

KHOMAS REGIONAL COUNCIL

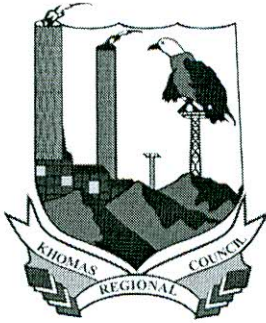
# REQUEST FOR SEALED QUOTATIONS: WORKS

**Procurement Reference No: W/RFQ/KRC-02/2022/2023**

RENOVATIONS OF FOUR CLASSROOMS  
AND TOILETS  
& SUPPLY OF POWER TO CLASSROOM  
BLOCK, INSTALL LIGHTS & PLUGS AT  
JAHN MOHR SECONDARY SCHOOL

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

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



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## KHOMAS REGIONAL COUNCIL

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Tel. No. (061) 292 4400  
Fax No. (061) 220317

Pullman Street No. 6688  
P. O. Box 3379  
WINDHOEK

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

25 July 2022

### Letter of Invitation

To: .....  
.....

**Procurement Reference No: W/RFQ/KRC-02/2022/2023**

Dear Sir/Madam,

**SUBJECT: RENOVATIONS OF FOUR CLASSROOMS AND TOILETS & SUPPLY OF POWER TO CLASSROOM BLOCK, INSTALL LIGHTS & PLUGS AT JAHN MOHR SECONDARY SCHOOL**

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 Ms R. Alfeus at Tel: 061 292 4444 or email at [dandreas@khomasrc.gov.na](mailto:dandreas@khomasrc.gov.na)

Administration Queries if any, should be addressed to Ms.H . Katjivena at Tel: 061 292 4444 or email at [hkatjivena@khomasrc.gov.na](mailto:hkatjivena@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) 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.
- (h) Bidders attach Qualification for a Brick layer, a national Diploma in Civil Level 3 from NQA accredited institutions
- (i) Bidders attach Qualification for an Electrician, a national Diploma in Electrical Level 3 from NQA a accredited institutions.

