



KHOMAS REGIONAL COUNCIL

Request for Quotations for Works

**SUPPLY AND LAYING OF INTERLOCKS AT ANDIMBA TOIVO YA TOIVO
REGIONAL MAINTENANCE OFFICE
WINDHOEK**

Procurement Reference No: W/RFQ/KRC/DWM-001/37/2021-2022

*Khomas Regional Council Head Office
6688 Pullmann Street
Opposite Rhino Park
P.O Box 3379, Windhoek
Tel: +264 61 2924444
Fax: 061 – 220 317
Email: pr@khomasrc.gov.na*

*Advertised on: 01st December 2021
Closing Date: 13th December 2021*

***THIS BID IS RESERVED TO BIDDERS THAT ARE RESIDING IN KHOMAS
REGION ONLY. PROOF OF FITNESS CERTIFICATE ISSUED BY LOCAL AUTHORITY
OR LETTER FROM CONSTITUENCY OFFICE IS TO BE ATTACHED***



REPUBLIC OF NAMIBIA

KHOMAS REGIONAL COUNCIL

Tel No. (061) 2084210
Fax: (061) 230 400
Telegram: NAMTRANS

Khomas Regional Council
P. O.Box 3379
WINDHOEK

Letter of Invitation

Bidder's Name

Address

.....

.....

W/RFQ/KRC/DWM-001/37/2021-2022

29 November 2021

Dear Sirs,

Request for Quotations for supply and laying of interlocks at Andimba Toivo Ya Toivo Regional Maintenance Office

The Khomas Regional Council invites you to submit your best quote for the works described in detail hereunder.

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

Queries, if any, should be addressed to Mrs. Katjivena @061-2924444 at Khomas Regional Council or Mrs. Sambu @ 061-2084210 at Andimba Toivo ya Toivo Regional Maintenance Office.

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,

H. Katjivena 01/12/2021

Mrs. H. Katjivena

Head of Procurement Management Unit



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 on every page 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 90 days from the date of bid submission deadline.

4. Eligibility Criteria

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

- (a) have a valid company Registration Certificate;
- (b) have an original valid good Standing Tax Certificate;
- (c) have an original valid good Standing Social Security Certificate;
- (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) Submit signed Bid-securing Declaration.
- (f) This bid is restricted to bidders that resides in Khomas region only (physical address should be indicated in the mandatory documents)
- (g) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;

