

REPUBLIC OF NAMIBIA
OHANGWENA REGIONAL COUNCIL
PROCUREMENT MANAGEMENT UNIT

Division: Sub – Division Works, Maintenance and Technical Services

Tel: (+264) 65 208401

Fax: (+264) 65 208417

Enquiries: NNK Shakaalela

Email Address: sndapunikwa@yahoo.com

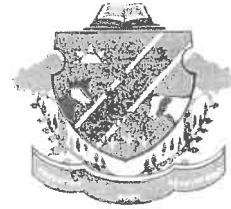
*Church Street 108
Private Bag, 88018
EENHANA*

Letter of Invitation

**Request for Sealed Quotations
For Goods**

Request for quotation to supply and delivery of mechanical materials.

Procurement Reference No: G/RFQ/OHRC23-03/2023/2024



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EENHANA

05 December 2023

Letter of Invitation

To

.....

.....

Procurement Reference No: G/RFQ/ OHR23-03/2023/2024

Dear Sirs/Madam

Request for Sealed Quotations to supply and delivery of Mechanic materials.

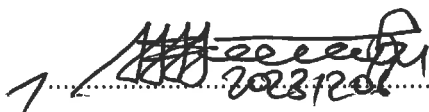
The **Ohangwena Regional Council, Works Maintenance and Technical Services Sub – Division** invites you to submit your best quote for the goods described in detail hereunder.

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

Queries, if any, should be addressed to **Ms. N Shakaalela** at **Ohangwena Regional Council, Works Maintenance and Technical Services Sub – Division**.

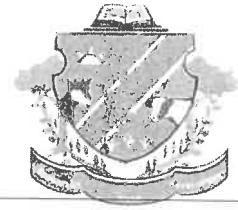
Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,


2023/12/06

Phillipus Shimhanda
Head of Procurement Management Unit





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Request for quotations

Description: Supply and Delivery of Mechanic Materials
Procurement reference no: G/RFQ/OHRC23-03/2023/2024

Date issue: 05 December 2023

Closing date & time: 22 December 2023, at 10h00

Name of bidder:

Contact person:

Tel no:

Cell no:

Fax no:

Bid price without VAT:

Bid price with VAT:

Signature of Authorized Representative:

Company seal

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Ohangwena Regional Council, Works Maintenance and Technical Services Sub – Division 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 **90 days** from the date of bid submission deadline.

4. Eligibility Criteria

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

- (a) A valid certificate of good standing with the Receiver of Revenue;
- (b) A valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, Confirmation letter from the Social Security Commission;
- (c) As required by the Affirmative Action (Employment) Act, 1998 (Act No.29 of 1998, in possession of:
 - A valid affirmative action compliance certificate issued under section 41 of that Act
 - An exemption issued under section 42 of that Act
 - A proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer as defined in that Act
- (d) Submit a written undertaking as Contemplated in Section 138 (2) of the Labour Act, 2007 (Act No. 11 of 2007)
- (e) A valid:
 - Certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia
 - Certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia
 - 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

- 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 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 Appendix to Quotation Letter of this document.

1. Delivery

Delivery shall be *7 days* after acceptance/issue of Purchase Order. Deviation in delivery period *shall not be accepted*.

2. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the **Works Maintenance and Technical Services Sub – Division**, with the **Bidder's name and contact information** at the back of the envelope.

3. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at, **Works Maintenance and Technical Services Sub - Division** not later than 22/12/2023 and 10H00. Quotations by post or hand delivered should reach **Department of Works Maintenance and Technical Services** by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

4. Opening of Quotations

Quotations will be opened internally by the **Works Maintenance and Technical Services Sub – Division** PMU staffs immediately after the closing time referred to in instruction 8 above. At a bid opening, the name of the bidder, the total amount of each bid, any discount or alternative offered, and the presence or absence of any Bid Security/Bid Securing Declaration if required and the document referred to in Section 50(2) are read out and recorded and a copy will be available to any bidder on request within three working days of the Opening.

5. Evaluation of Quotations

The **Works Maintenance and Technical Services Sub – Division** shall have the right to request for clarifications in writing during evaluation. Offers that are **substantially responsive** shall be compared on the basis of price or ownership cost to determine the **lowest evaluated quotation**.

6. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to **Works Maintenance and Technical Service Sub – Division** requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

7. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

8. 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/Letter of Acceptance in accordance with

terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

NB: If your quotation is not authorised, it will be rejected.

Quotation addressed to:	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, 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: Instruction to Bidders.

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 to *[forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

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

We confirm that the prices quoted in the List of Goods and Price 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.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:	Position:	Signature:	
Date	Phone No./Fax		

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, 2007 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

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 Procurement Reference No.:.....

Procurement Description:

.....

.....

Anticipated Contract Duration:

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: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: to Supply and delivery of Mechanical materials

Procurement Ref No. G/RFQ/OHRC23-03/2023/2024

INSTRUCTIONS TO THE PUBLIC ENTITY		INSTRUCTIONS TO BIDDERS							
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [To be filled by the Public Entity]		Bidders shall fill-in columns E - I and fill the total							
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	Total price with VAT: NAD	Delivery weeks) (days/month)	Country of Origin
1.	Disposal gas R22A	4	EA						
2.	Disposal gas R134A	3	EA						
3.	Disposal gas R417A	4	EA						
4.	Disposal gas R404A	4	EA						
5.	Disposal gas R410A	4	EA						
6.	Fan motors 16watts	5	EA						
7.	Fan motors 25watts	5	EA						
8.	Solenoid valves ½	4	EA						
					TOTAL				
NAME:		POSITION:		SIGNATURE		DATE			
NAME OF BIDDER:		ADDRESS:							

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency : Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA=NOT APPLICABLE, NQ=NO QUOTE**

Section VII. Special Conditions of Contract14

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

[the Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.]

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/OHRC23-03/2023/2024

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1.	Disposal gas R22A		
2.	Disposal gas R134A		
3.	Disposal gas R417A		
4.	Disposal gas R404A		
5.	Disposal gas R410A		
6.	Fan motors 16watts		
7.	Fan motors 25watts		
8.	Solenoid valves ½		

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. **G/RFQ/OHRC23-03/2023/2024**

SECTION VI: 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 except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number **G/RFQ/OHRC23-03/2023/2024**

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser SCC 1.1(h)	The purchaser is: <i>Works Maintenance and Technical Services Sub – Division</i>
Site SCC 1.1(m)	The Site/final destination for delivery of the Goods is Works Maintenance and Technical Services.
Incoterms Edition SCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices SCC 8.1	Any notice shall be sent to the following addresses: Ohangwena Regional Council, Works Maintenance and Technical Services Sub – Division, Private Bag 88018, Eenhana, Tel. 065-208401, Fax 065-208417 Enquiries: Ms. NK. Shakaalela For the Supplier, the address and contact name shall be:

Section VII Special Conditions of Contract 16

Subject and GCC clause reference	Special Conditions
Disputes SCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: N/A
Delivery and Documents SCC 13.1	The Goods are to be delivered within 10 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note; (a) Invoice (b) Purchase Order and Claim Form
Price Adjustment SCC 15.1	The price charge for the Goods supplied and the related Services performed “ <i>shall not</i> ” be adjustable.
Terms of Payment SCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment SCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment SCC 16.4 (a)	The price “ <i>shall not be</i> ” adjustable to the fluctuation in the rate of exchange.
Payment Period SCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser’s name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.
Performance Security SCC 18.1	(i) No performance security is required

Section VII Special Conditions of Contract 17

Subject and GCC clause reference	Special Conditions
Discharge of Performance Security SCC 18.4	N/A The performance security will be discharged and returned to the supplier not later than <i>[insert number of days]</i> following completion date.
Packing SCC 23.2	The packing, marking and documentation within and outside the packages shall be: _____ N/A _____
Insurance SCC 24.1	<i>[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation]</i> N/A
Transportation SCC 25	The Goods shall be delivered: <i>DAP Delivered at Place</i>
Inspection and Test SCC 26.1	The inspection and tests shall be: <i>at Works Maintenance and Technical Services Sub – Division, Eenhana</i>
Location of Inspection and Tests SCC 26.2	The inspections and tests shall be conducted at: Department of Works Maintenance and Technical Services, Eenhana Regional Office
Liquidated Damages SCC 27.1	2% per week of the delivered price of the goods received late, up to 10% of the contract price.
Warranty SCC 28.3	Manufacturer warranty on defects
Repair and Replacement SCC 28.5	All damaged items must be replaced at the supplier's cost

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: G/RFQ/OHRC23-03/2023/2024**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
A valid certificate of good standing with the Receiver of Revenue		
A valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, Confirmation letter from the Social Security Commission;		
<p>As required by the Affirmative Action (Employment) Act, 1998 (Act No.29 of 1998, in possession of: A valid copy of Affirmative Action Compliance certificate</p> <p>A proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998.</p>		

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.*