



REPUBLIC OF NAMIBIA

**OHANGWENA REGIONAL COUNCIL**

**PROCUREMENT MANAGEMENT UNIT**

**REQUEST FOR QUOTATIONS (RFQ)**

**PROCUREMENT MANAGEMENT UNIT INVITES BIDDERS TO BID FOR THE FOLLOWING:**

Bid No: G/RFQ/OHRC17-53/2024/2025

**Description: SUPPLY, DELIVERY AND INSTALLATION OF A SUBMERSIBLE PUMP AT ELAKALAPWA EARTH DAM IN ONGENGA CONSTITUENCY**

**Closing Date & Time:** 05 February 2025, At 10h00



**Request for clarifications:** Clarification must be done in writing on or before 03 February 2025 and should be addressed to the Secretary of the Procurement Committee and emailed to [procurement@ohangwenarc.gov.na](mailto:procurement@ohangwenarc.gov.na)

**Submission:** Quotations in sealed envelopes, clearly marked with the appropriate Procurement Reference Number, description; addressed to the Head of the Procurement Management Unit, Ohangwena Regional Council, Eenhana, **MUST** be deposited in the Bid Box at the reception.



REPUBLIC OF NAMIBIA

**OHANGWENA REGIONAL COUNCIL**

Private Bag 88011 Eenhana, Namibia

**Letter of Invitation**

27 January 2025

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

Dear Sir/Madam

**SUPPLY, DELIVERY AND INSTALLATION OF A SUBMERSIBLE PUMP AT ELAKALAPWA IN ONGENGA CONSTITUENCY**

The **Ohangwena Regional Council** invites you to submit your best quote for the works described in detail hereunder.

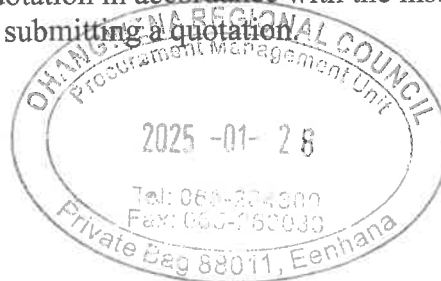
Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed Ms. J. Shiindi, email address [procurement@ohangwenarc.gov.na](mailto:procurement@ohangwenarc.gov.na) , tel.; 065 264300 and technical to Ms. E. Mutota at email Address [planning@ohangwenarc.gov.na](mailto:planning@ohangwenarc.gov.na), tel,;065 264300

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,

**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 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**

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-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 Security/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 2 months after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

**7. Sealing and Marking of Quotations**

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder’s name at the back of the envelope.

**8. Submission of Quotations**

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to Ohangwena Regional Council not later than **05 February 2025 at 10H30**, with the Bidder’s name and contact information at the back of the envelope.

**9. Opening of Quotations**

Quotations will be opened internally by Ohangwena Regional Council on **05 February 2025 at 10H30**. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security/Bid Securing Declaration, will be posted on the website of Ohangwena Regional Council and available to any bidder on request within three working days of the Opening.

**10. Evaluation of Quotations**

The Public Entity 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, subject to Margin of Preference where applicable, 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**

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

*N/A*

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

*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**

*N/A*

**16. Notification of Award and Debriefing**

The 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, the 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)

( *If your quotation is not authorised, it will be rejected*)

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

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 quotation validity.

Works will commence within \_\_\_\_\_ [*insert number*] days from date of issue of Purchase Order/ Letter of Acceptance.

Works 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	

Appendix to Quotation Letter

**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.]



**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 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.:G/RFQ/OHRC17-53/2024/2025

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 contractor is required to supply and install a submersible pump for a dam at Ekalalapwa village in Ongenga constituency.*

### **B. DRAWINGS**

There are no drawings required for this project.

## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: G/RFQ/OHRC17-53/2024/2025

*[Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below.]*

*The quantities shown below are approximate and not subject to re-measurement for payment purposes.*

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	Submersible combo 0.55KW speroni Pump submersible 0.5PH X0.75 KW model	1			
				<b>Subtotal</b>	
Enter 0% VAT rate if VAT exempt.				VAT @      %	
				<b>Total</b>	

\*Columns A to D to be completed as applicable by the Public Entity

### Priced Activity Schedule Authorised By:

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

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

*[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]*

Procurement Reference Number: G/RFQ/OHRC17-53/2024/2025

*[Bidders should complete columns C and D with the specifications and performance of the Works offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications 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
<b>1</b>	<b>Submersible combo 0.55KW speroni Pump submersible 0.5PH X0.75 KW model</b>		

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

### 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) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below

## SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: G/RFQ/OHRC17-53/2024/2025

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

Subject and SCC clause reference	Special Conditions
<b>Purchaser</b> SCC 1.1(h)	The purchaser is: Ohangwena Regional Council
<b>Site</b> SCC 1.1(m)	<b>Elakalapwa, Ongenga Constituency</b>
<b>Incoterms Edition</b> SCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices</b> SCC 8.1	Any notice shall be sent to the following addresses: Ohangwena Regional Council, Private Bag 88011 Eenhana, Tel. 065- 264300 Fax 065 - 263033 <b>Enquiries: J. Shiindi</b>  For the Supplier, the address and contact name shall be: _____ _____ _____ _____
<b>Disputes</b> SCC 10.2	The rules of procedures for arbitration proceedings pursuant to SCC 10.2 shall be as follows:  N/A
<b>Delivery and Documents</b> SCC 13.1	The Goods are to be delivered at <b>Elakalapwa village, Ongenga Constituency</b> within <b>30 days</b> from the date of Purchase Order or Letter of Acceptance. The original Purchase Order should be submitted together with a delivery note and original invoice.

Subject and SCC clause reference	Special Conditions
<b>Price Adjustment</b> <b>SCC 15.1</b>	<p>The price charge for the Goods supplied and the related Services performed “shall not” as appropriate be adjustable.</p> <p>If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used</p>
<b>Terms of Payment</b> <b>SCC 16.1</b>	<p>The structure of payments shall be: <b>full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1</b></p>
<b>Terms of Payment</b> <b>SCC 16.3</b>	<p>Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.</p>
<b>Terms of Payment</b> <b>SCC 16.4 (a)</b>	<p>The price “shall not be” adjustable to the fluctuation in the rate of exchange.</p>
<b>Payment Period</b> <b>SCC 16.5</b>	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>i) <b>On Acceptance:</b> 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 (<b>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.</b></p>
<b>Performance Security</b> <b>SCC 18.1</b>	<p>(i) No performance security is required</p>
<b>Discharge of Performance Security</b> <b>SCC 18.4</b>	<p style="text-align: center;">N/A</p> <p>The performance security will be discharged and returned to the supplier not later than <i>[insert number of days]</i> following completion date.</p>
<b>Packing</b> <b>SCC 23.2</b>	<p>The packing, marking and documentation within and outside the packages shall be: _____ N/A _____</p>
<b>Insurance</b> <b>SCC 24.1</b>	<p><i>[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation]</i> N/A</p>
<b>Transportation</b> <b>SCC 25</b>	<p>The Goods shall be delivered <b>at the respective Constituency Offices</b></p>
<b>Inspection and Test</b>	<p><b>At the site</b></p>

Subject and SCC clause reference	Special Conditions
SCC 26.1	
Location of Inspection and Tests SCC 26.2	The inspection of goods will be done at <b>the site</b>
Liquidated Damages SCC 27.1	<b>2% of the delivered price of the delayed goods per week up to a 10% in total.</b>
Warranty SCC 28.3	<b>12 Months warranty</b>
Repair and Replacement SCC 28.5	<b>All damaged items must be replaced at the supplier's cost.</b>
Subject and SCC clause reference	Special Conditions
Purchaser SCC 1.1(h)	The purchaser is: Ohangwena Regional Council
Site SCC 1.1(m)	<b>Elakalapwa, Ongenga Constituency</b>
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, Private Bag 88011 Eenhana, Tel. 065- 264300 Fax 065 - 263033 <b>Enquiries: J. Shiindi</b>  For the Supplier, the address and contact name shall be: _____ _____ _____ _____
Disputes SCC 10.2	The rules of procedures for arbitration proceedings pursuant to SCC 10.2 shall be as follows:  N/A
Delivery and Documents SCC 13.1	The Goods are to be delivered at <b>the site</b> within <b>30 days</b> from the date of Purchase Order or Letter of Acceptance. The original Purchase Order should be submitted together with a delivery note and original invoice.

Subject and SCC clause reference	Special Conditions
<b>Price Adjustment</b> <b>SCC 15.1</b>	<p>The price charge for the Goods supplied and the related Services performed “<i>shall not</i>” as appropriate be adjustable.</p> <p>If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used</p>
<b>Terms of Payment</b> <b>SCC 16.1</b>	<p>The structure of payments shall be: <b>full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1</b></p>



## SCHEDULE 2

## QUOTATION CHECKLIST SCHEDULE

*[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]*

**Procurement Reference No.: G/RFQ/OHRC17-53/2024/2025**

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Security Declaration		
Original valid good standing from Social Security Commission		
Original valid good standing from Inland Revenue (MoF)		
Valid certified copy of company Registration Certificate (Founding Statement)		
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;		

***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.*