



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

Request for Quotations of Works

**Procurement of Civil Works: Construction of a sliding gate at
Matumbo Ribebe recreation centre**

Procurement Reference No: *W/RFQ/KERC-DOGEPESW/027/04/2023/2024*

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 CIVIL WORKS: CONSTRUCTION OF A SLIDING GATE AT MATUMBO RIBEBE RECREATION CENTRE

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 (building construction);**
- (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/027/04/2023/2024

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

CONSTRUCTION OF A SLIDING GATE AT MATUMBO RIBEBE RECREATION CENTRE

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 Construction of a sliding gate at Matumbo Ribebe recreation centre
Procurement Ref No. *W/RFQ/KERC-DOGEPESW/027/04/2023/2024*

SECTION V: PRICED ACTIVITY SCHEDULE

QUOTATION FOR: CONSTRUCTION OF A SLIDING GATE AT MATUMBO RIBEBE RECREATION CENTRE

Procurement Reference Number: *W/RFQ/KERC-DOGEPESW/027/04/2023/2024*

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

SECTION IV: PRICED ACTIVITY SCHEDULE:

Procurement Reference Number: Construction of a sliding gate at Matumbo Ribebe recreation centre

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\$
1.1	EARTH WORKS Excavation in earth not exceeding 1m deep Trenches and holes	21.00	m ³		
1.2	Earth filling obtained from the excavations and/ or prescribed to 93% Mod AASHO density Backfilling to trenches, holes, etc. Backfilling to trenches, holes, etc	21.00	m ³		

1.3	Soil Poisoning Soil poisoning insecticide to bottoms of trenches, holes, etc.	35.00	m ²		
1.4	25MPa/19 concrete Footings, bases and ground beams	6.00	m ³		
1.5	Expansion joints with 10mmthick closed cell polyethylene between vertical concrete and or brick surface Joints not exceeding 300mm wide	11.00	m		
1.6	Columns	29.00	m ²		
1.7	Brickwork of 7Mpa cement bricks in class 11 mortar One brick wall	100.00	m ²		
1.8	Galvanised reinforcement 225mm wide reinforcement built in horizontally (extra for brick lintels or bands	50.00	m		
	IRONMONGERY				
1.9	Padlock 55mm solid hardened 6-pin steel padlock	2.00	no		
1.10	STRUCTURAL STEELWORK Sundry steelwork 10 mm Diameter mild steel solid round bar	26.40	kg		

1.11	Rectangular or square hollow section purlin and rafters	87.70	kg		
1.12	Vastrap chequer plate flooring				
1.13	6-7.6mm plate cut to vying shape and size PLASTERING	12.44	m ²		
1.14	One coat cement plaster wood floated on smooth brick work to Walls	100.00	m ²		
1.15	Mild steel 50×50×5mm angle section edge protector in various length with and including 3×25mm flat section bent lugs each 200mm girth welded on at maximum 300mm centres including embedding in concrete	27.00	m		
1.16	PAINTWORK One coat alkali-resistant plaster primer and two coats Acrylic PVA paint				
1.17	On internal smooth plastered wall and column Touch up factory prime and one coat undercoat and two coats gloss enamel paint	200	m ²		
1.18	One exposed truss member, purlin, etc. EXTENAL WORKS SITE CLEARANCE ETC	12.00	m ²		
1.19	Digging up remove rubbish ,debris, vegetable, hedges, shrubs and trees not exceeding 200mm girth, bus , etc. Road bend preparation	68.60	m ²		

	Compaction of ground surface under paving, etc. including scarifying for a depth of 150mm, breaking down oversize material, adding suitable material where necessary and compaction to 93% Mod AASHTO density	68.60	m ²		
1.20	Earth filling supplied by the contractor.				
	Selected sub grade course of G7 material under road, paving, etc. of approved granular material compacted to 93% Mod AASHTO density	68.60	m ³		
1.21	Soil poisoning				
	Weed killer under road, paving, etc.	68.60	m ²		
1.22	Interlock paving road stones type SF 35MPa laid on and including 20mm clean sand bed to falls and currents, including all cutting and waste				
	80mm Interlocking road stones in paving to roads, paving, etc.	68.60	m ²		
1.23	Removal of existing fencing				
	Removal existing fence not exceeding 1200mm high complete with all droppers, stays, post, gate, etc.	50.00	m		
1.24	100mm Corner or straining post 3m high vertically with 600mm long 45 grade overhang with capped end and other end with sole plate cast in and including 20MPa concrete base size 450x50x600mm deep	12.00	no		
	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/027/04/2023/2024**

[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	

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE**Procurement Reference No.: *W/RFQ/KERC-DOGEPESW/027/04/2023/2024*

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.*