



KHOMAS REGIONAL COUNCIL

REQUEST FOR SEALED QUOTATIONS: WORKS

Procurement Reference No: W/RFQ/KRC-04/2022/2023

**Network Installation and setup for offsite backup centre at
Katutura East Constituency in Khomas Region.**

BIDDER NAME:	
BIDDER AMOUNT <i>(VAT INCLUSIVE):</i>	
CLOSING DATE OF BIDS:	Friday, 12 August 2022 , 12H:00

DOCUMENTS CLEARLY MARKED WITH THE PROCUREMENT REFERENCE NUMBER MUST BE DEPOSITED IN THE BID BOX AT THE KHOMAS REGIONAL COUNCIL.



KHOMAS REGIONAL COUNCIL

Tel. No. (061) 292 4400

Fax No. (061) 220317

Our Ref.: W/RFQ/KRC-02/2022/23

Your Ref.: _____

Pullman Street No. 6688

P. O. Box 3379

WINDHOEK

27 July 2022

Letter of Invitation

To:

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Procurement Reference No: W/RFQ/KRC-04/2022/2023

Dear Sir/Madam,

SUBJECT: Network Installation and setup for offsite backup centre at Katutura East Constituency in Khomas Region.

The Khomas Regional Council invites you to submit your best bid for the works described in detail here attached. Any resulting contract shall be subject to the terms and conditions referred to in the document.

Technical Queries if any, should be addressed to Mr. J. Nghiwanapo at Tel: 061 292 4343 or email at jnghiwanapo@khomasrc.gov.na

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

Yours faithfully,



Ms. H. Katjivena: Head of PMU

KHOMAS REGIONAL COUNCIL

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Khomas 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 1 month from the date of bid submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- (a) have an original/certified copy of an original valid company Registration Certificate;
- (b) have an original/certified copy of an original valid good Standing Tax Certificate;
- (c) have an original /certified copy of an original valid good Standing Social Security Certificate with Bid reference number corresponding to the Bid Document;
- (d) 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;
- (e) have an original certificate/ certified copy of an original indicating SME Status (for Bids reserved for SMEs);
- (f) Submit a signed Bid Securing Declaration
- (g) Attach

5. Bid Securing Declaration

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

6. Works Completion Period

The completion period for works shall be three months after acceptance and issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable.

