



REPUBLIC OF NAMIBIA



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## OSHIKOTO REGIONAL COUNCIL

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**Tel:** (067) 220073  
**Fax:** (067) 220071  
**Enquiries:** *Mr. A. Iyambo*

P. O. Box 1116  
Tsumeb

### REQUEST FOR SEALED QUOTATIONS

TO

INSTALL OF WINDOW BLINDS AT THE TSUMEB CONSTITUENCY OFFICE

**Procurement Reference No: G/RFQ/ORC-22/2023**

*Bidder name:* \_\_\_\_\_

*Bidder Contact Number:* \_\_\_\_\_

*Bidder Email Address:* \_\_\_\_\_

*Total Bid Amount:* \_\_\_\_\_



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Tsumeb

22 January 2024

### LETTER OF INVITATION

Dear Sir/Madam

#### **Request for sealed quotation for installation of window blinds at the Constituency office**

Oshikoto Regional Council invites you to submit your best quote for the aforementioned work. Your offer should be made in this form with any annexure you may enclose and should be addressed to Oshikoto Regional Council in a sealed envelope marked **Procurement Reference No. G/RFQ/ORC-01/2024**. Quotations to be addressed to **Secretary: Procurement Committee, P. O. Box 19247, Omuthiya** and should reach the office **before or on 30 January 2024, not later than 10:00**.

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

Yours faithfully,



*Mr. Vincent Shikukwete*

*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 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.

### 3. Validity of Quotations

The quotation validity period shall be **30** days from the date of bid submission deadline.

### 4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should please tick below, to indicate whether each of the following documents is attached:

	Document name/title	Please tick
1	<b>Certificate copy of valid Certificate of Good Standing</b> for Procurement purpose, issues by the Ministry of Finance: Inland Revenue.	
2	<b>Certificate copy of the valid Affirmative Action Compliance Certificate</b> (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	<b>Certified copy of a valid Good Standing Certificate with the Social Security Commission</b>	
4	<b>Certified copy of the Close Corporate Certificate</b> (issued in terms of Act 26 of 1988) or <b>Founding Statement or any other relevant Company Registration Certificate</b> . These certificates should clearly indicate the goods/services that the supplier/Bidder is registered to render.	
5	<b>Certified copy of a valid certificate of Registration as an SME</b> , Issued by the Ministry of Industrialisation and Trade (if applicable)	
6	<b>A written undertaking</b> issued in terms of Section 138 of the Labour Act, 2007 (Act, 11 of 2007) read in conjunction with Section 50 (2) (d) of the Public Procurement Act, (Act 15 of 2015)	
7	<b>Attach proof of confirmation of account from a Namibian Banking Institution</b>	
8	<b>Each page should be initialled and the principle business should be in line</b>	

## 5. Bid Security/Bid Securing Declaration

Bidders are required to submit a Bid Security/subscribe to a Bid Securing Declaration for this procurement method. The Bidder shall furnish as part of its quotation, a Bid Security as per the format contained in appendix to Quotation letter of this document for an amount of NAD based on 2% of your budget estimate for the procurement validity period of bid security must be 30 days beyond the quotation validity period

## 6. Works Completion Period

The completion period for works shall be **30 days** after acceptance and issue of Purchase Order.

*6.1. Materials will be verified and work will be inspected*

*6.2. Availability of all materials*

*6.3. Specified capacity as per descriptions*

*6.4. Guarantee condition of three (3) months*

## 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 ***Oshikoto Regional Council, Head Office, Penda Ya Ndakolo Ave, on or before 30 January 2024*** not later than **10:00**. Quotations by post of hand should reach the **Secretary: Procurement Committee, P. O. Box 19247, Omuthiya** by the same time and date. 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 Security/Bid Securing Declaration, will be posted on the website of Oshikoto Regional Council.

## 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.

## **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. The applicable borders of preference and their application methodology are as follows:

*None*

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

*None*

## **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 Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

## 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.]*

***\*delete if not applicable / appropriate***

## 1. SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **G/RFQ/ORC-22/2023**

*[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
	Supply and install blinds of Window 1	1	2.2m×1.8m		
	Supply and install blinds of Window 2	1	1.7m×1.7m		
	Supply and install blinds of Window 3	1	1.2m×1.25m		
	Supply and install blinds of Window 4	1	1.5m×2.7m		
	Supply and install blinds of Window 5	1	1m×1.5m		
Enter 0% VAT rate if VAT exempt.				<b>Subtotal</b>	
				<b>VAT @      %</b>	
				<b>Total</b>	

\*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: **G/RFQ/ORC-22/2023**

*[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
1	Supply and install blinds of Window 1 = 2.2m×1.8m		
2	Supply and install blinds of Window 2 = 1.7m×1.7m		
3	Supply and install blinds of Window 3 = 1.2m×1.25m		
4	Supply and install blinds of Window 4 = 1.5m×2.7m		
5	Supply and install blinds of Window 5 = 1m×1.5m		

\* 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	

## QUOTATION CHECKLIST SCHEDULE

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

**Procurement Reference No.:** G/RFQ/ORC-22/2023

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidence for conformity to prescribed measurements		
[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.*



## Republic Of Namibia

### Ministry of Labour, Industrial Relations and Employment Creation

**Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2) (D) of the Public Procurement Act, 2015**

#### 1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number: .....

Industry/Sector: .....

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

## 2. PROCUREMENT DETAILS

Procurement Reference No.: .....

Procurement Description: .....

.....

.....

Anticipated Contract Duration: .....

Location where work will be done, good/services will be delivered: .....

.....

## 3. UNDERTAKING

I .....[insert full name], owner/representative

of .....[insert full name of company]

Hereby undertake in writing that my company will at all relevant times fully comply, 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.