



Request for Quotations for Non-Consultancy Services Time-Based

REQUEST FOR SEALED QUOTATION FOR THE PROVISION OF VEHICLE TRACKING SYSTEM TO KHOMAS REGIONAL COUNCIL FOR A PERIOD OF THREE (3) YEARS

COST: FREE

BIDDER NAME:	
Address:	
Tel number:	
BID Amount (VAT INCLUSIVE):	
CLOSING DATE:	11 JULY 2023 at 12h00

Procurement Reference No: NCS/RFQ/KRC-01/2023/2024

**KHOMAS REGIONAL COUNCIL PO Box 3379, WINDHOEK, TELL: 061-292 4444
FAX 061-220 317, krc.pmu@khomasrc.gov.na**



KHOMAS REGIONAL COUNCIL

Tel no (061) 2924300
Fax no (061) 220317

PO Box 3379
Windhoek

Letter of Invitation

NCS/RFQ/KRC-01/2023/2024

Dear Sirs,

REQUEST FOR SEALED QUOTATION FOR THE PROVISION OF VEHICLE TRACKING SYSTEM TO KHOMAS REGIONAL COUNCIL FOR A PERIOD OF THREE (3) YEARS

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 *Ms. H. Katjivena*, 061 292 4304, email: krc.pmu@khomasrc.gov.na

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. Himeezembi Katjivena
Secretary to the Procurement Committee

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Khomas Regional Council reserves the right:

- (a) to accept or reject any quotation; or
- (b) 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 services 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 Performance Standards 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 **180** days from the date of bid submission deadline.

4. Eligibility Criteria

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

- (a) A certified copy of the Company registration certificate, clearly indicating shareholders and principals' contact details as registered with the Business & Intellectual Property Authority (BIPA) (Attach certified copies of all shareholders/members' identification documents).
- (b) A valid original **or** certified copy of the company's good standing Tax Certificate
- (c) A valid original **or** certified copy of the company's good standing Social Security Certificate
- (d) A valid original or certified copy of the Affirmative Action Compliance Certificate or proof from the Employment equity Commissioner that a bidder is not a relevant employer or exemption issued in section 42 of the Affirmative Action Act, 1998.
- (e) A Written undertaking as contemplated in Section 138(2) of Labour Act, 2007. f) Submit signed Bid-securing Declaration.
- (g) Experience in the industry attach evidence of implemented tracking (three (3) reference letter for the service provided not older than 3 years).

Only a valid certified copy of an original document will be accepted as certified by the Namibian Police/Commissioner of Oath

5. Bid Security/Bid Securing Declaration

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

6. Services Completion Period

The completion period for services shall be **36 months** after awarded the contract.

7. Documents to be submitted.

Bidders shall submit along with their quotations documents giving company's profile, experience and evidence of similar services provided together with customers reference details.

8. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name at the back of the envelope.

9. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at:

Khomas Regional Council headquarters at 6688 Pullman Street, Windhoek North on the 11 July 2023 not later than 12h00.

Quotations by post or hand delivered should reach Khomas Regional Council by the same date and time at latest. Late quotations will be rejected and Quotations received by e-mail will not be considered.

10. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid-Securing Declaration will be put on the website of the Public Entity and available to any bidder on request within three (3) working days of the Opening.

11. Evaluation of Quotations

Khomas Regional Council shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation.

12. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Khomas Regional Council. However, evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

13.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.

14.Margin of Preference

14.1. The applicable margins of preference and their application methodology are as follows:

Not applicable to this procurement

15.Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the services 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 and General Conditions of Contract

16. Notification of Award and Debriefing

The Public Entity shall after award must promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award of ward on its website within seven (7) days. Furthermore, the Public Entity 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 as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments.

[If your quotation is not authorised, it may be rejected]

Quotation Addressed to:	Khomas Regional Council Procurement Management Unit P. O. Box 3379 Windhoek
Procurement Reference Number:	NCS/RFQ/KRC-01/2023/2024
Subject matter of Procurement:	REQUEST FOR SEALED QUOTATION FOR THE PROVISION OF VEHICLE TRACKING SYSTEM TO KHOMAS REGIONAL COUNCIL FOR A PERIOD OF THREE (3) YEARS

We offer to provide the services detailed in the Scope of Service, 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: Request for Quotations.

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 **[disqualification on the grounds mentioned in the BDS]**

The validity period of our Quotation is _____ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity 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 services will commence within _____ *[to insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within _____ *[to insert number]* days from date of issue of Purchase Order/ Letter of acceptance.

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	

Appendix to Quotation Letter

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

Date:

Procurement Ref No.: **NCS/RFQ/KRC-01/2023/2024**

To: **Khomas Regional Council**
P. O. Box 3379
Windhoek

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 (where appropriate)

[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.]



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

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 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 as stipulated in section 138 of the labour Act, 2007, which include 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
2. 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 the goods and services being procured under this contract.

SECTION III: SCOPE OF SERVICES

1. The scope of service is to provide the Khomas Regional Council with a Global Positioning System (GPS) vehicle tracking and fleet management system that will assist to trace the whereabouts of specific vehicle.
2. The system should provide the following information at any time:
 - a) Actual vehicle location.
 - b) Set and establish maximum speed for the vehicle.
 - c) Monitor, start and stop of the vehicle (engine immobilizer)
 - d) Obtain daily mileage report (the milage should correspond to the odometer reading on the vehicles)
 - e) Provide fuel usage reports including fuel consumption, fuel siphoning and refueling reports.
 - f) Provide the vehicle speed reports.
 - g) Receive and record low battery alerts.
 - h) Receive and record over speeding alerts.
 - i) Generate reports on the number of each vehicle trips, stops, mileage etc.
 - j) Provide username and password to log into the website.
 - k) Access real time reports on mobile phones, laptops, tablets etc.
 - l) Provide a system that is web based or hosted on the cloud.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

[Complete the unit and total prices for each item listed below in Namibian dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be re-designed and customized as per the type of services required].

Currency of Quotation: _____

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Supply and installation of GPS tracking systems	23	Each		
2	Supply and installation Fleet Management System	23	Each		
3	Maintenance of GPS tracking and fleet management system	23	Each		
4	Supply and installation of any extra software or accessories needed for the entire vehicle management systems				
Other additional costs					
Subtotal					
VAT @ %					
Total					

Enter 0% VAT rate if VAT exempt.

* Columns A to D to be completed as applicable by Public Entity

NOTE: BIDDERS ARE REQUIRED TO INDICATE THEIR PRICE INCREMENT IN PERCENTAGE

Percentage Price Increase: Year 2: _____ %

Year 3: _____ %

Priced Activity Schedule Authorised By: *[insert company seal]*

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: _____

[Bidders should complete columns C and D with the specifications of the services 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	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	Indicate actual vehicle location.		
2	Set and establish maximum speed of the vehicle		
3	Monitor, start and stop of the vehicle (engine immobilizer)		
4	Obtain daily milage report (the milage should correspond to the odometer reading on the vehicles)		
5	Provide fuel usage reports include fuel consumption		
6	Provide vehicle speed reports		
7	Receive and record low battery alerts		
8	Receive and record over speeding alerts		
9	Generate report on the number of each vehicle trips, stops and milage		
10	Provide username and password to log into then website		
11	Access real time reports on mobile phones, laptops, and tablets		
12	Provide a system that is web based or hosted on the cloud		

* Columns A and B to be completed by Public Entity.

Specifications and Performance Standard Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:	Company		

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) Ref: NCS-LS/RFQ-GCC for procurement of services (lump-sum) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: _____

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC [*This section is to be customised by the Public Entity to suit the requirements of the specific procurement*].

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(a)	Adjudicator is Not Applicable for this contract
Definitions GCC 1.1(l)	The Member is: <i>[to be inserted at contract signing]</i>
Definitions GCC 1.1(o)	The Service Provider is: <i>[to be inserted at contract signing]</i>
Notices GCC 1.4	Any notice shall be sent to the following addresses: For the Khomas Regional Council the address and the contact name shall be: Ms. H. Katjivena, Head of the Procurement Management Unit For the [Service Provider], the address and contact name shall be <i>[to be inserted at contract signing]</i> : _____
Authorised Representatives GCC 1.6	The Authorised Representatives are: For the Public Entity: Mr. Clement M. Mafwila , Chief Regional Officer For the Service Provider <i>[to be inserted at contract signing]</i> : _____
Effectiveness of Contract GCC 2.1	The date on which this Contract shall come into effect is <i>date of signing a contract</i>

Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is _____ .
Intended Completion Date GCC 2.3	The intended completion date is _____ .
Prohibition GCC 3.2.3(c)	List of Activities: _____ .
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	The other actions are _____ .
Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9	Restrictions on the use of documents prepared by the Service Provider are: _____
Payments of Liquidated Damages GCC 3.10.1	N/A
Lack of Performance Penalty GCC 3.10.3	The percentage _____ to be used for the calculation of lack of Performance Penalty(ies) is _____. (<i>Where applicable</i>)
Performance Security GCC 3.11	(i) No Performance Security is required

Assistance and Exemptions GCC 5.1	The assistance and exemptions provided to the Service Provider are (<i>where applicable</i>): _____
Contract Price GCC 6.2(a)	The amount in local currency is _____.
Terms and Condition of Payment GCC 6.4	Insert the payment terms in line with the GCC.
Interest on Delayed Payments GCC 6.5	Payment shall be made within 30 days of receipt of the invoice and the relevant documents
Price Adjustment GCC 6.6.1	Price adjustment <i>is not</i> applicable.
Identifying Defects GCC 7.1	The following inspections shall be carried out: _____ The defect liability period is: _____
Dispute Settlement GCC 8.2	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute may be referred to court by either party.
Dispute Settlement GCC 8.2.3	Not Applicable
Dispute Settlement GCC 8.2.4	The arbitration procedures of _____ will be used (applicable to overseas service provider)
Dispute Settlement GCC 8.2.5	Not Applicable

SCHEDULE 4**QUOTATION CHECKLIST SCHEDULE**

[Public Entity to update this checklist to ensure that it contains the documents required from Bidders for the specific procurement]

Procurement Reference No.: NCS/RFQ/KRC-01/2023/2024

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid securing declaration	
A certified copy of the Company registration certificate	
A valid original or certified copy of the company's good standing Tax Certificate	
A valid original or certified copy of the company's good standing Social Security Certificate	
A valid original or certified copy of the Affirmative Action Compliance Certificate or proof from the Employment equity Commissioner that a bidder is not a relevant employer or exemption issued in section 42 of the Affirmative Action Act, 1998.	
A Written undertaking as contemplated in Section 138(2) of Labour Act, 2007. f) Submit signed Bid-securing Declaration.	
Experience in the industry attach evidence of implemented tracking (three (3) reference letter for the service provided not older than 3 years).	

Disclaimer: *The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.*