



Republic of Namibia
KAVANGO EAST REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, ARTS AND CULTURE

KAVANGO EAST REGIONAL COUNCIL
Procurement management unit

**BID INVITATION: PROCUREMENT OF SUPPLY AND INSTALLATION OF A VDC
MOTORIZED CHANGE OVER SWITCH AND REPAIR GENSET AT MATUMBO
RIBEBE S. SCHOOL**

Procurement reference number: NCS/RFQ/KERC-DOEAC/025/43/2025/2026

**NB: Bidding documents to be downloaded at: Kavango East Regional
Council website**

Site Inspection: Optional but not compulsory

Delivery Address for Submission of Bids: Bids must be submitted in the
prescribed format and Deposited in the Bid Box of Procurement Management
Unit (Office No. 11), Kavango East Regional Council, P/Bag 2124, Rundu.

Closing Time and Date: Thursday 25th September 2025@11h00hrs Strictly!!!

For more information please contact:

Administration (General): Mr. B F Streidwolf, Admin Officer, Kavango East
Regional Office, Tell: (066) 2589017.

Technical Services: Mr. V S Martin, Chief Works Inspector, Kavango East
Regional Office. Tell: 081-2092869

Your Faithfully

Mr. J M Kangumbe

Head: Procurement Management Unit

17/09/2025
Date:





**KAVANGO EAST REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, ARTS AND CULTURE
REQUEST FOR SEALED QUOTATION FOR WORKS**

FOR

**PROCUREMENT FOR SUPPLY AND INSTALLATION OF A VDC
MOTORIZED CHANGE OVER SWITCH AND REPAIR GENSET
AT MATUMBO RIBEBE S. SCHOOL**

**Procurement Reference No: NCS/RFQ/KERC-
DOEAC/025/43/2025/2026**

Cost: None

Bidder:.....
Address:.....
Tel:.....
Email Address:.....
Bid Price:.....



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

Letter of Invitation

15 September 2025

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.....
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Procurement Reference No: NCS/RFQ/KERC-DOEAC/025/43/2025/2026

**PROCUREMENT FOR SUPPLY AND INSTALLATION OF A VDC MOTORIZED
CHANGE OVER SWITCH AND REPAIR GENSET AT MATUMBO RIBEBE S.
SCHOOL**

Dear Sir/Madam

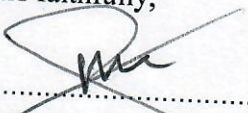
The Kavango East Regional Council - Directorate of Education, Arts and Culture, will provide you with specification for the items described in details.

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 @ 0662589111 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

17/09/2025
.....
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 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.
- (c) All removed or replaced materials, spare, pieces of equipment whether complete or disassembled remain the property of the government and must be handed over to the 'official in charge' who will dispose them according to treasury instructions.

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
- (e) all pages must be initial
- (f) No tippex and correction to be initial
- (g) Document to be completed in fully (black ink)

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 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 company Registration Certificate;
- (b) have valid original/certified copy of good Standing Tax Certificate;
- (c) have valid original / certified copy of good Standing Social Security Certificate;
- (d) Duly completed signed Bid-securing Declaration.

- (e) 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;
- (f) **Duly completed 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;**
- (g) **Attach valid certified copy of good standing certificate (BIPA)**
- (h) **Attach certified copy of Identity Document of business owner(s)**
- (i) Two (2) practical completion certificates to be attached for the same related works / if is a sub- contractor must have attached reference letter from the main contractor with two (2) testimonials
- (j) **business principal in the founding documents of the bidder should be in line with the bid document**

5. Bid Securing Declaration

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

6. Works Completion Period

The completion period for works shall be **three (3) Months** after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted.

7. Sealing and Marking of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Kavango East Regional Council, Rundu, Procurement Office No: 11, not later than 25 September 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. Submission 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. 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 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.

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. The price schedule to be 10% above or 10% below bench mark from Quantity Surveyor market related prices

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:

Not Applicable

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

Not Applicable

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

Not Applicable

16. 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 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: [name of Public Entity]	
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	

[This form is to be deleted if Bid Securing Declaration is not applicable.] **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.:

To:*[insert complete name of Public Entity and address]*.....

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.]

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

[Please see attached.]

B. DRAWINGS

[Please see attached.]

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

[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
	CONNECTION OF SEWER PIPELINES FROM THE NEW ABLUTION BLOCK TO SEWAGE PUMP STATION AT SOPHIA MUNDJEMBWE JP (see attached bill)				
Enter 0% VAT rate if VAT exempt.				Subtotal	
				VAT @ %	
				Total	

*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: _____

[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
	CONNECTION OF SEWER PIPELINES FROM THE NEW ABLUTION BLOCK TO SEWAGE PUMP STATION AT SOPHIA MUNDJEMBWE JP		

* 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 NCS/RFQ/KERC-DOEAC/025/43/2025/2026 available on the website of the Public Entity except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: _____

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].*

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	Kavango East Regional Council – Directorate of Education, Arts and Culture
Intended Completion Date GCC	The intended completion date is: 3 Months from the date of site handover Order
Project Manager GCC 1.1(y)	The Project Manager is: Mr. G. Sikoka
Site GCC 1.1(aa)	The site is at: MATUMBO RIBEBE S. SCHOOL
Start Date GCC 1.1(dd)	The Start Date shall be: From the date of site handover
The Works GCC 1.1(hh)	The Works consist of: PROCUREMENT FOR SUPPLY AND INSTALL A VDC MOTORIZED CHANGE OVER SWITCH AND REPAIR GENSET AT MATUMBO RIBEBE S. SCHOOL,
Interpretation GCC 2.2	The project will be completed in the following sections: (3) Months
Interpretation GCC2.3	The following additional documents shall form part of the contract: Bill of Quantity, Purchase Order and appointment letter
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.

GCC Clause Reference	Special Conditions
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 extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation GCC 5.1	The Project Manager may delegate his/her duties.
Notices GCC 6	Any notice shall be sent to the following addresses: For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be Ms. Ludgela Nangura P/bag 2124, Rundu 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 _____ _____
Insurance GCC 13.1	Not applicable
Site Date GCC 14.1	Not applicable
Possession of the Site GCC 20.1	The Site Possession Date shall be: From the date of site handover
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 court by either party.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within 5 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates shall be required.
Defects Liability Period GCC 33.1	The Defects Liability Period is: 12 Months.
Payment Certificates	Payment shall be made as per progress of works

GCC Clause Reference	Special Conditions
GCC 39.7	
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 (l)	Rain, Storm, Flood
Price Adjustment GCC 44.	The Contract is not 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

SCHEDULE 2

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

Procurement Reference No.:

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Security(if applicable)		
[Public Entity to insert any other]		

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.

**Price Activity Schedule to repair, supply and instal a vdc motorised switch for the Genset at Matumbo .A.
Rebebe Secondary School**

Section IV: Price Activity Schedule

Procurement Reference Number: _____

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

BILL1

Item No	Description	quantity	Unit of Measure	Unit Price N\$	Total Price N\$
	<u>STADBY GENERATOR AT ANGELINE MATUMBO SECONDARY SCHOOL</u> ENGINE Make:Volvo Model No:TAD773GE <u>ALTERNATOR</u> Make:Mavelli Model No:MJB250LA4B				
1.	Supply and Install new Changeover switch (315 A 3P 24 VDC) for the Genset.	1	NO		
2.	Reconnect the cables for the changeover switch	1	NO		
3.	Reset all the fault codes on the display panel and start the genset.	1	NO		
<u>Subtotal</u>					
Contingencies (10%)					
VAT @ 15%					
Total					