



**KAVANGO EAST REGIONAL COUNCIL  
DIRECTORATE OF EDUCATION, ARTS AND CULTURE**

**REQUEST FOR SEALED QUOTATION FOR WORKS**

**FOR**

**PROCUREMENT OF MAJOR ELECTRICAL RENOVATION OF THREE (3)  
CLASSROOM BLOCK, AT NDAMA JP, (BLOCK A)**

**Procurement Reference No: W/RFQ/KERC-DOEAC/107/115/2024/2025**

**Cost: None**

**Bidder:.....**

**Address:.....**

**Tel:.....**

**Email Address:.....**

**Bid Price:.....**



## KAVANGO EAST REGIONAL COUNCIL DIRECTORATE OF EDUCATION, ARTS AND CULTURE

### Letter of Invitation

23 January 2025

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

**Procurement Reference No W/RFQ/KERC-DOEAC/107/115/2024/2025**

### **PROCUREMENT OF MAJOR ELECTRICAL RENOVATION OF THREE (3) CLASSROOM BLOCK, AT NDAMA JP, (BLOCK A)**

Dear Sir/Madam

The Kavango East Regional Council - Directorate of Education, Arts and Culture, will provide you with specification for the items described in details.

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

*Queries, if any, should be addressed to Mr. V. S. Martin @ 0812092869 for Technical issues and Mr. B F Streidwolf @ 066266000 for administrative issues during working hours from 0800 to 1700hours.*

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

Yours faithfully,

.....  
Mr. J.M. Kangumbe

Head: Procurement Management Unit



27/01/2025  
Date

## **SECTION I: INSTRUCTIONS TO BIDDERS**

### **1. Rights of Public Entity**

Kavango East Regional Council – Directorate of Education, Arts and Culture 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.

**NOTE: Compliance to the Public Procurement Act, 2015 (Act. 15 of 2015) as amended. Section 66 (2B) (a) states that “staff members of the Public entity; may not participate either personal or through an entity corporate or incorporate in which he or she has a financial, economic or personal interest, as a bidder or supplier in a procurement process conducted by the board or public entity.**

### **3. Validity of Quotations**

The quotation validity period shall be **180 days** from the date of bid submission deadline.

### **4. Eligibility Criteria**

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

- (a) **have a valid copy of company Registration Certificate;**
- (b) **have a valid original/certified copy of good Standing Tax Certificate;**
- (c) **have a valid original/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 bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;**
- (e) **Written undertaking in terms of section 138 of Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015 and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof;**

### **Additional Requirements:**

(f) **Certified Copy of the National Identity Document. In case the company is owned by more than one person, all of them should submit certified copy of National Identity Document.**

(g) **have a copy of certificate indicating SME Status;**

(h) **Site Foreman to supervise the works must have experience in related works for at least two projects (attach complete curriculum vitae, list of any related projects with testimonials accompanied with contact details).**

(i) **Provide Company experience in related works for at least two projects (Attach practical completion certificates)**

(j) **Electrician to do the works MUST attach valid certified NORED Licence. NB: The same licence to be availed during construction and practical completion as well as issuance of certificate of compliance.**

(k) **Business Principal must be in line with the nature of this procurement (Electrical Works)**

### **5. Bid Securing Declaration**

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

### **6. Works Completion Period**

The completion period for works shall be Four **(4) months** after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted

#### **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.

### **7. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at **Kavango East Regional Council, Rundu, Procurement Office No: 07, not later than 13 February 2025 at 11H00**. Quotations by post or hand delivered should reach this office by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered.

### **8. Opening of Quotations**

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 7 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted the presence or absence of a Bid Securing Declaration. Opening register will be made available on request after three days of opening.

### **9. 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.

## **10. 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.

## **11. 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.

## **12. Margin of Preference**

### **12.1 Not Applicable**

## **13. 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.

## **14. 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. Furthermore, the Public Entity 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)

[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule 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:	
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	

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

Date: .....  
[Day | month | year]

Procurement Ref No.: **W/RFQ/KERC-DOEAC/107/115/2024/2025**

To: **Kavango East Regional Council – Directorate of Education, Arts and Culture**

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

**Witten 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*
- 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 IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/RFQ/KERC-DOEAC/107/115/2024/2025**

[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 (NS)	Total Price (NS)
A*	B*	C*	D*	E	F
1	<b>PROCUREMENT OF MAJOR ELECTRICAL RENOVATION OF THREE (3) CLASSROOM BLOCK, AT NDAMA JP, (BLOCK A)</b>  <b>(as per attached bill of quantity (NB-Pls complete attached bill of quantity))</b>	1			
<b>Subtotal</b>					
<b>VAT @ 15 %</b>					
<b>Total</b>					

Enter 0% VAT rate if VAT exempt.

\*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

Procurement Reference Number: **W/RFQ/KERC-DOEAC/107/115/2024/2025**

[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)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	<b>PROCUREMENT OF MAJOR ELECTRICAL RENOVATION OF THREE (3) CLASSROOM BLOCK, AT NDAMA JP, (BLOCK A)</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 works – Ref. W/RFQ/KERC-DOEAC/107/115/2024/2025**

## SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/KERC-DOEAC/107/115/2024/2025**

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

<b>GCC Clause Reference</b>	<b>Special Conditions</b>
<b>Employer GCC 1.1(r)</b>	<b>Kavango East Regional Council – Directorate of Education, Arts and Culture</b>
<b>Intended Completion Date GCC</b>	The intended completion date is: <b>4 Months from the date of site handover</b>
<b>Project Manager GCC 1.1(y)</b>	The Project Manager is: <b>Mr. G. Sikoka</b>
<b>Site GCC 1.1(aa)</b>	The site is at: <b>NDAMA JP: BLOCK A, RUNDU</b>
<b>Start Date GCC 1.1(dd)</b>	The Start Date shall be: <b>From the date of site handover</b>
<b>The Works GCC 1.1(hh)</b>	The Works consist of: <b>PROCUREMENT OF MAJOR ELECTRICAL RENOVATION OF THREE (3) CLASSROOM BLOCK, AT NDAMA JP, (BLOCK A)</b>
<b>Interpretation GCC 2.2</b>	The project will be completed in the following sections: <b>(4) Months</b>
<b>Interpretation GCC2.3</b>	The following additional documents shall form part of the contract: <b>Bill of Quantity, Standard Drawings, Purchase Order and appointment letter</b>
<b>Language and Law GCC 3.1</b>	The language of the contract is English The law that applies to the Contract is the law of Namibia.
<b>Project</b>	The Project Manager shall obtain specific approval from the Employer before

GCC Clause Reference	Special Conditions
<b>Manager's Decisions 4.1</b>	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.
<b>Delegation GCC 5.1</b>	The Project Manager <b>may</b> delegate his/her duties.
<b>Notices GCC 6</b>	<p>Any notice shall be sent to the following addresses:</p> <p>For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be</p> <p><b>Ms. Ludgela Nangura</b>  <b>P/bag 2124, Rundu</b></p> <p>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</p> <p>_____</p> <p>_____</p>
<b>Insurance GCC 13.1</b>	<b>Not applicable</b>
<b>Site Date GCC 14.1</b>	<b>Not applicable</b>
<b>Possession of the Site GCC 20.1</b>	The Site Possession Date shall be: <b>From the date of site handover</b>
<b>Procedure for Disputes GCC 24</b>	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.
<b>Program GCC 25.1</b>	The Contractor shall submit for approval a Program for the Works within <b>5 days</b> from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
<b>GCC 25.3</b>	Program updates <b>shall</b> be required.
<b>Defects Liability Period GCC 33.1</b>	The Defects Liability Period is: <b>12 Months.</b>
<b>Payment Certificates GCC 39.7</b>	<b>Payment shall be made as per progress of works</b>

GCC Clause Reference	Special Conditions
Payments GCC 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 GCC 41.1 (I)	Rain, Storm, Flood
Price Adjustment GCC 44.	The Contract is <b>not</b> subject to price adjustment.
Retention GCC 45.	(ii) 5% of the amount shall be retained from any payment. Retention money will be released after the Defect Liability Period subject to the Contractor making good all defects.*
Liquidated Damages GCC 46.1	0.05% of the amount shall be retained from the total amount per day as penalties
Bonus GCC 47.1	Not applicable
Advance Payment GCC 48.1	No advance payment shall be made
Performance Security GCC 49.1	Not applicable
GCC 56.1	Not applicable
GCC 59.1	Not applicable

## QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: W/RFQ/KERC-DOEAC/107/115/2024/2025

Description	Attached	Not Attached
Bid Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Quotation		
Valid Original or Certified Good Standing Tax Certificate		
Valid Original or Certified Good Standing Social Security Certificate		
Valid Company Registration		

**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.

**ELECTRICAL RENOVATION FOR CLA3 S (THREE CLASSROOMS AND BLOCK)  
AT NDAMA JP BLOCK (A)**

**SECTION IV: PRICED ACTIVITY SCHEDULE**

Procurement Reference Number: \_\_\_\_\_

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

Item No.	Brief Description of Works	Unit of Measure	Quantity	Unit of Price N\$	Total Price N\$
	<b>ELECTRICAL RENOVATION FOR CLA3 S AT NDAMA JP</b>				
<b>1.0</b>	<b>Chase in of PVC pipes in straight lines and making good finishes</b>				
1.1	Chase in	M	6.00		
1.2	Cement plaster and painting in chase of flush installation	M	6.00		
<b>2.0</b>	<b>Breakdown and Removing</b>				
2.1	Remove old wiring and pipes	M	50.00		
2.2	Remove old light fittings	No	15.00		
2.3	Remove plugs and switches	No	8.00		
2.4	Disconnect Remove, Reinstall and Reconnect Air Conditioner and refill gas.	No.	1.00		
<b>3.0</b>	<b>Supply &amp; install heavy gauge PVC conduit, including adapters, glueing, terminations, etc</b>				
3.1	ø20mm flush in wall (chasing included), surface in ceiling, cast in concrete	M	100.00		
<b>4.0</b>	<b>Supply &amp; install grade 600/1000V PVC insulated stranded copper wiring drawn into conduits, sleeves &amp; trunking</b>				
4.1	2.5mm <sup>2</sup>	M	400.00		
4.2	4mm <sup>2</sup>	M	300.00		
<b>5.0</b>	<b>Supply &amp; install light switches &amp; socket outlets complete with cover plates &amp; connection to circuit wiring</b>				
5.1	<b>Light switches</b>				
5.2	16A flush 1-lever, 1-way	No	4.00		
5.3	10 Amps including mounting brackets mounted	No	1.00		
<b>6.0</b>	<b>Socket outlets</b>				
6.1	16A 3-pin single SSO flush in wall (cabtree type only)	No	4.00		



7.0	<b>Supply &amp; install luminaire, including control gear &amp; lamp complete &amp; connect to circuit wiring</b>				
7.1	Surface mounted Fluorescent fittings complete with tubes (LED)	No	13.00		
7.2	Round bulkhead fitting (B10)	No	3.00		
7.3	Earthing of metal roof with 50mm <sup>2</sup> copper wire in 25mm conduit connected to 1.5 earth spike through the terminal boxes.	No.	2.00		
8.0	<b>Supply &amp; install galvanised mild steel conduit outlet boxes, draw boxes &amp; cover plates as required</b>				
8.1	100x100x50 flush in wall (chasing included), surface in ceiling, cast in concrete	No.	2.00		
8.2	Blank cover only 100X100mm (cabtree)	No.	2.00		
9.0	<b>Distribution board and Circuit breakers</b>				
9.1	Supply and install 12 way DB flush.	No.	1.00		
9.2	C/B 10 - 5 Amps S/P	No.	2.00		
9.3	C/B 20 Amps S/P	No.	1.00		
9.4	C/B 30 Amps S/P	No.	1.00		
9.5	C/B 40 Amps D/P	No.	1.00		
9.6	Earthleakage 60 Amps	No.	1.00		
9.7	Single phase DB Labelling	No.	1.00		
9.8	Surge Arrest SA-ECU 21A/15A	No.	2.00		
9.9	DB Blank cover	No.	4.00		
			Subtotal:		
			Contingencies 10%		
			Preliminary 8%		
			VAT@15%		
			Total		