



REPUBLIC OF NAMIBIA



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**OSHIKOTO REGIONAL COUNCIL**

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Tel: (065) 281 900  
Fax: (065) 240 315  
Enquiries: Adelheid Shipanga / Leo Paulus

P. O. Box 19247  
OMUTHIYA  
procurement@oshikotorc.gov.na

# **Request for Sealed Quotations for Works**

## **UPGRADING OF COMPUTER LABS AT EKULO SS AND ONGUTI SS**

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NAME OF BIDDER:

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CONTACT NO:

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EMAIL ADDRESS:

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BID AMOUNT Lot A N\$:

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BID AMOUNT Lot B N\$:

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BID AMOUNT (All Lots) N\$:

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**PROCUREMENT REFERENCE NO. W/RFQ/ORC DEAC – 13/2024**

Closing Date & Time: 25 February 2025 @ 11h00



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### INVITATION LETTER

Dear Potential Bidder,

#### **REQUEST FOR SEALED QUOTATIONS FOR WORKS: UPGRADING OF COMPUTER LABS AT EKULO SS AND ONGUTI SS**

The **Oshikoto Regional Council** hereby invites your company to submit quotation for works as per the specifications outlined herein. This request is in line with the Public Procurement Act no. 15 of 2015.

Your offer should be made on this form, with any annexure which you may wish to enclose, and should be sent or should be deposited in the Bid Box located at **Ground Floor, ORC Head Office in Omuthiya Oshikoto Regional Council**, in a sealed envelope marked Quotation Reference No. **W/RFQ/ORC DEAC – 13/2024**. Your quotation should reach **Oshikoto Regional Council** on or before the **Tuesdays, 25 February 2025 by 11:00** latest.

#### **Technical enquiries**

Mr. Willigis Kutyowa

Tel: +264 65 281929

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation. The obligatory documents as outlined under section 4 on page 3, should be submitted along with the sealed quotations document.

Yours faithfully,

**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 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 Quotation exercise, you should please ensure whether each of the following documents are attached:

	Document name / title
1	<b>Original / Certified copy of a valid Certificate of Good Standing for Procurement Purposes</b> , issued by Namibia Revenue Agency (NAMRA)
2	<b>Certified copy of a valid Affirmative Action Compliance Certificate</b> (issued in terms of Section 42 of the Affirmative Action (Employment) Act 29 of 1998, as amended); or <b>Letter from the Employment Equity Commission</b> (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 Corporation Certificate</b> (issued in terms of Act 26 of 1988), Founding Statement, <b>or any other relevant Company Registration Certificate</b> . These Certificates should clearly indicate the goods/services that the Supplier/Bidder is registered to render.
6	<b>A written undertaking</b> 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	<b>All pages of the bidding document should be completed and initialled</b>
8	Business principle should be in line ( <b>Construction/ Renovations</b> )
9	Attach proof of confirmation of account from a Namibian Banking Institution, <b>issued within the past 6 months with a date stamp.</b>
10	Attach Three (3) copy of completion certificate/ reference letters of rendering of similar services/works
11	Bidders with records of turning down Awards, and poor services delivery with Oshikoto Regional Council will not be considered.
12	Bidders are requested to do site inspection before bidding. All bidders who will be attending the site inspection will sign the bidder inspection form at the site.
13	Bidders with more than two awards pending will not be considered

### 5. Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. 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. Services Completion Period**

The completion period for works shall be **30 days**, after acceptance / issuing of the Purchase Order and Claim Form. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

#### **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-Directorate of Education, Arts and Culture 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 Bid Box located at **Ground Floor, ORC Head Office in Omuthiya**, on or before Tuesday, **25 February 2025, before 11h00.Oshikoto Regional Council, Office**, Quotations by post or hand delivered should reach the above address, before the closing date and time. Late quotations will be rejected. Quotations received by fax or e-mail will not be considered.

#### **9. Opening of Bids**

The Public Entity will open quotations internally 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 and the presences of Obligatory documents will be made available to any bidder on request within three working days after the Opening.

#### **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**

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 services 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 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.

#### **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. **NB: Council Reserved Right to award the bid as whole to one bidder or per Lot to multiple bidders.**

#### **14. Notification of Award and Debriefing**

The Oshikoto Regional Council-Directorate of Education, Arts and Culture shall after award must make available the Evaluation Reports, upon on request from successful and unsuccessful bidders. Furthermore, the Directorate 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 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. We further understand that this subscription could lead to *[forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

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	

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

**Date:** *[Day/month/year]* \_\_\_\_\_

**Procurement Ref No.:**

**To:** *Oshikoto Regional Council – Directorate: Education, Arts and Culture*

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

*[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***

**A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS**

**AS PER THE BILL OF QUANTITIE HERE TO ATTACHED**

**SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS**

*[The Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.]*

**SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET**

Procurement Reference Number: **W/RFQ/ORC DEAC-13/2024**

*[Bidders should complete columns C and D with the specification of the goods 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	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A	B*	C	D
1.	As Per the Bill of quantity hereto attached		

**\* 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	





## 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: \_\_\_\_\_

Cellphone: \_\_\_\_\_ 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  
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*



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### LOT A

Bill of quantity for Renovations of the Computer lab at Onguti S.S.				
		Quantity	Rate	Amount
ELECTRICAL				
1	Supply and install PVC DBL covers	55 no.		
	Supply and install UPS 16A SSO DED RED	28 no.		
2	Supply and install UPS Plugs	28 no.		
3	Supply and install Light Switches	2 no.		
4	Supply and install 2.5mm Red Wire Roll	3 no.		
5	Supply and install 2.5mm Black wire Roll	3 no.		
6	Supply and install 2.5mm Green/Yellow wire Roll	3 no.		
7	Supply and install Bulbs	4 no.		
8	Supply and install 24BTU Airconditioner inclunding all accessories	2 no.		
CAPENTRY AND JOINERY WORKS				
1	Postform top 3660 x900 x32mm comet granite gross	15 no		
2	2750 x1830 BisonLam top.	23 no		
3	Coverstrip hard wood.	6 no		
4	SA pine 50 x 76mm	7 no		
5	Corner block plastic white	100 no		
6	Wood filler	2 no		
7	Contract Adhesive	1 no		
8	Silicons	2 no		
9	Screws	100 no		
10	Power hole covers	28 no		
11	Hard board	1 no		
12	Hinges	18 no		
13	Edging.	480 no		
14	Cutting boards.	22 no		
15	Edging PVC.	80 no		
16	Doors handles.	6 no		
17	Panel pins 25 x 150mm.	3 no		
18	Cold Glue 250 ml Alcolin.	2 no		
19	2750 x1830 x 16mm Supawood.	3 no.		
20	Supawood pelmet with curtain track traders steel double	10 no		
DEMOLITION AND REPAIRS.				
1	Removal of sink cupboards.	1 no		
2	Removal of basin including taps and all fitting.	3 no		
3	Repairs of the teacher’s table.	1 no		

PAINTING				
1	Grey Enamel	3 no		
2	Wall & Ceiling white	2 no		
3	Sand papers	5 no		
4	Crack filler 20kg	1 no		
5	Labour to paint the whole computer lab inside.	Item		
<b>ELECTRICAL ON THE 3X CLASSROOMS BLOCK.</b>				
1	Fault findings	Item		
2	Supply and install of new complete light.	16 no		

### Final Summary

Total value of building items N\$ \_\_\_\_\_

Preliminaries..... 8% N\$ \_\_\_\_\_

Contingencies 5% N\$ \_\_\_\_\_

Allow the contingent of 5% for general contingencies

To be used as directed by the Principal Agent and to be deducted in part or whole if not required

NET CONSTRUCTION COST N\$ \_\_\_\_\_

VAT 15% N\$ \_\_\_\_\_

GRAND TOTAL N\$ \_\_\_\_\_

END



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### LOT B

Bill of quantity for Renovations of the Computer lab at Ekulo S.S.				
		Quantity	Rate	Amount
<b>ELECTRICAL</b>				
1	Supply and install Power skirting.	25 m.		
2	Supply and install Standard Power skirting plug.	83 no.		
3	Supply and install 2.5mm Red Wire Roll	600 m.		
4	Supply and install 2.5mm Black wire Roll	600 m.		
5	Supply and install 2.5mm Green/Yellow wire Roll	600 m.		
6	Tripple pole 50-63A	1 no.		
7	Single pole earth leakage	13 no		
8	Single pole circuit breaker 15-25A	13 no.		
9	Surface mounted 24 way	1 no.		
10	Power pole	1 no.		
11	LED flourentcent tubes	7 no.		
12	Ceiling lights 24W	1 no.		
13	Network port	43 no.		
14	Projector screen	1 no.		
15	Supply and install 24BTU Airconditioner inclunding all accessories	2 no.		
<b>CAPENTRY AND JOINERY WORKS</b>				
1	Postform top 3660 x900 x32mm comet granite gross	15 no		
2	2750 x1830 x16mm BisonLam top.	23 no		
3	Coverstrip hard wood.	6 no		
4	SA pine 50 x 76mm	7 no		
5	Corner block plastic white	100 no		
6	Wood filler	2 no		
7	Contract Adhesive	1 no		
8	Silicons sealant clear contractor 260ml alcolin.	2 no		
9	Wood Screws 8mm	100 no		
10	8mm fisher plug	100 no.		
11	Power hole covers	28 no		
12	Hard board	1 no		
13	Hinges	18 no		
14	Edging.	480 no		
15	Cutting boards.	22 no		
16	Edging PVC.	80 no		

17	Doors handles .	16 no		
18	Panel pins 25 x 150mm.	3 no		
19	Cold Glue 250 ml Alcolin.	2 no		
20	2750 x1830 x 16mm Supawood.	3 no.		
21	Supawood pelmet with curtain track traders steel double.	7 no		
<b>PAINTING</b>				
1	Grey Enamel	3 no		
2	Wall & Ceiling white	2 no		
3	Sand papers	5 no		
4	Crack filler 20kg	1 no		
5	Labour to paint the whole computer lab inside.	Item		

### Final Summary

Total value of building items N\$ \_\_\_\_\_

Preliminaries..... 8% N\$ \_\_\_\_\_

Contingencies 5% N\$ \_\_\_\_\_

Allow the contingent of 5% for general contingencies

To be used as directed by the Principal Agent and to be deducted in part or whole if not required

NET CONSTRUCTION COST N\$ \_\_\_\_\_

VAT 15% N\$ \_\_\_\_\_

GRAND TOTAL N\$ \_\_\_\_\_

END