRECTORATE OF EDUCATION ARTS AND CULTURE.**
- ◀ Only institution are listed on this bid document will be pumped

NB: Furthers, take account that, unit price shall be inclusive of all miscellaneous, amongst others, Kilometers, application for depositing of waste at Local Authority oxidation/pond

SECTION IV: EVALUATION CRITERIAL

- ◀ Bidders are required to provide evidential proof (in essence of a copy of the previous contract) that, they have performed the work of emptying out septic tanks and/or similar works for the period of two years as a prime contractor
- ◀ The essential equipment to be made available for the Contract by the successful Bidder shall be: Equipment herein shall be minimum basic standard; and shall be made available for evaluation purposes.

The contractor must attach picture of;

- a) A suitable pump with a 5m³ tank mounted on a chassis and wheels. (Trailer or Lorry). If this is a trailer, a suitable vehicle must be available to tow the trailer.
- b) A four Wheel Driver (4x4) and/or Off-road Vehicle.

- c) Water Pump Machine/Generator- 3.6 KW/3600 rpm, Discharge rate up to 1100 liters per minute, Suction depth- as from 7.5 meters, Fuel type- Diesel/Petrol.
- d) Water Pipes to be fitted to the Water Pump Machine/Generator, 50mm/75mm x 5-meter long.
- e) A Roadworthy and fully registered Tanker Truck (4x4 and/or off-load) fitted with all necessary equipment for emptying of septic tank.

EXAMPLE OF CALCULATING FOR EMPTYING OUT OF SEWERAGE:

Site	Septic Tank Capacity (m ³)	UNIT PRICE PER CUBIC	AMOUNT N\$
Helao Nafidi Combined School			
Teachers House	9.68 m ³	40.00	387.20

SECTION V: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

Central Circuits: Eenhana, Otunganga and Ondobe							
No	Site	Septic tank capacity (m ³)	Oxidation Pond	KM between Site and Oxidation Pond	Pumping Interval	Unit rate per m ³	Amount N\$
Eenhana Circuit							
1.	Nanhapo Junior Primary School						
	School Ablution Block	17.28 m ³	Eenhana TC	5 km	As per call out		
2.	David Shingo Combined School						
	Old Ablution Block	31.85 m ³	Eemhana TC	8 km	As per call out		
	New Ablution Block	32.56 m ³	Eenhana TC	8 km	As per call out		
3.	Hanghome Primary School						
	Ablution Block	35 m ³	Eenhana TC	15 km	As per call out		
4.	Onakatumbé Combined School						
	Ablution Block	35 m ³	Eenhana TC	17 km	As per call out		
5.	Eembaxu Combined						

	School						
	Ablution Block	35 m ³	Eenhana TC	20 km	As per call out		
6.	Omhandu Combined School						
	Ablution Block	15 m ³	Eenhana TC	20 km	As per call out		
7.	Egambo Combined School						
	Ablution Block	26.30 m ³	Eenhana TC	25 km	As per call out		
8.	Kaupumhote Combined School						
	Teachers House	9.05 m ³	Eenhana TC	25 km	As per call out		
9.	Omuuni Combined School						
	Teachers House	9.07 m ³	Eenhana TC	25 km	As per call out		
	Ablution Block	16.56 m ³	Eenhana TC	25 km	As per call out		
10.	Shifidi Combined School						
	Pre-Primary Block	35 m ³	Eenhana TC	28 km	As per call out		
11.	Eenyama Combined School						
	Teachers House	15 m ³	Eenhana TC	28 km	As per call out		
	Ablution Block	35.49 m ³	Eenhana TC	28 km	As per call out		
12.	Hituwamhata Primary School						
	Teachers House	8.8 m ³	Eenhana TC	35 km	As per call out		
	Ablution Block	35 m ³	Eenhana TC	35 km	As per call out		
Ótunganga Circuit							
13.	Onambutu Combined School						
	Teachers House	36.72 m ³	Eenhana TC	18 km	As per call out		

	Hostel Block	77.28 m ³	Eenhana TC	18 km	As per call out		
14.	Omakondo Combined School						
	Administration Block	9.66 m ³	Eenhana TC	23 km	As per call out		
	Teachers House	52.20 m ³	Eenhana TC	23 km	As per call out		
15.	Oshaango Combined School						
	Teachers House	12.24 m ³	Eenhana TC	25 km	As per call out		
16.	Otunganga Combined School						
	Teachers House	27.60 m ³	Eenhana TC	32 km	As per call out		
	Hostels Block	35 m ³	Eenhana TC	32 km	As per call out		
	Pre-Primary Block	35 m ³	Eenhana TC	32 km	As per call out		
	Ablution Block	35.66 m ³	Eenhana TC	32 km	As per call out		
17.	Otunganga Circuit Office						
	Circuit Office	10.12 m ³	Eenhana TC	32 km	As per call out		
18.	Okambumbu Combined School						
	Teachers House	15 m ³	Eenhana TC	33 km	As per call out		
	Ablution Block	18 m ³	Eenhana TC	33 km	As per call out		
19.	Onankali North Combined School						
	Administration Block	15.65 m ³	Eenhana TC	37 km	As per call out		
	Teachers House	52.65 m ³	Eenhana TC	37 km	As per call out		
20.	Tueufiilwa Nepunda Combined School						
	Ablution Block	37.68 m ³	Eenhana TC	37 km	As per		

					call out		
21.	Omhokolo Combined School						
	Teachers House	18 m ³	Eenhana TC	40 km	As per call out		
22.	Onanona Combined School						
	Administration Block	10 m ³	Eenhana TC	42 km	As per call out		
23.	Kauluma Combined School						
	Ablution Block	27 m ³	Eenhana TC	45 km	As per call out		
24.	Omatha Combined School						
	Teachers House	19.45 m ³	Eenhana TC	50 km	As per call out		
25.	Onamukulo Combined School						
	Administration Block	9.66 m ³	Eenhana TC	50 km	As per call out		
	Teachers House	52.20 m ³	Eenhana TC	50 km	As per call out		
26.	Iimbili Combined School						
	Teachers House	8.80 m ³	Eenhana TC	62 km	As per call out		
27.	Mwafangeyo Combined School						
	Teachers House	39.44 m ³	Eemhana TC	65 km	As per call out		
Ondobe Circuit							
28.	Mandume Primary School						
	Administration Block	22.35 m ³	Eenhana TC	10 km	As per call out		
29.	Okatope Combined School						
	Administration Block	21.10 m ³	Eenhana TC	10 km	As per call out		
30.	Ondobe Secondary School						
	Administration Block	10.29 m ³	Eenhana TC	28 km	As per call out		

	Teachers House	35.36 m ³	Eenhana TC	28 km	As per call out		
	Hostel Block	77.28 m ³	Eenhana TC	28 km	As per call out		
31.	Ondobe Circuit Office						
	Circuit Office	9.93 m ³	Eenhana TC	28 km	As per call out		
32.	Ofifiya Combined School						
	Administration Block	22.35 m ³	Eenhana TC	28 km	As per call out		
33.	Oshitutuma Combined School						
	Teachers House	18 m ³	Eenhana TC	28 km	As per call out		
34.	Okanghudi Combined School						
	Kitchen Block	22.41 m ³	Eenhana TC	32 km	As per call out		
	Hostel Block	23.35 m ³	Eenhana TC	32 km	As per call out		
35.	Kronelius Combined School						
	Ablution Block	15.36 m ³	Eenhana TC	33 km	As per call out		
36.	Eembidi Combined School						
	Ablution Block	22.36 m ³	Eenhana TC	35 km	As per call out		
37.	Hilya Nelulu Combined School						
	Ablution Block	24.65 m ³	Eenhana TC	36 km	As per call out		
38.	Onamunhama Combined School						
	Ablution Block	21.10 m ³	Eenhana TC	39 km	As per call out		
	Teachers House	33.05 m ³	Eenhana TC	39 km	As per call out		
39.	Omungholyo Combined School						

	Administration Block	10.29 m ³	Eenhana TC	50 km	As per call out		
	Teachers House	23.60 m ³	Eenhana TC	50 km	As per call out		
40.	Ndapona YaShikende Combined School						
	Pre-Primary Block	35 m ³	Helao Nafidi TC	10 km	As per call out		
41.	Onengali Combined School						
	Teachers House	35 m ³	Helao Nafidi TC	20 km	As per call out		
42.	Helao Mwiinduli Combined School						
	Ablution Block	50.35 m ³	Helao Nafidi TC	28 km	As per call out		
43.	Etomba Combined School						
	Administration Block	8.99 m ³	Helao Nafidi TC	33 km	As per call out		
	Teachers House	24.60 m ³	Helao Nafidi TC	33 km	As per call out		
44.	Erikki Nghimutina Combined School						
	Teachers House	21.10 m ³	Helao Nafidi TC	35 km	As per call out		
	Ablution Block	35.36 m ³	Helao Nafidi TC	35 km	As per call out		
SUBTOTAL							
VAT 15%							
TOTAL AMOUNT FOR 2 MONTHS							

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: _____

[Bidders should complete columns C and D with the specifications and Performance standards of the services offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification 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	Emptying of Septic Tank in(Central Circuit) Ondobe, Otunganga and Eenhana Circuit for a period of two months.		

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

Specifications and Performance Standard Compliance Sheet Authorised By:

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

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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), Ref: NCS-TB/RFQ-GCC for the procurement of services (time based) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: _____

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

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract shall to come into effect as from 01 April 2023.
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by 31 May 2023.
GCC 1.6.1 Issue of notices	<p>The Authorized Representative of the Employer is :</p> <p>Ohangwena Regional Council: Private Bags 88001, Eenhana The contact's name: Fillipus Shilongo, Accounting Officer</p> <p>The Authorized Representative of the Service Provider is: _____</p>
GCC 2.6 Insurance and liabilities to Third Party	NOT APPLICABLE
GCC 2.7 Reporting Obligations	<p>The Service Provider shall report to:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p><i>[insert name(s), title(s) address and contract details].</i></p>
GCC 2.10 Performance Security	NOT APPLICABLE.

GCC 4.2 Contract Price	The amount payable depend on the number of institution pumped as per call out.
GCC 4.3 Terms of Payment	Payment shall be made within 30 days and due to the availability of funds upon receiving all relevant documents such as (a) Job Card; (b) Invoice (c) Purchase Order and Claim Form
GCC 4.5 Price Adjustment	Prices shall not be adjustable.

