



REPUBLIC OF NAMIBIA

OHANGWENA REGIONAL COUNCIL

TEL. +264 65 264300

Private Bag 88011

FAX: +264 65 263033

Eenhana

Enquiries: F. Nalungu (Administrative)

G.K. Hatutale (Technical)

26 January 2024

**Request for Sealed Quotations
for Works**

**RE-GRAVELLING AND MAINTENANCE OF STREETS AT
ONGENGA SETTLEMENT, ONGENGA CONSTITUENCY,
OHANGWENA REGION**

Procurement Reference No: W/RFQ/OHRC17-07/2023/2024

Bid price: (vat excl).....(vat incl).....

Name of bidder:.....

Contact person:.....

Contact number:.....

Closing date: 15 February 2024 at 10h00 a.m.





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Private Bag 88011
Eenhana

26 January 2023

Letter of Invitation

TO: (Bidders details)

.....
.....
.....

Dear Sir/ Madam,

REQUEST FOR QUOTATIONS FOR RE-GRAVELLING AND MAINTENANCE OF STREETS AT ONGENGA SETTLEMENT, ONGENGA CONSTITUENCY, OHANGWENA REGION

The Ohangwena Regional Council invites you to submit your best quote for the works 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 **Mr F. Nalungu (Administrative)** and **Mr. G.K. Hatutale (Technical)** at telephone number: **065 – 264 300**.

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation. The closing date for submission is **15 February 2024 at 10h00 a.m.**

Yours faithfully,

FILLIPUS SHIMHANDA

HEAD OF PROCUREMENT MANAGEMENT UNIT



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Ohangwena Regional Council reserves the right:

- (a) 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 ninety (90) days from the date of bid submission deadline.

4. Eligibility Criteria

The bidder or supplier must submit the following documents at the time of submitting a bid to a public entity, failing which the bidder or supplier must be disqualified:

- (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) -
 - (i) a valid affirmative action compliance certificate issued under section 41 of that Act;
 - (ii) an exemption issued under section 42 of that Act; or
 - (iii) a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer as defined in that Act;
- (d) a written undertaking as contemplated in section 138 (2) of the Labour Act, 2007 (Act No. 11 of 2007); and
- (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-operative 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, 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 *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.

6. Works Completion Period

The completion period for works shall be **3 MONTHS** after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Ohangwena Regional Council with the Bidder's name at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at the Reception of Ohangwena Regional Council, 102 Church Street, Eenhana, not later than **15 February 2024 at 10h00**. Quotations by post or hand delivered should reach Ohangwena Regional Council, P/Bag 88011, 102 Church Street, Eenhana by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail or fax will not be considered.

9. Opening of Quotations

At a bid opening, by the Ohangwena Regional Council on **15 February 2024 at 10h30**, the name of the bidder, the total amount of each bid, any discount or alternative offered, the presence or absence of any bid security if required, and the documents referred to in section 50 (2), are read out and recorded, and a copy of the record is made available to any bidder on request and will be published on the Council website [www.ohangwenarc.gov.na].

10. Evaluation of Quotations

The Ohangwena Regional Council shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation.

11. Technical Compliance

The Specifications and Compliance Sheet details the minimum specifications of the works to be carried out. The specifications have to be met, but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

Prices for the execution of works shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works, and shall include all duties. The whole cost of performing the works shall be included in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted.

13. Margin of Preference

N/A

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the works 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.

15. Performance Security

The performance security shall be 10% of the proposed contract amount.

16. Notification of Award and Debriefing

Ohangwena Regional Council shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within 7 days. Furthermore, Ohangwena Regional Council shall attend to all requests for debriefing made in writing within 7 days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

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

We offer to execute the Works detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instructions to Bidders

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act 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 BDS.

The validity period of our Quotation is 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 quotation validity.

Works will commence within days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within day 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/Stamp (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 submit the bid]



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

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: STATEMENT OF REQUIREMENTS

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

The scope of works consists of re gravelling of 2.186 km and light blading of 0.376km streets within Ongenga settlement as per the construction specifications which amongst others includes;

- Earthworks: Opening and removal of overburden at designated borrow pits
- Overhaul
- Road –bed preparation and compaction of materials
- Re-gravelling and reshaping of the road surface
- Blading of streets

B. DRAWINGS

Attached, please find the drawings and other information illustrating the re- gravelling specifications for ease reference.

SECTION IV: PRICED ACTIVITY SCHEDULE

QUOTATION FOR RE-GRAVELLING AND MAINTENANCE OF STREETS AT OMUNGWELUME SETTLEMENT, ONGENGA CONSTITUENCY, OHANGWENA REGION

Procurement Ref No. W/RFO/OHRC17-07/2023/2024

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.				Bidders shall fill in columns E - I and fill the total				
A Item no.	B Description of Goods NB: (SEE SPECIFICATION ON ANNEXURE A AND B)	C Quantity required	D Unit of measure	E Price per unit without VAT ¹ *	F Total Price NAD	G VAT NAD	H Total Price (VAT inclusive)	I Delivery weeks (days/month) and Country of Origin
1	Re-graveling of section 1 to 2	320	Metres					
2	Re-graveling of section 3 to 4	187	Metres					
3	Re-graveling of section 4 to 5	576	Metres					
4	Re-graveling of section 6 to 7	707	Metres					
5	Re-graveling of section 10 to 11	200	Metres					
6	Re-graveling of section 12 to 13	196	Metres					
7	Re-graveling of section 8 to 9	376	Metres					
NAME OF BIDDER:							SUB TOTAL	
ADDRESS:							VAT @ 15%	
SIGNATURE							GRAND TOTAL	

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 V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: W/RFQ/OHRC17-07/2023/2024

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
NB: (SEE SPECIFICATION ON ANNEXURE A AND B)			
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1.	Re-graveling of section 1 to 2		
2.	Re-graveling of section 3 to 4		
3.	Re-graveling of section 4 to 5		
4.	Re-graveling of section 6 to 7		
5.	Re-graveling of section 10 to 11		
6.	Re-graveling of section 12 to 13		
7.	Blading of section 8 to 9		

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. W/RFQ-GCC) where modified by the Special Conditions below:

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: _____

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract.

GCC Clause Reference	Special Conditions
Employer SCC 1.1(r)	Ohangwena Regional Council
Intended Completion Date GCC	The intended completion date is: 90 days after site hand over
Project Manager SCC 1.1(y)	The Project Manager is: Mr. G.K. Hatutale.
Site SCC 1.1(aa)	The Site is located at Ongenga Settlement, Ongenga Constituency and is defined in drawing attached.
Start Date SCC 1.1(dd)	The Start Date shall be: Date of site hand over
The Works SCC 1.1(hh)	The Works consist of: Re-gravelling and reshaping of 2.186km roads surface and 0.376 street blading as per specifications at Ongenga settlement.
Interpretation SCC 2.2	The project will be completed in the following sections: From section 1 – 13 and 8 to 9 as illustrated in the attached diagram.
Interpretation SCC2.3	The following additional documents shall form part of the contract: <ul style="list-style-type: none"> • Agreement, letter of acceptance, general condition of contract, specifications, drawings and pricing schedule
Language and Law SCC 3.1	The language of the contract is English The law that applies to the Contract is the law of Namibia.

GCC Clause Reference	Special Conditions
Project Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation SCC 5.1	The Project Manager may delegate his/her duties.
Notices SCC 6	Any notice shall be sent to the following addresses: For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be Mr. G.K. Hatutale. For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be _____
Insurance SCC 13.1	N/A
Site Date SCC 14.1	The site Date shall be: Date of site hand over
Possession of the Site SCC 20.1	The Site Possession Date shall be: Date of site hand over
Procedure for Disputes SCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
Program SCC 25.1	The Contractor shall submit for approval a Program for the Works within 3 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
SCC 25.3	Program updates shall be required.
Defects Liability Period SCC 33.1	The Defects Liability Period is: 12 months.
Payment Certificates SCC 39.7	Payment shall be made as per progress of works without payment for materials on site.

GCC Clause Reference	Special Conditions
Payments SCC 40	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions SCC 41.1 (I)	N/A
Price Adjustment SCC 44.	The Contract is not subject to price adjustment.
Retention SCC 45.	(i) 10% of the amount shall be retained from any payment. The retention money shall be released after the Defect Liability Period of 12 months subject to the Contractor making good all defects.*
Liquidated Damages SCC 46.1	2% of the delayed work per week up to a minimum of 10%.
Bonus SCC 47.1	N/A
Advance Payment SCC 48.1	(i) No advance payment shall be made.
Performance Security SCC 49.1	(i) The Performance Security of 10% is required for this procurement.
SCC 56.1	“As built” drawings are not required.
SCC 59.1	The percentage to apply to the value of the work not completed, representing the Employer’s additional cost for completing the Works, is: <i>100%</i>

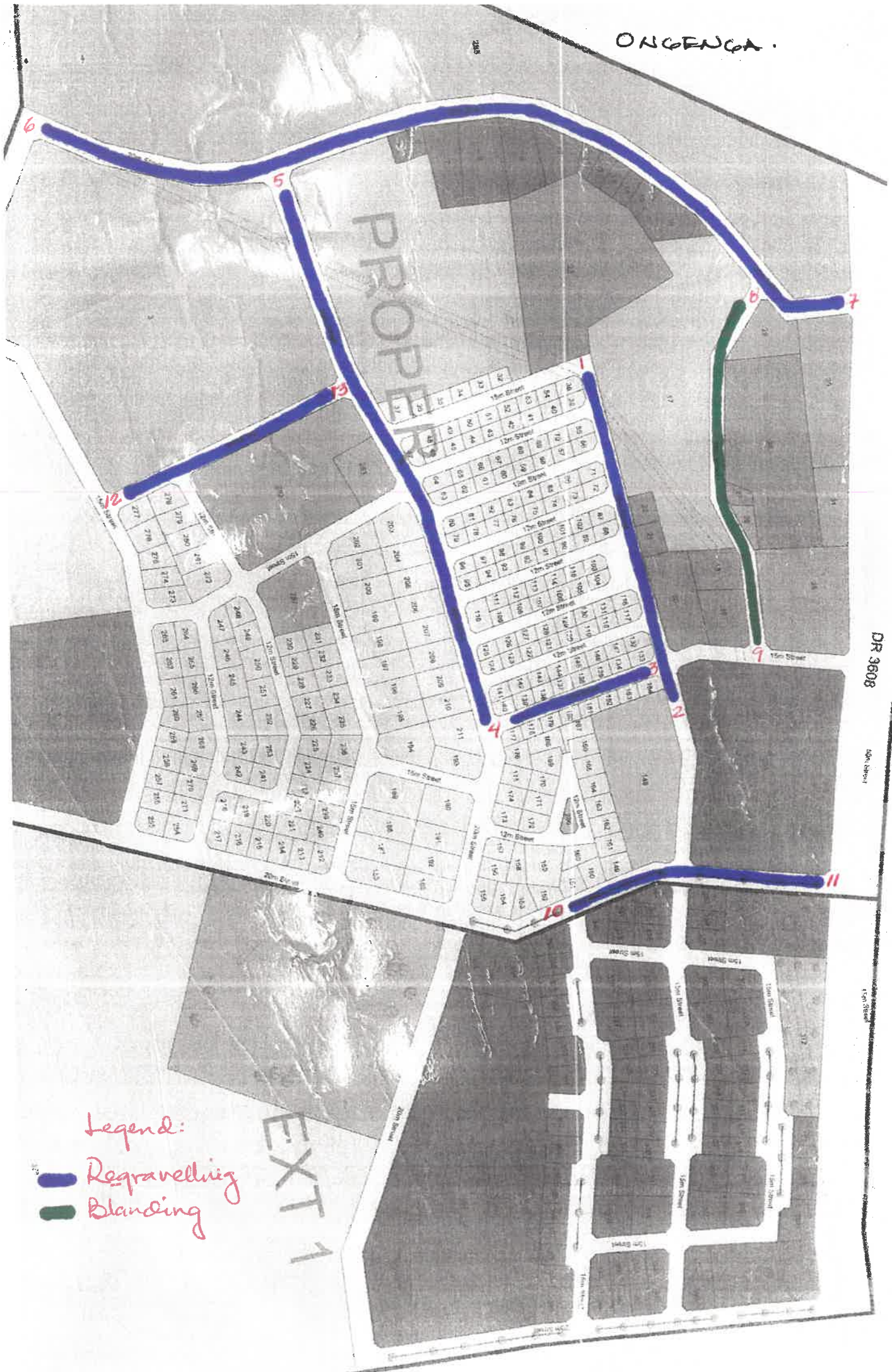
QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: W/RFQ/OHRC17 – 07/2023/2024

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Security(if applicable)		
Bid Securing Declaration		
Original valid good standing from Social Security Commission		
Original valid good standing from Inland Revenue (MoF)		
Valid certified copy of the company registration Certificate (Founding Statement)		
Valid certified copy of the 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		
A certified copy of certificate indicating SME Status (for bids reversed for SMEs)		

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.*

ONGENCA.





DR 3608

15m Street

20m Street

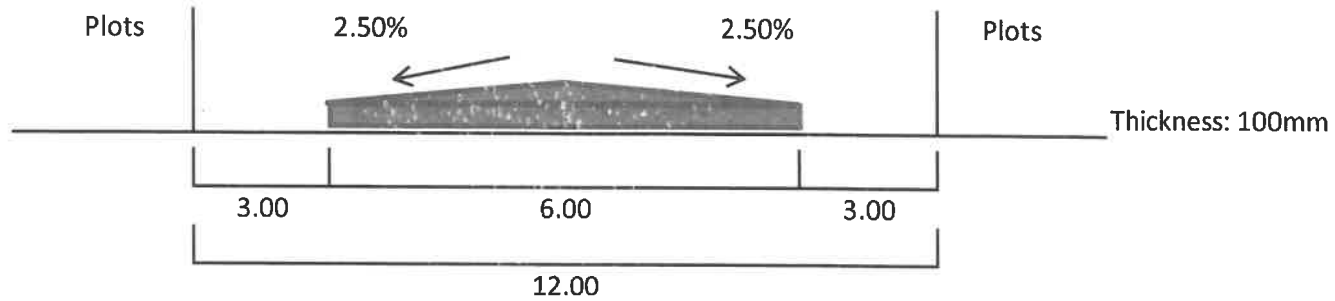
30m Street

Legend:
 Re-gravelling
 Blanking

EXT 1

ANNEXURE - A

MAINTENANCE GRAVEL ROAD ONGENGA



**TYPICAL ROAD SECTION
NOT SCALE**

Notes

- 1.- Total length to upgrade: Approximate 2562 meter (2,562Km)
- 2.- Proposed regraveling of the pavement surface by applying 100mm gravel including scarifying reshaping the road surface.
- 3.- The slope of 2.50 % are 0.075m = 7.5cm
- 4.- The measurements are given in meters.

Recommendation: Graduation requirements and Plasticity of Materials

Requirement	Aggregate Base
Sieve	Course
	Percent Passing
1"	100
3/4"	80-100
1/2"	68-91
No. 4	46-70
No. 8	34-54
No. 40	13-35
No. 200	3-12
Plasticity Index	0-6

ANNEXURE - B

PROJECT :	CONSTRUCTION AND MAINTANANCE OF GRAVEL ROAD (RFA)			
SETTLEMENTS:	ONGENGA			
REGION :	OHANGWENA			
STREET DESCRIPTION		SCARIFY		
Street Section	Length (m)	Width (m)	Long (m)	Quantity (m²)
1 -- 2	320	6.0	320.0	1920.00
3 -- 4	187	6.0	187.0	1122.00
4 -- 5	576	6.0	576.0	3456.00
6 -- 7	707	6.0	707.0	4242.00
10 -- 11	200	6.0	200.0	1200.00
12 -- 13	196	6.0	196.0	1176.00
		TOTAL	2186.0	13116.00

PROJECT :	CONSTRUCTION AND MAINTANANCE OF GRAVEL ROAD (RFA)				
SETTLEMENTS:	ONGENGA				
REGION :	OHANGWENA				
STREET DESCRIPTION		REGRAVELING			
Street Section	Length (m)	Depth (m)	Width (m)	Long (m)	Quantity (m³)
1 -- 2	320	0,10	6.0	320.00	192.00
3 -- 4	187	0,10	6.0	187.00	112.20
4 -- 5	576	0,10	6.0	576.00	345.60
6 -- 7	707	0,10	6.0	707.00	424.20
10 -- 11	200	0,10	6.0	200.00	120.00
12 -- 13	196	0,10	6.0	196.00	117.60
		TOTAL	2186.00	1311.60	

PROJECT :	CONSTRUCTION AND MAINTANANCE OF GRAVEL ROAD (RFA)			
SETTLEMENTS:	ONGENGA			
REGION :	OHANGWENA			
STREET DESCRIPTION		BLADING		
Street Section	Length (m)	Width (m)	Long (m)	Quantity (m²)
8 -- 9	376	6	376.00	2256.00
		TOTAL	376.00	2256.00