



KAVANGO EAST REGIONAL COUNCIL

Request for Quotations for Works

**Construction of Build Together house at Ndiyona
Constituency in Kavango East (One Bedroom House)**

LOT 1 (Four houses)

Procurement Reference No: **W/RFQ-KERC/001/2025-2026**

Document Issued: 24 April 2025

Closing Date & Time: 07 May 2025 @ 11h00

NB: THIS BID IS RECERVED FOR MSME ONLY

Name of Bidder: _____

Contact Number of Bidder: _____

E-mail Address of Bidder: _____

Authorized Representative: _____

Bid Amount : N\$ _____

(From Summary Bill of Quantities, Inclusive of VAT)

*The Head of
Procurement Management Unit
Kavango East Regional Council
E-mail: jkangumbe@kavangorc.gov.na
Private Bag 2124, Rundu*

*Tel: +264 66 266 000
Fax: +264 65 240 453*



KAVANGO EAST REGIONAL COUNCIL

Tel: +264 66 266 000

Fax: +264 66 255 396

Email: jtoloshi@kavangorc.gov.na

Private Bag 2124

Rundu

Letter of Invitation

24 April 2025

Dear Prospective bidders

Request for Quotation for the construction of Build Together House at Ndiyona Constituency in Kavango East.

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 Kavango East Regional Council, Mr M. Siyemo; Cell: 0816598327, Tel: +264 66 266000, for administrative issues and Mrs Jonas Toloshi; Cell: 081 142 9040, Tel: +264 66 266 000 on technical issues.

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation. Please prepare and submit your quotation by 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
Kavango East Regional Council



BIDDING DOCUMENT

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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 lot; and
- (b) to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time before the 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 annexe 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.

Labour price shall not exceed N\$ 17 000.00 per house

3. Validity of Quotations

The quotation validity period shall be **90 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 company Registration Certificate;
- (b) have an original valid good standing Tax Certificate;
- (c) have an original valid 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) have a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- (f) have a certificate indicating SME Status
- (g) Submit complete sign and stamped Bid-Securing Declaration. (Appendix to Quotation Letter A)

- (h) Attach at least two (2) certified copies of Practical Completion Certificates of similar nature.
- (i) Submit table of proposed key personnel (Appendix to Quotation Letter B)
- (j) Attach CV and Testimonials of the Site Foreman.
- (k) Submit a valid certified **NORED/NAMPOWER Licence of the Electrician**
- (l) Submit work program **indicating duration and deliverable milestones**

Additional Criteria

- Document to be filled completed with black ink
- All pages of the bidding document must be initialled.
- All correction must be initialled.
- No eraser (Tippex) to be used.
- No correction to the original Bill of Quantities is allowed.
- Use of Government envelop will lead to disqualification.

5. Bid Security/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 **3 Calendar Months** after acceptance and issue of Purchase Order. Deviation in the 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 Public Entity 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 **Office No 11** not later than **07 May 2025 by 11H00**. Quotations by post or hand delivered should reach Private Bag 2124 Rundu, Maria Mwengere Street by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 8 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 will be posted on the website of the Public Entity and available to any bidder on request within seven calendar days of the Opening.

10. Evaluation of Quotations

The Public Entity shall have the right to request clarifications in writing during evaluation. Substantially responsive offers shall be compared based on evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

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.

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 the contract shall be by the issue of **Letter of Acceptance** by terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

15. Notification of Award and Debriefing

The Public Entity shall after awarding 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 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:	
The subject matter of Procurement:	

We offer to execute the Works detailed in the Statement of Requirements, by 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 declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 52 of the General Conditions of Contract, if we are awarded the contract or part thereof.

We have read and understood the content of the 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 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 **before the expiry** date of the quotation validity.

Works will commence within days from date of issue of the Letter of Acceptance.

Works will be completed within calendar days from date of issue of the 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 - A

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

Date:[Day|month|year].

Procurement Ref No.:

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 by the terms and conditions outlined 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 the person whose name and capacity are shown]

Capacity of:
 [indicate the legal capacity of the person(s) signing the Bid Securing Declaration]

Name:
 [insert complete name of the 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.]

**delete if not applicable/appropriate*



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:

The location where work will be done, goods/services will be delivered:

.....

.....

3. UNDERTAKING

I, owner/representative
of

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 by 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.

Appendix to Quotation Letter - B

QUALIFICATIONS AND EXPERIENCE OF KEY PERSONNEL PROPOSED

Qualifications and experience of key personnel proposed for administration and execution of the Contract. *[Attach biographical data.]*

Position	Name	Years of experience (general)	Years of experience in the proposed position
(a)			
(b)			
(c)			
(d)			
(e)			
(f)			
(g)			

SECTION III: STATEMENT OF REQUIREMENTS

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

A.1 INTRODUCTION

The project scope of works under this Contract comprises of the construction of Buid Together House in Ndiyona in Kavango East Region.

A.2 GENERAL DESCRIPTION OF WORKS

The bidder should take note that the general description of the works serves to outline the extent of the works, but does not limit the amount of work, which may be required of the Contractor under this contract and in fulfilment of the project objectives. Holistic reference must be made to Section III: Statement of Requirements (including Scope of Work, Project Specifications and the Bid Drawings) and Section IV: Priced Activity Schedule for a complete description of the works.

A.2.1 GENERAL

The following activities will form part of the Contract:

- a) Site establishment
- b) Excavation of the foundation trenches
- c) Construction of brick wall
- d) Roofing
- e) Electrical Installation
- f) Plumbing

A.3 PERFORMANCE REQUIREMENT

- a) No risk of damage will be measured or paid. It is the responsibility of the bidder to ensure that the right materials and tools are used in accordance to the standards.
- b) The employer will only supply all building materials required/needed for construction.
- c) Loss or damage to materials shall be replaced at the bidder's cost if the loss or damage arise from the successful bidder's acts within 10days.
- d) Bidders to used their tools/equipments during construction

B. DRAWINGS

TABLE OF BID DRAWINGS

Drawing No	Description	Status	Rev No
	Layout of a one bedroom house and Sections	BID	0

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: *W/RFQ-KERC/001/2025-2026*

Bidder to fill in and complete the given Bill of Quantities in this section.

NB: This BoQ is only for a one (1) house

Item	Brief Description of Work	Quantity	Unit of Measurement	Unit Price (N\$)	Total Price (N\$)
1.1	Excavation in earth not exceeding 1m deep: Trenches (Labour only)	74.2	M ³		
1.2	Back filling behind retaining wall (Labour only)	31.54	M ³		
1.3	Cast of Strip Footing (Labour only)	24	M ³		
1.4	Brick work including Roofing, Inside plastering, up to completion level and handing over (Labour only)	750	M ³		
1.5	Plumbing Work (Intallation of shower, toilet pot, hand wash basin, sink and connection to sewer line. (Labour only)	10	No		
1.6	Electrical fitting/Wiring including the instalation of Electric Meter Box (Labour only)	1	No		
1.7	External Plaster (Labour only)	565	M ²		
	SUB TOTAL				
	GRAND TOTAL (For one house only)				
	GRAND TOTAL (For Four Houses)				

Priced Activity Schedule Authorised By:

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

Bill of Quantities Notes

1. The quantities in these Bill of Quantities are provisional and shall be measured as executed and paid for according to prices in the Bill of Quantities and any unexpended amounts shall be deducted from the amount of the contract sum.
2. The quantities in these Bill of Quantities are not to be used for ordering materials.
3. The Bill of Quantities form part of and must be read in conjunction with the specifications, which document contains the full description of the works to be done and material and equipment to be used and unless otherwise described in the Bill of Quantities, reference should be made to the specification for the full meaning or description of work to be done and materials and equipment to be used in this service.
4. No alteration, erasure or addition is to be made in the text of the Bill of Quantities.
5. Should any alteration, or erasure be made, it will not be recognized but the original wording of the Bill of Quantities will be adhered to.
6. The priced Bill of Quantities of the successful tenderer will be checked and the Client reserves the right to call for an adjustment to any individual price and to rectify the discrepancy.
7. Variations in the scope and extent of the work included in the Bill shall be allowed to meet the employer's requirements and shall be measured and cost at rates entered in the Bill, where appropriate, and shall form additions to or deductions from the total of the Bill.
8. Any items or variations for which rates have not been included in the Bill of Quantities shall be agreed and priced as non-scheduled items by the provisions of the contract.
9. The rules covering the extent and costing of the variation shall be those provided for in the General Conditions of Contract.
10. Unless a separate rate for the supply and the installation of any item is specifically called for, the supply and installation cost of any item shall be fully included in the unit price.
11. The description of each item shall, unless otherwise stated herein, be held to include making, conveying and delivering, unloading, storing, unpacking, hoisting, waste, patterns, models and templates, plant, temporary works, return of packing, establishment charges, profit and all other obligations arising out of the conditions of the contract.
12. All fittings and accessories always include the connections thereto.

13. All measurements are nett unless otherwise stated, and Bidders must allow in their rates for wastage.
14. All provisional sums shall be expended as directed by the Engineer and any balance remaining shall be deducted from the amount of the contract sum.

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed using a Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Works

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: *W/RFQ-KERC/001/2025-2026*

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 GCC 1.1(r)	The Employer is the Kavango East Regional Council The name of the authorized representative is: Mr. Jonas Toloshi
Intended Completion Date GCC	The intended completion date is: Ninety (90) calendar days after appointment
Site GCC 1.1(aa)	The Site is located at: Address of Site: Ndiyona Settlement, Kavango East Region, Namibia
Start Date GCC 1.1(dd)	The Start Date shall be: 7 days after receipt of appointment letter or as agreed between Employer and Contractor
The Works GCC 1.1(hh)	The Works consist of: Construction of a Build Together House
Language and Law GCC 3.1	The language of the contract is English The law that applies to the Contract is the law of Namibia.
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 an extension of time. This requirement shall be waived in an emergency affecting the safety of personnel or the Works or adjacent property.
Delegation GCC 5.1	The Project Manager may delegate his duties and responsibilities.

GCC Clause Reference	Special Conditions
Notices GCC 6	Delivery address for notices is: Employer: Contact Mr J.M. Kangumbe Kavango East Regional Council Private Bag 2124 Maria Mwengere Street, Rundu Namibia For Contractor, to be advised on Contract award and signing and the contact name shall be: _____ _____ _____ _____ _____ _____
Site Date GCC 14.1	The site Data shall be: 1. Construction Drawings 2. Cadastral Drawings and General Plans
Possession of the Site GCC 20.1	The Site Possession Date shall be: 7 Days after the appointment letter
Procedure for Disputes GCC 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 the court by either party.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within 7 days from the date of the Letter of Acceptance.
GCC 25.3	Program updates shall be required.
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

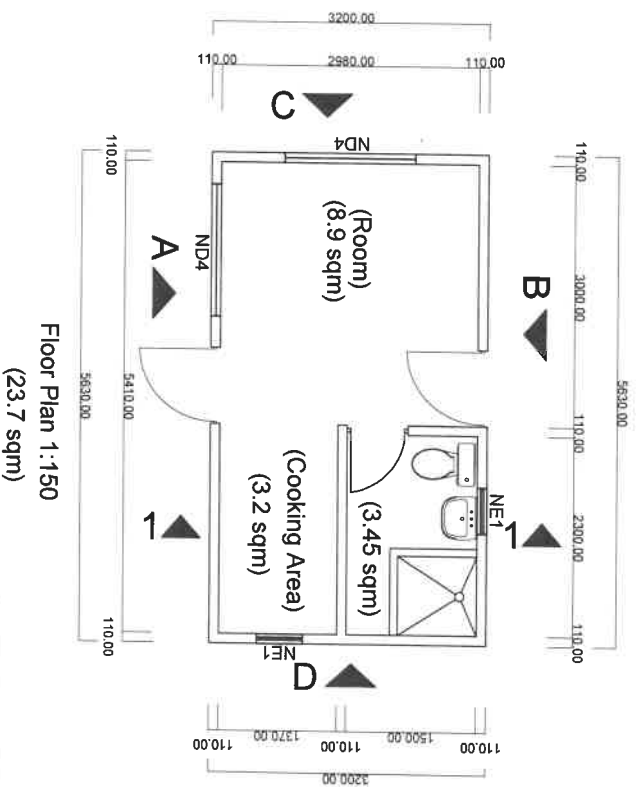
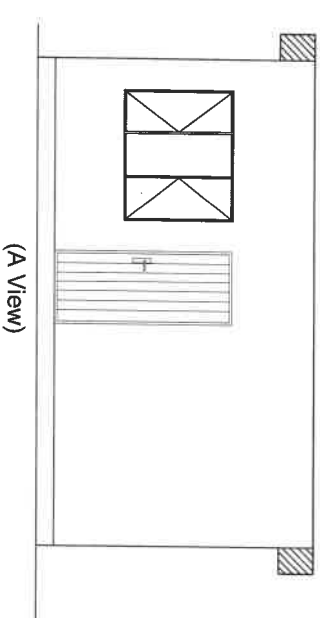
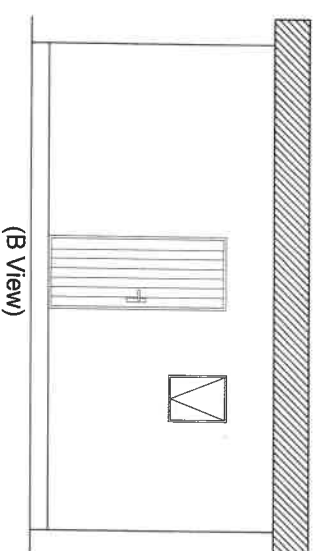
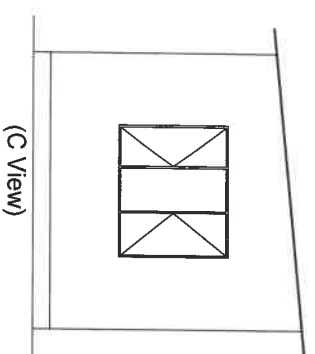
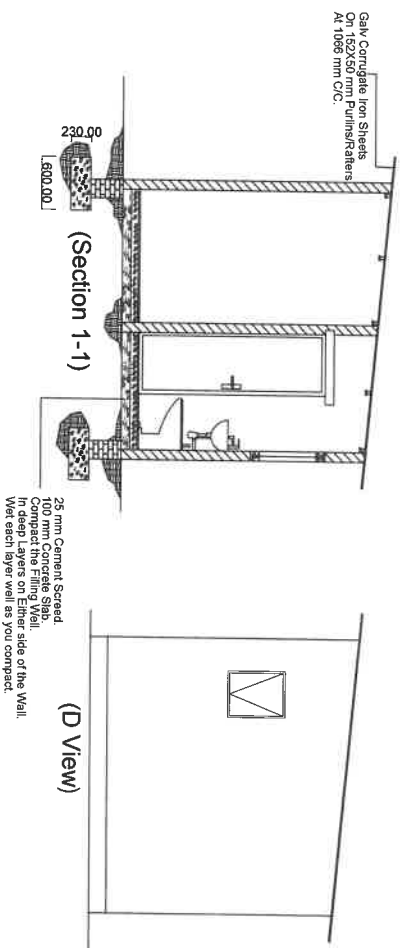
GCC Clause Reference	Special Conditions
	(b) a certificate of completion of the Works.
Price Adjustment GCC 44.	The Contract <i>is not</i> subject to price adjustment by GCC Clause 44, and the following information regarding coefficients <i>does not</i> apply.
Retention GCC 45.	(i) 10% of the amount shall be retained from any payment. Half of the retention money will be released after issuing of the Certificate of Completion and formal taking over of the Works and the remaining shall be released after the Defect Liability Period subject to the Contractor making good all defects.
Bonus GCC 47.1	N/A
Advance Payment GCC 48.1	(i) No advance payment shall be made.
GCC 56.1	“As-built” drawings or operating <i>are</i> required.

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: W/RFQ-KERC/001/2025-2026

Description	Attached	Not Attached
Quotation letter with Appendices		
Completed Appendix to quotation Letters		
Priced Activity Schedule		
Signed Bid Securing Declaration		
Valid copy of Company Registration Certificate		
Original valid or certified good Standing Tax Certificate		
Original valid or certified good Standing Social Security Certificate		
Signed Bid Securing Declaration		
Valid certified copy of Affirmative Action Compliance Certificate		
Signed Certificate of Attendance		

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.



General Notes: This drawing to be read in conjunction with the specification of materials and wormanship. Builder to check all dimensions on site before the relevant work is put in hand.

Working Drawing.
Scale 1: 150 as shown

Ministry of Urban and Rural Development.
Drawing Title: Project: Proposed House Type Plans

Sub Division: Housing Technical Service.
House Type 1

June 2016