

Khomas Regional Council  
Procurement Management Unit

28-10-2021

P.O. Box 3379 Windhoek  
Tel: 061-292 4444  
Fax: 081-220 317

# KHOMAS REGIONAL COUNCIL

## PROCUREMENT MANAGEMENT UNIT

### Request for Quotations for Works RENOVATION AT MOSES GAROEB CONSTITUENCY OFFICE

BIDDER'S NAME: \_\_\_\_\_

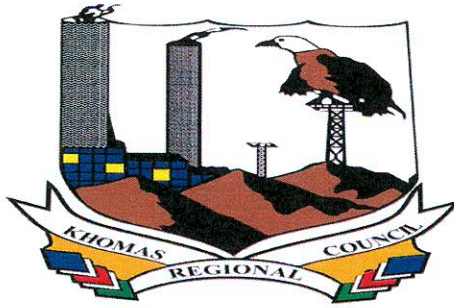
P.O.BOX: \_\_\_\_\_

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TOTAL BID AMOUNT: \_\_\_\_\_

**Procurement Reference No:** *W/RFQ/KRC-04/2021/2022*

**CLOSING DATE AND TIME:** 5 November 2021 AT 12H00



---

## KHOMAS REGIONAL COUNCIL

---

Tel no (061) 2924399  
Fax no (061) 220317

PO Box 3379  
Windhoek

### Letter of Invitation

*Dear Sir/Madam,*

**Request for Quotations for:      Renovation at Moses Garoeb Constituency Office**

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

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

Queries, if any, should be addressed to the following persons:

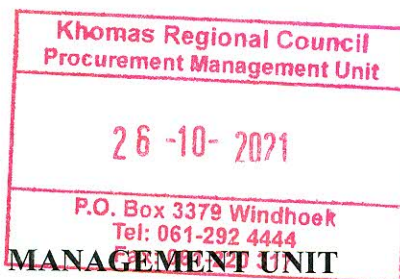
1. Technical Enquires:            Mr. D. N Andreas (061 2924380)
2. Administrative Enquires:      Ms. H. Katjivena (061 2924304)

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,

  
Ms. H. Katjivena

**HEAD: 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 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 **or** a certified copy;
- (c) Have an original valid good Standing Social Security Certificate **or** a certified copy;
- (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 a certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Submit signed Bid-securing Declaration.
- (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

