



REPUBLIC OF NAMIBIA



OSHIKOTO REGIONAL COUNCIL

Tel: (065) 244 819

Fax: (065) 244 071

Enquiries: Mr. T. F. Shipatulen

P. O. Box 19247

OMUTHIYA

procurement@oshikotorc.gov.na

Request for Sealed Quotations (Works)

For

**CONSTRUCTION OF TOILETS IN 10 CONSTITUENCIES
(ONIIPA, ONAYENA, OLUKONDA, ONYAANYA, OMUNTELE,
OMUTHIYA, OKANKOLO, EENGODI, GUINAS AND NEHALE
LYA MPINGANA) - OSHIKOTO REGION.**

Procurement Reference No: W/RFQ/ORC-24/2024

NAME OF BIDDER: _____

CONTACT NUMBER: _____

E-MAIL: _____

CONSTITUENCY: _____

TOTAL BID AMOUNT (N\$): _____



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LETTER OF INVITATION

Dear Sir / Madam

CONSTRUCTION OF 100 TOILETS IN OSHIKOTO REGION.

Oshikoto Regional Council hereby invites you to submit your quotation, in terms of Section 32 (1) (C) of the Public Procurement Act, 2015 (Act No. 15 of 2015). Your quotation should be made on this form, with any annexure which you may wish to enclose, and should be delivered to the Oshikoto Regional Council in a sealed envelope marked **Quotation Reference No. W/RFQ/ORC-24/2024**. Your quotation should reach the Regional Council on or before **Tuesday, 06 March 2024 at 11h00**.

Please prepare and submit your quotation in accordance with the instruction given.

Yours faithfully,

Mr. Vincent Shikukwete
Head: Procurement Management Unit



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 item, or
- (b) to accept or reject any quotation; and
- (c) 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 items mentioned in Section III by completing, signing and returning:

- (a) The Quotation Letter in Section II with its annex for Bid Securing Declaration
- (b) The List of Goods and Price Schedule Section III;
- (c) The Specifications and Compliance Sheet in Section V; and
- (d) Any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed 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 **90** days from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this bid, you should submit and comply with the following conditions:

	Document name / title	Please tick
1	Certified copy of a valid Certificate of Good Standing for Procurement Purposes , issued by the Ministry of Finance: Inland Revenue.	
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.	
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).	
7.	Attach proof of confirmation of account from a Namibian Banking Institution	

8.	Each page should be initialled and the principal business of the company should be in line with this bid (construction) .	
9.	Attach proof of vehicle ownership or lease agreement to lease a vehicle (with proof of ownership from the lessor).	
10.	Provide proof of experience in works of a similar nature and size (at least one project with reference). The Council reserves the right to contact issuers of reference letters to confirm work done.	
11.	Bidder's letter confirming that they have no outstanding and/or delayed works or services under Oshikoto Regional Council or its Delegated Functions.	
12.	One company will be appointed to work in one constituency. Should there be no eligible contractor in a respective constituency; Council will appoint a responsive bidder from the closest constituency.	
13.	Preference will be given to contractors who reside in the Constituency of interest. The following information will be used to determine the locality of the contractor and should be provided: Proof of residence (physical address), postal address, consent letter from the Control Administrative Officer at the Constituency Office (as proof of residence) and water bill (where applicable).	
14.	Bidders who were awarded similar work by Oshikoto Regional Council in the past two years will not be considered. This is to afford a fair and equal chance to other bidders.	

5. Bid Securing Declaration

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

6. Services Completion Period

The completion period for works shall be **One (1) Month**, after acceptance / issuing of the Purchase Order and Claim Form.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Oshikoto Regional Council with the Bidder's name and contact information 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 **Tuesday 06 March 2024 at 11H00**. Bid submitted by post or hand delivered should reach **The Head: Procurement Management Unit, P. O. Box 19247, Omuthiya**, by the specified date and time. Late bids will be rejected. Bids submitted through 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 and the amount quoted will be available at Oshikoto Regional Council Head Office in Omuthiya.

10. Evaluation of Bids

The Public Entity shall have the right to request for clarifications 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. Technical Compliance

Bidders shall submit along with their quotation documents at least one written reference of similar work done.

Attached hereto, is standard specifications on how to assemble the toilet panels and accessories. Annexure

12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars as quoted. Quotation shall cover all cost including duties.

13. Margin of Preference

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

N/A

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

N/A

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive bid and qualified to perform the work shall be selected for award of contract. Award of contract shall be by issue of an appointment letter 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 with the price list 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: <i>[name of Public Entity]</i>	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, 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: Instruction to Bidders.

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 Securing Declaration* (BSD) attached hereto and subscribe fully to the terms and conditions contained therein.

The validity period of the Quotation is 90 days from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price 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.

The delivery period offered from the date of issue Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./Fax	

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: LIST OF WORKS AND PRICE SCHEDULE

CONSTRUCTION OF 100 TOILETS IN OSHIKOTO REGION (PROCUREMENT REF NO. W/RFQ/ORC-24/2024)

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS						
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.										
Bidders shall fill-in columns E - I and fill the total										
E= mark with a *if an equivalent is quoted										
F= Rate per unit G=Total price for one item (C x F)										
• If an equivalent is quoted, please attach to your quote appropriate technical information & specification										
• Bidders shall fill in and sign the bottom section of this page										
A	B	C	D	E	F	G	H	I		
Item no.	Description of Works	Quantity required per constituency	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin	
1.	Excavation of toilet pits, assembling of precast panels for underground and top structures, fitting of accessories.	10	Each							
TOTAL										
NAME:		POSITION:			SIGNATURE			DATE		
NAME OF BIDDER:		ADDRESS:								

NB: OSHIKOTO REGIONAL COUNCIL WILL SUPPLY MATERIALS (PRECAST PANELS AND ACCESSORIES) AND DELIVER THEM TO PROJECT SITES. TEN (10) TOILETS PER CONSTITUENCY ARE TO BE ASSEMBLED.

If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency: Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA=NOT APPLICABLE, NQ=NO QUOTE**

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

AS PER THE BILL OF QUANTITIES:

TOTAL N\$

Construction of toilets in 10 Constituencies				
	Description	Quantity	Rate	Amount (N\$)
1	Excavation of toilet pits, assembling of precast panels for underground and top structures, fitting of accessories.	10		

Final Summary

Total value of work

N\$ _____

VAT 15%

N\$ _____

GRAND TOTAL

N\$ _____

Specifications and Compliance Sheet Authorised By:

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

SCHEDULE 3

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.: W/RFQ/ORC-24/2024

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		
<i>[Public Entity to insert any other]</i>		

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, 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.*



Annexure

Assembly of the Eldoloo Top Structure

Assembly of the Eldoloo Top Structure

The Eldoloo Concrete Toilet Structure consists of the following components:

1. Concrete Components:

- 1 x Base Slab
- 1 x Roof Panel
- 4 x Side Panels
- 2 x Back Panels
- 1 x Coverslab

2. Accessories

• 2 x M5 x 945 Rods	• 7 x M6 Nuts	• 3 x M8 Nuts
• 2 x M5 x 1240 Rods	• 4 x "U" Bolts	• 1 x M6 x 50 Gutter Bolt with square Nuts
• 2 x M5 x 1285 Rods	• 1 x Door Closing Bracket	• 1 x Vent Pipe Bracket
• 12 x M5 Flange Nuts	• 3 x ø 8 Flat Washers	• 1 x Galvanized Door
• 2 x M6 x 90 Set Screws	• 2 x ø 5 Flat Washers	
• 1 x M6 x 90 Cup Square	• 3 x M8 x 90 Set Screws	

3. Plastic Components supplied by Eldocrete (if purchased)

- Pedestal
- Seat & Lid
- Flange
- Vent Pipe & Fly Screen

4. Tools Required

- Rubber Hammer
- Heavy Duty Gloves
- Spirit Level
- Provided Spanner

Assembly of the Eldoloo Toilet Structure

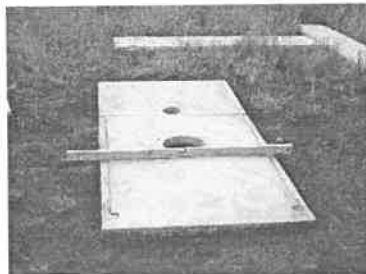
The following procedure is a guideline for quick and easy assembly of the Eldoloo Toilet Structure. Ensure the pit structure is well constructed, level and compacted around the pit before you start with the assembly of the top structure. The Eldoloo concrete panels have a smooth side which must always face to the inside of the structure. The rough side faces to the outside.

1. Place the cover slab (*smooth side upwards*) in position on the pit structure. Remember the hole of the vent pipe on the cover slab must be next to the hole of the pedestal on the base slab. Now place the base slab (*smooth side must face upwards*) on top of the pit structure. The base slab must be in line with the end of the pit structure.



Base and cover slab position

Please make sure that the base and cover slab is 100 % level by using your spirit level. You can correct the levelness of these panels accordingly.



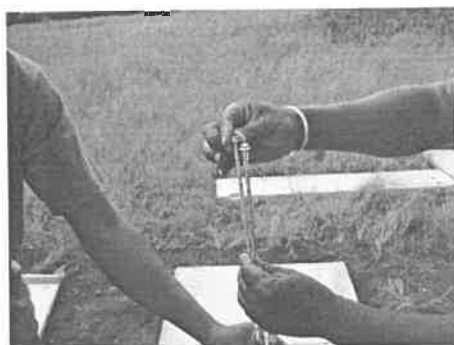
Now that the base and cover slab is level and in position on top of the pit structure, make sure that you have the following with you:

1. A bag with accessories
2. Rods - 1285 x 2
1240 x 2
945 x 2
3. Spanners as provided

Before your start with the assembly of the toilet, take the 6 x M5 Nuts out of the accessory bag with the U-bolts in as seen below



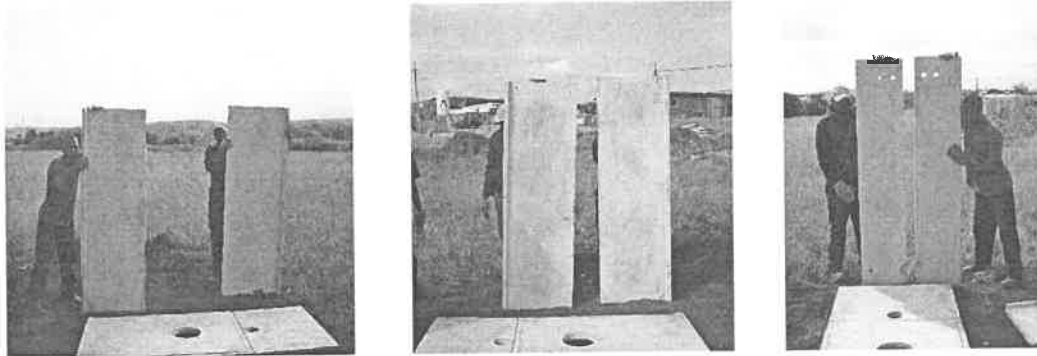
Turn these nuts two to three turns on the 2 x 1285, 2 x 1240, 2 x 945 rods as seen below.



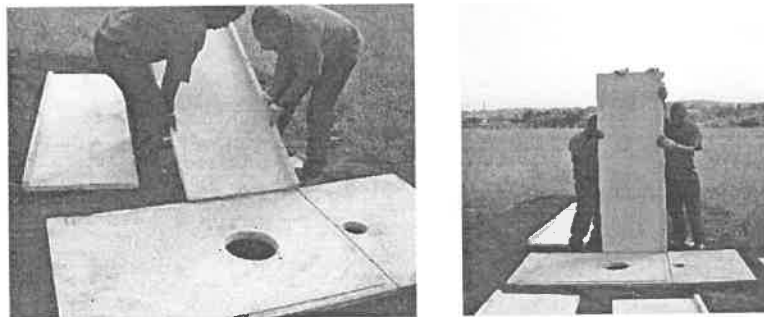
Assembly of the Eldoloo Top Structure

Placing the side and back panels onto the Base slab.

There are 4 side panels (*first 2 photos on following page*) and 2 back panels (*3rd photo on following page*).



The sequence of placing the panels onto the base slab is as follows: Place one side panel at the back of the base slab into the recess, hold the panel firmly.



Place one back panel tightly next to the side panel (*1st photo below*), push the two 945 rods (*2nd and 3rd photos*) from the side of the side panel through the back panel to where the hole ends.



Place the 2nd back panel next to the first back panel, please remember to make sure the smooth side of the back panels are in the inside of the toilet structure, *see photo below*.



Assembly of the Eldoloo Top Structure

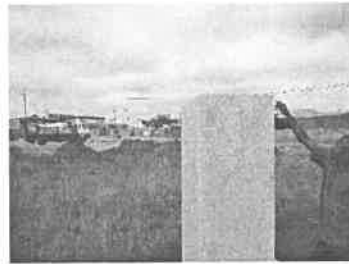
Now that the second back panel is in position, push the two 945 rods – top and bottom to the end of the second back panel. One person must hold the two back panels, *see photo below*.



Place the second side panel in the recess onto the base slab (*1st photo below*) then push the two 945 rods through the side panel holes. Take 2 x M5 Nuts out of your accessory bag and turn it onto the two rods. Fasten the nuts tight with the spanners.



There are now four panels in position. Push the two very long (1285) rods through the hole from the back and at the top of the side panels forward, but only to where the panel ends. Do the same with the other two long (1240) rods which is pushed through at the bottom of the side panels, *see photos below*.



There are two side panels left which needs to be positioned onto the base slab. Place any of the side panels in the recess of the base panel (*first 2 photos below*), now push the bottom (1240) long rod through the panel and fasten with a M5 Nut (*3rd photo below*).



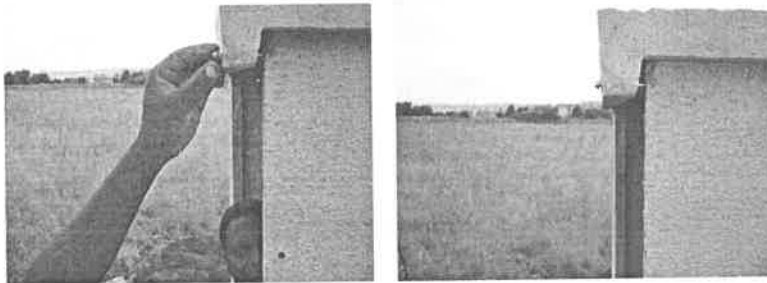
Assembly of the Eldoloo Top Structure

Push the top (1285) very long rods only to the end of the panel, but not right through.
Now do the same on the other side once done, you will now have 4 side panels on the base slab.

The roof is now placed on top of the 4 side and 2 back panels with the flat side of the roof in front where the opening of the door is, *see photos below*.

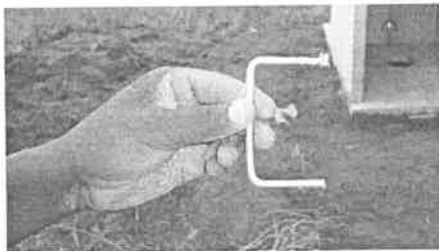


Once the roof is firmly secured push the two (1285) rods through the holes which is situated in the flat side of the roof (*1st photo below*). Once through, place 2 ϕ 5 flat washers over the rods and then fasten them with two M5 nuts.



Connecting the "U" Bolts

At the very bottom of the base slab on each side there are 2 holes, these holes will correspond with one hole on each of the four side panels. The galvanized steel "U" Bolt has a smooth and a threaded side, *see photo below*.



The threaded side is pushed into the holes of the side panels and the smooth side into the holes of the base slab. This must be done simultaneously, which will allow the galvanized steel "U" bolts to go into the holes easy. Once the galvanized steel "U" bolts have gone through the 4 holes in the side panels, tighten with four M6 Nuts provided. The galvanized steel "U" bolts secures the top structure to the base slab.

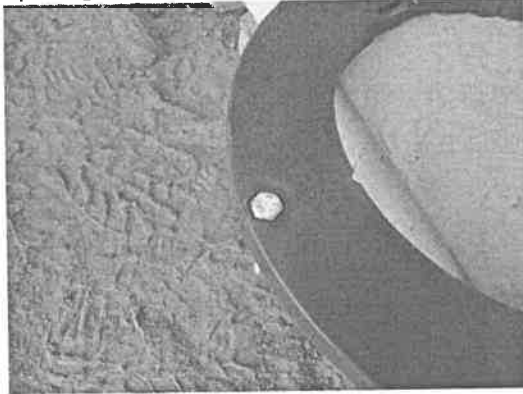


Positioning of Pedestal, Flange, Vent Pipe bracket and Vent Pipe

The Eldoloo pedestal consists of two components

1. The Flange
2. The Pedestal

Before placing the flange onto the base slab, push the three $\varnothing 8$ flat washers into the three M8 x 90 set screws. Now place the flange with the "front" arrow pointing to the front onto the base slab around the opening of the pedestal hole, *see photos below*.



Push the three M8 x 90 set screws through the flange and base slab. Once the screws have gone through the holes, turn the M8 Nuts onto the screws and tighten with the spanner provided.

Now that the flange is secured place the pedestal into the flange and turn the pedestal slightly to the left, *see photos below*.



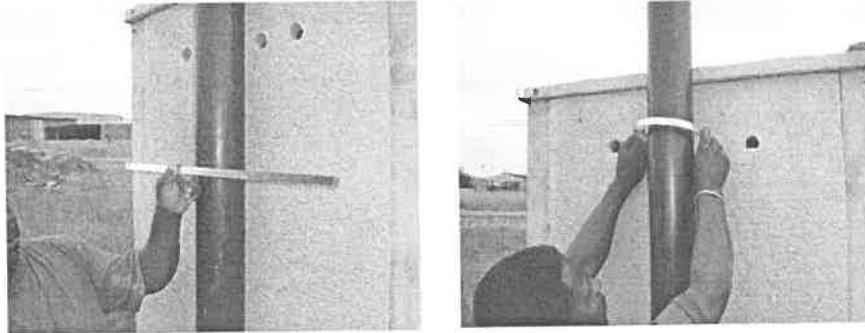
Securing of the Vent Pipe and Bracket

Ensure sure the fly screen is on the vent pipe before fastening the vent pipe to the toilet structure. Now allow the vent pipe to slip into the hole of the back cover slab, do not force the vent pipe into the cover slab / vent pipe hole, *see photos below*.

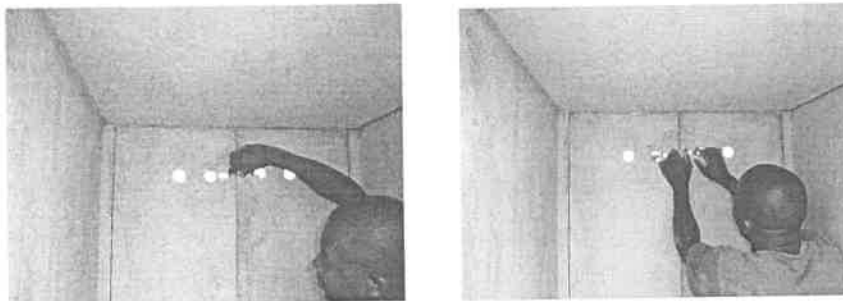


Assembly of the Eldoloo Top Structure

Whilst holding the vent pipe in an upright position, push the vent pipe bracket with the bends facing you through the vent holes closest to the vent pipe, *see photos below*.

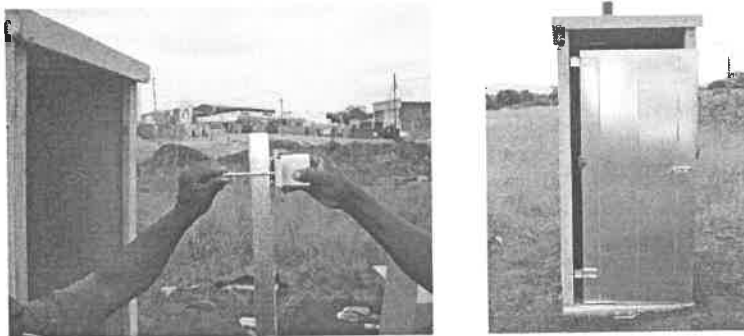


Once the vent pipe bracket bends have gone through the vent holes, push the vent pipe bracket with both your hands and hold on until the vent pipe bracket is fastened in the inside of the toilet, *see photo below*. To fasten the vent pipe bracket on the inside of the toilet structure, pull the two bends towards each other and fasten the bracket with the M6 x 50 gutter bolt and nut, *see photos below*.



Securing the Eldoloo Door

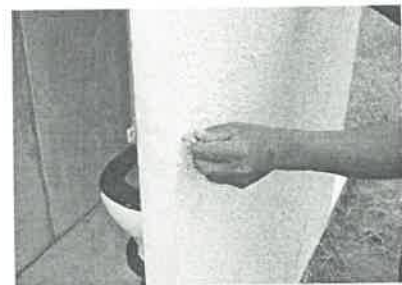
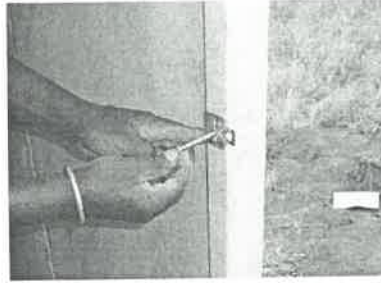
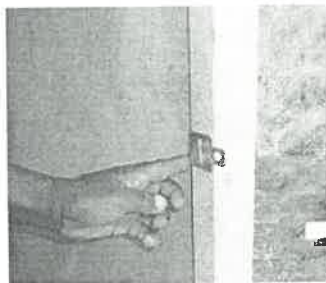
Hold the door in an upright position, open the top and bottom hinges by hand and push the 2 M6 x 90 Set screws through the hinge holes (Fig 30).



Now push the 2 M6 x 90 Set Screws simultaneously through the holes in the side panel whilst doing so push the door hinge bracket tightly over the lip of the side panel. Once the screws have gone through the holes on the side of the panels, tighten with 2 M6 Nuts, use the spanners provided for the assembly of the Eldoloo structure, *see photo on following page*.



Now clip the door closing bracket over the lip of the side panel where the hole is, (*1st photo below*). Push the M6 x 90 cup square screw from the inside of the panel through the door closing bracket hole and slightly fasten the screw with the M6 Nut, (*last two photos below*).



Close the door and make sure that the door closing bracket fits properly into the opening of the door handle groove, if required adjust to fit to perfection. Fasten nut on the outside with a spanner, *see photos below*.



See the photo below, a complete Eldoloo Top Structure.

