



KHOMAS REGIONAL COUNCIL

REQUEST FOR SEALED QUOTATIONS: WORKS

Procurement Reference No: W/RFQ/KRC/DMW-02/37/2024/2025

**REQUEST FOR QUOTATION FOR ALTERATION AND FINISH OFFICE
AT THE MAIN STORE**

BIDDER NAME:	
ADDRESS:	
TEL:	
BIDDER AMOUNT (VAT EXCLUSIVE):	
BIDDER AMOUNT (VAT INCLUSIVE):	
CLOSING DATE OF BIDS:	29 NOVEMBER 2024 @ 12H00



Khomas Regional Council
Procurement Management Unit

08 -11- 2024

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

KHOMAS REGIONAL COUNCIL

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

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

Letter of Invitation

Dear Sir/Madam,

SUBJECT: REQUEST FOR QUOTATION FOR ALTERATION AND FINISH OFFICE AT THE MAIN STORE

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. W. Haoseb/Mrs B.Saambi at Tel: 061 2084214/10 or email at krc.pmu@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,

.....
Mr. PTN Amalwa
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 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 certified copy of a company Registration Certificate; (in case of limited companies, copy of article of association) clearly indicating the particulars of the shareholders and member's Identity Documents (Certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963);
- (b) have an original valid good Standing Tax Certificate; (**Valid on the date of bid closure**)
- (c) have an original valid good Standing Social Security Certificate; (**Valid on the date of bid closure**)
- (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 a signed Bid Securing Declaration
- (f) 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.

ADDITIONAL REQUIREMENTS

- i. Bidders attach Qualification for a Bricklayer, a national Diploma in Civil Level 3 from NQA accredited institutions (Qualification obtained from foreign institution, NQA evaluation report must be attached)
- ii. Must have at least Three (3) years of experience in construction work (Attach practical completion certificates or reference letters for similar projects)
- iii. Bidders should attach a program of work in the form of a Ghant Chart
- iv. All pages of the bid document must be initiated and bid document must be duly completed

5. Bid Securing Declaration

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

6. Works Completion Period

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

7. 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.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Khomas Regional Council, Pullman Street No 6688, Windhoek North, not later than Friday, **29 November 2024, at 12h00**. Quotations by post or hand delivered should reach Khomas Regional Council, Pullman Street No 6688, and Windhoek North by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Khomas Regional Council immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, will be posted on the website of the Khomas Regional Council and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

The 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, subject to:

NB: Only bidders that quoted between the range of 0% above and 10% below the estimated value of the procurement as validated by the financial certificate are eligible for awards!

11. Technical Compliance

The Specifications and Compliance Sheet details the minimum specifications of the works to be carried out. The specifications have to be met, but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

Prices for the execution of works 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 works, and shall include all duties. The whole cost of performing the works shall be included in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted.

13. Margin of Preference

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

Not applicable

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the works shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

15. Notification of Award and Debriefing

The Public Entity shall after award of contract 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 on its website within 7 days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within 7 days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

(To be completed by Bidders)

Quotation addressed to	Khomas Regional Council
Procurement Reference Number:	W/RFQ/KRC/DMW-02/37/2024-2025
Subject matter of Procurement:	REQUEST FOR QUOTATION FOR ALTERATION AND FINISH OFFICE AT THE MAIN STORE

We offer to execute the Works detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instructions to Bidders

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Security/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 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.

Works will commence within 7 days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within 90 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./E-mail	

BID SECURING DECLARATION**(Section 45 of Act) (Regulation 37(1) (b) and 37(5))****Date:****Procurement Ref No.: W/RFQ/KRC/DMW-02/37/2024-2025****To:** Khomas Regional Council

Pullman Street 6688

Windhoek North

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.]

****delete if not applicable / appropriate***



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: STATEMENT OF REQUIREMENTS

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Scope of Work for alteration and finish office at the main store at Andimba Toivo Ya Toivo Maintenance Regional Office, Windhoek

1. Project Overview

The project involves the construction of a one brick wall at the Andimba Toivo Ya Toivo Regional Maintenance Office, main office stores including all necessary supply of construction materials, preparation of paint works and burglar bars.

2. Scope of Work-- The contractor shall perform the following preparation construction, paint works and installation of burglar bar services as follows.

2.1 Site Preparation

- **Wall Paint Surface Preparation:**

Clean down and prepare and one coat eggshell enamel paint
On internal smooth plastered walls and columns.
Extra for additional one coat

2.2 Brickwork of 7MPa cement bricks in class II mortar

- **Brickwork:**

- Building of One brick wall of 7MPa cement brick of (220 mm brick size)

2.3 Galvanised brick reinforcement

Brick force:

- 150mm wide reinforcement built in horizontally (extra for brick lintels or bands).

2.4 Ceiling work

- **Cornice:**

- L-shaped soft board cornice formed of 12 x 75mm and 12x 65mm soft board strips planted on purlins

2.5 One combo plaster steel trowelled on concrete and walls

- **Plastering walls:**

Smoothly Apply one combo plaster steel trowelled on concrete and on Walls

2.6 Paint work to previously painted walls

- **One coat alkali-resistant plaster primer and two coats Acrylic PVA paint:**

- On internal smooth plastered walls and columns.

2.7 One coat sealer and two coats marble plaster textured paint coating

On ceilings, including cornices and cover strips

2.8 One coat primer, one coat undercoat and two coats gloss enamel paint

On windows with burglar bars (both sides measured flat)

3. Materials and Equipment

- All materials, including bricks, cement, paint, cornice and clean sand, shall be supplied by the contractor.
- Equipment or tools required for brickwork, leveling, screed, measuring and scaffolding shall be provided for by the contractor.

4. Quality Control

- All work must comply with relevant local and national standards.
- The contractor shall ensure that all installations are performed according to specified tolerances and quality benchmarks.

5. Safety and Environmental Considerations

- The contractor must adhere to all safety regulations and guidelines during the execution of the work.
- Proper waste disposal methods must be employed to minimize environmental impact.
- All waste and rubbles from the site are to be disposed of to the municipal site by the contractor leaving the site neat and clean.

6. Timeline

- The project is expected to commence in December 2024 and be completed by March 2025. Regular progress updates shall be provided.

SECTION IV: PRICED ACTIVITY SCHEDULE**Procurement Reference Number: W/RFQ/KRC/DMW-02/37/2024-2025**

The Bidder to complete the unit price and total prices for each item listed below. Authorise the prices quoted in the signature block below. The quantities shown below are approximate and are subjected to re-measurement for payment purposes.

Item No	Brief Description of Works	Quantity required	Unit of measures	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1.	Clean down and prepare and one coat eggshell enamel paint: On internal smooth plastered walls and columns	90.0	M2		
2.	Clean down and prepare and one coat eggshell enamel paint: Extra for additional one coat	90.0	M2		
3.	Brickwork of 7MPa cement bricks in class II mortar: One brick wall	18	M2		
4.	Galvanised brick reinforcement 150mm wide reinforcement built in horizontally (extra for brick lintols or bands)	139.9	M		
5.	Cornice: L-shaped soft board cornice formed of 12 x 75mm and 12x 65mm soft board strips planted on	30.0	No		
6.	One compo plaster steel trowelled on concrete to Walls	36	M2		
7.	One coat alkali-resistant plaster primer and two coats Acrylic PVA paint On internal smooth plastered walls and columns	36.0	M2		
8.	One coat sealer and two coats marble plaster textured paint coating: On ceilings , including cornices and cover strips	13.0	M2		
9.	One coat primer, one coat undercoat and two coats gloss enamel paint On windows with burglar bars (both sides measured flat)	6.0	M2		
				Contingencies 10%	
				Subtotal	
				VAT @ 15%	
				Total	

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: W/RFQ/KRC/DMW-02/37/2024/2025

Bidders should complete columns C and D with the specifications and performance of the Works offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications 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
	Closing of office at the main stores		
1	Clean down and prepare and one coat eggshell enamel paint on internal smooth plastered walls and columns		
2	Clean down and prepare and one coat eggshell enamel paint Extra for additional one coat		
3	Brickwork of 7MPa cement bricks in class II mortar One brick wall		
4	Galvanised brick reinforcement 150mm wide reinforcement built in horizontally (extra for brick lintols or bands)		
5	Cornice: L-shaped soft board cornice formed of 12 x 75mm and 12x 65mm soft board strips planted on		
6	One compo plaster steel trowelled on concrete to Walls		
7	One coat alkali-resistant plaster primer and two coats Acrylic PVA paint On internal smooth plastered walls and columns		
8	One coat sealer and two coats marble plaster textured paint coating On ceilings , including cornices and cover strips		
9	One coat primer, one coat undercoat and two coats gloss enamel paint On windows with burglar bars (both sides measured flat)		

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

Specifications and Compliance Sheet Authorised By:

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

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

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) for the Procurement of Goods (Ref. **W/RFQ/KRC/DWM-02/37/2024-2025**) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: W/RFQ/KRC/DMW-02/37/2024-2025

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract. This section is to be customised by the Public Entity to suit the requirements of the specific procurement.

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	Khomas Regional Council
Intended Completion Date GCC	The intended completion date is: (1) -One Month after award of contract Based on the nature of work, the Bidders are encouraged to complete at least within 8 weeks after the acceptance of award.
Project Manager GCC 1.1(y)	The Project Manager is: Ms. AK IITA Senior Works Inspector: Maintenance- Andimba
Site GCC 1.1(aa)	Andimba Toivo ya Toivo Main stores
Start Date GCC 1.1(dd)	The Start Date shall be: Five (5) Days after site handover
The Works GCC 1.1(hh)	The Works consist of: <ul style="list-style-type: none"> • Closing up of office at the main stores
Delegation GCC 5.1	The Project Manager <i>may</i> delegate his/her duties.
Notices GCC 6	Any notice shall be sent to the following addresses: Khomas Regional Council Pullman Street 6688 Windhoek North Windhoek Bidding Document For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be _____
Site Date GCC 14.1	The contractor shall be deemed to have examined any Site Data supplemented by any information available to the Contractor.

GCC Clause Reference	Special Conditions
Possession of the Site GCC 20.1	The Site Possession Date shall be: Within seven (7) days of accepting off Purchase Order and/Award Letter
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. 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 shall be referred to court by either party.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within 7 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates shall be required.
Defects Liability Period GCC 33.1	The Defects Liability Period is: 6 months
Payment Certificates GCC 39.7	“A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor”.
Payments GCC 40	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: (a) the payment certificate; and (b) a certificate of Completion of the Works.
Price Adjustment GCC 44.	The Contract <i>is not</i> subject to price adjustment.
Retention GCC 45.	N/A
Bonus GCC 46.	The rate for the Bonus per calendar day is: N/A
Advance Payment GCC 47	(i) No advance payment shall be made*
GCC 48	“As built” drawings or operating and maintenance manuals are not required.

QUOTATION CHECKLIST SCHEDULE**Procurement Reference No.: W/RFQ/KRC/DMW-02/37/2024/2025**

Description	Attached	Not Attached
Quotation Letter		
signed Bid Securing Declaration.		
have an original/certified copy of an original valid company Registration Certificate.		
original certificate/ certified copy of an original indicating SME Status		
have an original /certified copy of an original valid good Standing Social Security Certificate.		
original/certified copy of an original valid good Standing Tax Certificate;		
proof in the form of completion certificates.		
Qualification in Civil, from any accredited institutions.		
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;		
Priced Activity Schedules.		
Specification and Compliance Sheet.		

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.