



REPUBLIC OF NAMIBIA



OSHIKOTO REGIONAL COUNCIL

Tel: (065) 24 88 44 / (067) 230 054

Fax: (065) 244 071

Enquiries: Mr. S. Uahengo / Ms. M. Shipanga

P. O. Box 19247

OMUTHIYA

procurement@oshikotorc.gov.na

REQUEST FOR SEALED QUOTATIONS

FOR

**PROVISION OF INSURANCE SERVICES FOR BUILD TOGETHER
HOUSES AT ONAYENA AND OSHIVELO SETTLEMENTS, FOR A
PERIOD OF THREE (3) YEARS**

Procurement Reference No. NCS/RFQ/ORC-36/2021

BIDDER NAME _____

CONTACT NO. _____

AMOUNT (N\$) _____

EMAIL _____

Re-advertisement



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Letter of Invitation

Dear Sir / Madam,

PROVISION OF INSURANCE SERVICES FOR BUILD TOGETHER HOUSES AT ONAYENA AND OSHIVELO SETTLEMENTS, FOR A PERIOD OF THREE (3) YEARS (NCS/RFQ/ORC-36/2021)

Oshikoto Regional Council invites you to submit your best quote for the services described in detail hereunder.

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

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,

Bole

Secretary: Procurement Committee



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Oshikoto Regional Council reserves the right:

- (a) to split the contract as per the lowest evaluated cost per site, or
- (b) to accept or reject any quotation or to cancel the quotation process; and
- (c) reject all quotations at any time prior to contract award.

2. Preparation of Quotations

You are requested to quote for the services 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 Performance Standards 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 Contract Data Sheet 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 for **180** days from the date of submission deadline.

4. Eligibility Criteria

	Document name / title
1	Certified copy of a valid Certificate of Good Standing for Procurement Purposes , issued by NAMRA.
2	Certified copy of a valid Affirmative Action Compliance Certificate (issued in terms of Section 42 of the Affirmative Action (Employment) Act 29 of 1998, as amended); or Letter from the Employment Equity Commission (letter should be on letterhead, stamped and signed by the EEC).
3	Certified copy of a valid Good Standing Certificate with the Social Security Commission.
4	Certified Copy of the Close Corporation Certificate (issued in terms of Act 26 of 1988) or Founding Statement or any other relevant Company Registration Certificate . These Certificates should clearly indicate the goods/services that the Supplier/Bidder is registered to render.
5	Certified copy of a valid Certificate of Registration as an SME , issued by the Ministry of Industrialisation and Trade (if applicable).
6	A written undertaking issued in terms of Section 138 of the Labour Act, 2007 (Act No. 11 of 2007), read in conjunction with Section 50 (2) (d) of the Public Procurement Act, 2015 (Act No. 15 of 2015), as amended.
7	Attach proof of confirmation of account from a Namibia banking Institute, issued with the past 6 months.
8	Each page should be initialled and the business principal should be in line (insurance).

5. Bid Securing Declaration

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

6. Contract Period for Services

The contract shall be on fixed rate for a period of three (3) years.

7. Documents to be submitted

Bidders shall submit along with their quotation documents as per paragraph 4 Eligibility Criteria.

8. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number and addressed to the Public Entity with the Bidder's name at the back of the envelope.

9. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Oshikoto Regional Council, Ground Floor**, not later than **08 August 2023** before **11:00**. Quotations by post or hand delivered should reach **Oshikoto Regional Council, P. O. Box 19247, Omuthiya** by the same date and time at latest. Late quotations will be rejected.

Quotations received by fax or e-mail will not be considered.

10. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid Security/Bid-Securing Declaration will be put on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

11. 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 to determine the lowest evaluated quotation

12. Scope of Services and Performance Standards

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

13. Price and Currency of Payments

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

14. Labour Clause

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws,

Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

15. Margin of Preference

15.1. The applicable margins of preference and their application methodology are as follows:

N/A

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

N/A

16. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service 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 and General Conditions of Contract.

17. Performance Security

N/A

18. Notification of Award and Debriefing

The Public Entity shall after award must 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 of ward on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven days (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 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 may be rejected.]

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

We offer to provide the services detailed in the Scope of Services, 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: Request for Quotations.

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 *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

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 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

The validity period of our quotation is 180 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 bid validity.

The service will commence within _____ *[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within _____ *[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.

Quotation Authorised By:

Name of Bidder			
Contact Person			
Name of Person Authorising the Quotation:	Position:	Signature:	
Date		Phone No./E-mail	

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.]

***delete if not applicable / appropriate**

SECTION III: SCOPE OF SERVICES

Provision of insurance services for Build Together Houses at Onayena and Oshivelo Settlements for the period of three (3) years

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/ORC-36/2021**

[Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be redesigned and customized as per the type of services required].

Currency of Quotation: Namibian Dollars (N\$)

ONAYENA SETTLEMENT

DEATH

NO	Name of Beneficiary	ERF NO.	LOAN BALANCE (N\$)	PREMIUM (N\$)
1	Elias Imbody	ERF 60	8,858.69	
2	Sackaria Amutenya	ERF 71	33,573.89	
3	Reonard Nanyemba	ERF 49	56,437.02	
4	Eino Nashongo	ERF 70	52,861.68	
5	Hilma Kakonya	ERF 43	15,035.41	
6	Silvanus Nakapela	ERF 41	33,806.12	
7	Eliphas Uguanga	ERF 39	41,420.34	
8	Beata Iipinge	EFR 93	12,701.73	
9	Hileni Kuumbwa	ERF 7	101,278.56	
10	Josephine Ashikoto	ERF 148	103,855.40	
11	Aktofel Indongo	ERF 150	118,235.96	
12	Liina Hango	ERF 167	94,023.59	
13	Jacob Kaambu	ERF 149	82,965.13	
14	Timoteus Munkawa	ERF 166	77,094.27	
15	Emilia Shipanga	ERF 171	91,771.84	
16	Lusia Nakanyala	ERF 176	39,642.82	
17	Smeon N. Simon	ERF 162	84,679.16	
18	Ndinelago L. Imene	ERF 137	84,572.84	
19	Tauno P Trofimus	ERF 177	74,243.23	
20	Selma Kambala	ERF 54	20,567.99	
21	Tweumona Elia	ERF 140	101,362.51	
22	Neshuku Emilha	ERF 191	92,106.81	
23	Sesilia Erasmus	ERF 197	98,247.67	
24	Martha Nakathilongo	ERF 143	96,591.76	
25	Mathias Shindjala Mathias	ERF 203	100,355.03	
26	Lovisa Mbako	ERF 187	96,591.76	
27	Elizabeth Nambala	ERF 198	80,000.00	
28	Maria Nelago	ERF 35	80,466.67	

29	Kennedi Angala	ERF 181	79,691.96	
30	Joel Ambuga	ERF 147	80,466.67	

Enter 0% VAT rate if VAT exempt.

Other additional costs

Subtotal

VAT @ %

Total

* Columns A to D to be completed as applicable by Public Entity

Priced Activity Schedule Authorised By:

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

Currency of Quotation: Namibian Dollars (N\$)

OSHIVELO SETTLEMENT

Death

NO	Name of Beneficiary	ERF NO.	LOAN BALANCE (N\$)	PREMIUM (N\$)
1	Annanias Zilberto	ERF 3	25,404.58	
2	Niklaas Keyser	ERF 1	7,724.36	
3	Ervin Nashikaku	ERF 44	37,293.68	
4	Vedelinus Naweya	ERF 5	42,222.18	
5	Johannes Luciano	ERF 7	30,765.05	
6	Otilie Josef	ERF 6	5,792.61	
7	Amon Shikuyele	ERF 2	47,373.00	
8	Cellina Mwet	ERF	24,413.45	
9	Willem Soa Khoaseb	ERF 80	36,602.10	
10	Samuel Elifas	ERF 17	15,985.50	
11	Fraciska Hanadads	ERF 79	28,934.30	
12	Elise Shikongo	ERF 80	5,415.82	
13	Taimu Emvula	ERF 15	73,633.31	
14	Hans Gaeseb	ERF 77	33,085.55	
15	Luther Gariseb	ERF 76	9,709.67	
16	Maria Kamati	ERF	24,935.57	
17	Patrick Ihemba	ERF 75	14,575.12	
18	Telesia Taamba	ERF 47	5,327.09	
19	Willem Tsumib	ERF 70	13,048.68	
20	Haita Sintugo	ERF 101	8,443.11	
21	Teopolina Hanyanya	ERF 22	80,855.38	
22	Jonas Fillemon	ERF 43	39,223.06	
23	Kalinasho Hainghono	ERF 30	61,059.33	
24	Samuel Naweya	ERF 28	34,629.20	
25	Piet Khaubareb	ERF 20	76,175.86	
26	Frans Tsam	ERF 114	94,069.04	
27	Salome V.Jahannes	ERF 113	108,577.03	
28	Iskia Schaum	ERF 102	75,207.42	
29	Peter Ann - Abes	ERF 72	88,182.40	
30	Joseph Shikongo	ERF 4	111,385.82	
31	Josef Naseb	ERF 14	77,026.94	
32	Afeus Kwaseb	ERF 21	85,916.04	
33	Anna Mwatotele	ERF 27	97,292.40	
34	Moses Khauaseb	ERF 81	76,577.75	

Other additional costs

Enter 0% VAT rate if VAT exempt.

Subtotal	
VAT @ %	
Total	

** Columns A to D to be completed as applicable by Public Entity*

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: _____

[Bidders should complete columns C and D with the specifications and Performance standards of the services 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	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D

* Columns A and B to be completed by Public Entity.

Specifications and Performance Standard Compliance Sheet Authorised By:

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

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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), **NCS/RFQ/ORC-36/2021** for the procurement of services (time based) available on the website of the Public Entity www.oshikotorc.gov.na except where modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: NCS/RFQ/ORC-36/2021

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC [This section is to be customised by the Public Entity to suit the requirements of the specific procurement].

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract shall to come into effect as from 01 April 2024 – 31 March 2027 .
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by to be determined by the after award or by an additional period of 36 months.
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is : The Authorized Representative of the Service Provider is: _____
GCC 2.6 Insurance and liabilities to Third Party	The amount of the Professional Indemnity Insurance Cover shall be at least: N/A
GCC 2.7 Reporting Obligations	The Service Provider shall report to: Mr. Tutu Haukena
GCC 2.10 Performance Security	The Performance Security shall be for an amount [5 to 10 %] of the Contract Price or part thereof if the contract is awarded on a split basis. N/A
GCC 4.2 Contract Price	The amount payable is: _____ per month.
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider on a monthly basis 30 days after receipt of invoice. On request
GCC 4.5 Price Adjustment	Prices “shall not be” adjustable.

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Description	Attached (please tick if submitted and cross if not)
Certified copy of a valid Certificate of Good Standing for Procurement Purposes , issued by the Ministry of Finance: Inland Revenue.	
Certified copy of a valid Affirmative Action Compliance Certificate (issued in terms of Section 42 of the Affirmative Action (Employment) Act 29 of 1998, as amended); or Letter from the Employment Equity Commission (letter should be on letterhead, stamped and signed by the EEC).	
Certified copy of a valid Good Standing Certificate with the Social Security Commission.	
Certified Copy of the Close Corporation Certificate (issued in terms of Act 26 of 1988) or Founding Statement or any other relevant Company Registration Certificate . These Certificates should clearly indicate the goods/services that the Supplier/Bidder is registered to render.	
Certified copy of a valid Certificate of Registration as an SME , issued by the Ministry of Industrialisation and Trade (if applicable).	
A written undertaking issued in terms of Section 138 of the Labour Act, 2007 (Act No. 11 of 2007), read in conjunction with Section 50 (2) (d) of the Public Procurement Act, 2015 (Act No. 15 of 2015).	
Attach proof of confirmation of account from a Namibia banking Institute, issued with the past 6 months.	
Each page should be initialled and the business principal should be in line.	

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.

Appendix to Quotation Letter**Republic of Namibia****Ministry of Labour, Industrial Relations and Employment Creation**

Written undertaking in terms of Section 138 of the Labour Act, 2007 (Act No. 11 of 2007) and Section 50(2)(d) of the Public Procurement Act, 2015 (Act No. 15 of 2015)

1. EMPLOYERS DETAILS

Company Trade Name: _____

Registration Number: _____

Vat Number: _____

Industry/Sector: _____

Place of Business: _____

Physical Address: _____

Telephone Number: _____

Cell phone: _____ 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, 2007 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(s) as stipulated in Section 138 of the Labour Act, 2007, which includes (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.