



**KAVANGO EAST REGIONAL COUNCIL
DIVISION GENDER EQUALITY, POVERTY ERADICATION AND SOCIAL
WELFARE**

Request for Quotations of Works

***PROCUREMENT OF CIVIL WORKS: UPGRADING AT
MATUMBO RIBEBE CENTRE, PAINTING OF THE INSIDE
WALL.***

Procurement Reference No: *W/RFQ/KERC-DOGEPESW/027/07/2023/2024*

Private Bag 2124, Rundu, Tel: 066 266012/32

Fax No: 066 255396



Letter of Invitation

26 March 2024

Dear Sir or Madam,

REQUEST FOR QUOTATIONS FOR PROCUREMENT OF: UPGRADING AT MATUMBO RIBEBE CENTRE, PAINTING OF THE INSIDE WALL.

The Kavango East Regional Council invites you to submit your best quote for the items described in detail hereunder.

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

For general administrative *inquiries* should be addressed to *Ms M. Walubita 0811622598*, and *technical inquiries to Mr. Jonas N. Nghidileko Tel: 066 255424 or 0816438313*, Kavango East Regional Council.

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,

Mr J M Kangumbe

Head of Procurement Management Unit



26/03/2024
Date

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Kavango East Regional Council reserves the right:

- (a) To split the contract as per the lowest evaluated cost per item, or
- (b) To accept or reject any quotation; and
- (c) 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 items mentioned in Section III by completing, signing and returning:

- (a) The List of Goods and Price Schedule Section III;
- (b) The Specifications and Compliance Sheet in Section V; and
- (c) Any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed 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

180 days from the date of the bid submission deadline

4. Eligibility Criteria

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

- (a) Have a valid certified copy of Company Registration Certificate;**
- (b) Have an original valid or certified copy of Good Standing Tax Certificate;**
- (c) Have an original valid or certified copy of Good Standing Social Security Certificate;**
- (d) Have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that the bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Act, 1998;**
- (e) Submit a signed Bid Securing Declaration;**
- (f) Business Principle must be in line ;**
- (g) Have a certified copy of SME Certificate;**
- (h) Previous experience in construction projects, and details of clients who may be contacted for further information on those contracts: (attached Practical Completion Certificate from the previous projects completed.**

Other additional eligible criteria

- 1. Document to be fully completed with black ink,
- 2. No eraser fluid (tippex) to be used,
- 3. All pages to be initialled and signed where applicable,
- 4. All corrections to be initialled.

5. Bid Securing/Bid Securing Declaration

Bidders are required to submit a Bid Securing Declaration for this procurement process.

6. Works Completion Period

The completion period for works shall be 90 days after acceptance and issue of Purchase Order. Deviation in completion period **shall be considered if such deviation is reasonable.**

7. Sealing and Marking of Bids

Bids should be sealed in a single envelope, clearly marked with the Procurement Reference Number, address to **Procurement Management Unit, Kavango East Regional Council, Private Bag 2124, Rundu**, with the Bidder's name at the back of the envelope.

8. Submission of Bids

Bids should be deposited in the Quotation/Tender Box located at **Procurement Management Unit Office No 11, Kavango East Regional Council, Private Bag 2124, Rundu**, not later than 19 April 2024, at **11h00**. Quotations by post or hand delivered should reach *Kavango East Regional Council, Office number 07* by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

9. Bid Opening

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 above. 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 the Public Entity and available to any bidder on request within three working days of the Opening.

5. 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 price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

6. Technical Compliance

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. 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 in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted.

8. Margin of Preference

8.1. The applicable margins of preference and their application methodology are as follows:
Not applicable

8.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:
Not applicable

9. 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.

10. Notification of Award and Debriefing

The Public Entity 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 seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

(To be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your quotation with the Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it will be rejected.**]*

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

We offer to execute works detailed in the Statement of Requirements, 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 disqualification on the grounds mentioned in the BSD.

The validity period of the 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 90 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./Fax		

Appendix to Quotation Letter

BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1) (b) and 37(5))

Date:
[Day|month|year]

Procurement Ref No.: W/RFQ/KERC-DOGEPESW/027/07/2023/2024

To: Kavango East Regional Council

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: _____

Capacity of: _____

Name: _____

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____

Corporate Seal/ Stamp (where appropriate)

SECTION III: STATEMENT OF REQUIREMENTS

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENT

A.1 Scope of Works

UPGRADING AT MATUMBO RIBEBE CENTRE, PAINTING OF THE INSIDE WALL.

A.2 Specifications and Performance Requirement

Please refer to Section V below

SECTION IV: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Civil works to UPGRADING AT MATUMBO RIBEBE CENTRE, PAINTING OF THE INSIDE WALL.
Procurement Ref No. *W/RFO/KERC-DOGEPESW/027/07/2023/2024*

SECTION V: PRICED ACTIVITY SCHEDULE

QUOTATION FOR: UPGRADING AT MATUMBO RIBEBE CENTRE, PAINTING OF THE INSIDE WALL.
Procurement Reference Number: *W/RFO/KERC-DOGEPESW/027/07/2023/2024*

The quantities shown below are approximate, and subject to re-measurement for payment purposes.

SECTION IV : PRICED ACTIVITY SCHEDULE:

Procurement Reference Number: *W/RFO/KERC-DOGEPESW/027/07/2023/2024*
UPGRADING AT MATUMBO RIBEBE CENTRE, PAINTING OF THE INSIDE WALL.

The quantities shown below are approximate, and subject to re-measurement for payment purposes.

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price N\$	Total Price N\$
1.	Paintwork to previously painted and plastered or screeded surface				
2.	One coat bonding liquid On internal smooth plastered walls and columns	30.58	M ²		
3.	Clean down and prepare and one coat eggshell enamel paint				
4.	On internal smooth plastered walls and columns	30.58	M ²		
Subtotal					
Contingencies (10%)					
Net Construction cost					
VAT @ 15 %					
Total					

SECTION VI: 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 VII: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **W/RFO/KERC-DOGEPESW/027/07/2023/2024**

[Bidders should complete columns C and D with the specification of the goods 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	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	See Section III		

** 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	

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: ***W/RFQ/KERC-DOGEPESW/027/07/2023/2024***

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Valid Mandatory Documents		

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.*



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

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
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.*