



**OMAHEKE REGIONAL COUNCIL**

**Request for Sealed Quotation  
for Works**

Bid for 1 flush toilet and 1 dry toilet in Otjinene Constituency  
Omaheke Regional Council

Contractors Name: \_\_\_\_\_

Value of flush toilet Bid: \_\_\_\_\_

Value of dry toilet bid: \_\_\_\_\_

**Procurement Reference No: W/RFQ/OMA-016/2023/2024**

Tel. 062 – 566500  
***Fax. 062 – 562432***

Private Bag 2277  
***Gobabis***



## Omaheke Regional Council

### Letter of Invitation

To Whom It May Concern

*W/RFQ/RFQ/OMA-016/2023/2024*

5 July 2023

Dear Sir/Madam,

### Request for Quotations for construction of two toilets, one flush and one dry toilets in Otjinene Constituency

The **Omaheke Regional Council** invites you to submit your best quote for the items 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 **Mr. Seth Imasiku** Omaheke Regional Council Building in a sealed envelope marked Quotation Reference No *W/RFQ/OMA-016/2023/2024*.

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,

*Full Name of Head of Procurement Management Unit: Mr. S.W. Imasiku*

.....  
Signature

*5/07/2023*  
Date

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The **Omaheke Regional Council** reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or
- (b) to accept or reject any quotation; and
- (c) 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 items mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for ***Bid Securing Declaration***
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V;

You are advised to carefully read the complete Request for Sealed 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 **30 days** from the date of 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) have a certificate indicating SME Status (for Bids reserved for SMEs);
- (f) [public entity to select appropriate] Submit bid valid security/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; and;

### 5. Bid Securing Declaration

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

## 6. Delivery

Delivery shall be 7 days after acceptance/issue of Purchase Order. Deviation in delivery 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 and contact information at the back of the envelope.

## 8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at ***Omaheke Regional Council Office, not later than Friday, 04 August 2023 at 11H00***. Quotations by post or hand delivered should reach **Omaheke Regional Council** 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 Public Entity immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security/Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

## 10. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

## 11. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

## 12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

## 13. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services 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.



**14. 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 seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (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 Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it will be rejected.**]*

Quotation addressed to:	Omaheke Regional Council
Procurement Reference Number:	W/RFQ/OMA-016/2023/2024
Subject matter of Procurement:	<b>Bid for 1 flush and 1 dry toilet in the Otjinene Constituency</b>

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, 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: Instruction to Bidders.

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 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 to *[forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

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

We confirm that the prices quoted in the List of Goods and Price 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 delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

### 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.: W/RFQ/OMA-016/2023/2024

To: .....

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**

**Witten 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.: **W/RFQ/OMA-016/2023/2024**

Procurement Description: **Bid for 1 flush and 1 dry toilet in the Otjinene Constituency**

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.*

### NOTICE TO BIDDERS

1. BIDDING IS ONLY TO BE DONE ON ONE FLUSH TOILET, AND ONE DRY TOILET. THE SUM OF THE 2 TOILETS WILL DETERMINE THE COST FOR YOUR BID AND APPOINTMENT WILL BE DONE AS CHEAPEST TO SPECIFICATION. THE FULL AMOUNT TO BE CALCULATED FOR THE BID AS PER FINDING OF INSPECTION
2. THE DISTANCE TO THE WORKING AREA IS INDICATED FROM GOBABIS AND WILL BE KNOWN AT EACH CONSTITUENCY. \_\_\_\_\_ KM TO OTJINENE CONSTITUENCY.
3. THERE WILL BE A MINIMUM OF 5 TOILETS CONSTRUCTED AND THE UNIT COST SHOULD INCLUDE TRANSPORT, MATERIAL, LABOUR AND PROFIT.

### SECTION III: LIST OF GOODS AND PRICE SCHEDULE

**QUOTATION FOR: Construction of 1 dry and 1 wet/flush toilet at Otjinene Constituency: Places to be informed when appointments are done**

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS				
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.				Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G= Total price for one item ( C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page				
A	B	C	D	E	F	G	H	I
Item no.	Description of Goods	Quantity required	Unit	*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	Delivery weeks (days/month)	Country of Origin
1	The work to be carried out under this contract comprises the construction of 1 wet flush toilets/latrine facilities for Constituency as per annex 1 beneficiaries list	1	Sum					
2	The work to be carried out under this contract comprises the construction of 1 dry toilets/latrine facilities for Constituency as per annex 1 beneficiaries list	1	Sum					
					Sub Total			
					Vat 15%			Only when company is registered for vat
					<b>TOTAL</b>			To be carried to front page
NAME:				SIGNATURE		DATE		
NAME OF BIDDER:				POSITION:		ADDRESS:		

1) If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency : ..... Exchange Rate: .....

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: NA=NOT APPLICABLE, NQ=NO QUOTE

## SHORTENED BILL OF QUANTITY – WET UNIT: PER UNIT FLUSH TOILET QUANTIFIED

Nr.	Description	Unit	Qty	Cost	Price
	<b>Excavation</b>				
1	Excavation of underground pit measuring $1.6\text{m} \times 1.8\text{m} \times 1.3\text{m} = 3.74\text{m}^3$ Excavation of Toilet Slab Area $1.3\text{m} \times 1.9\text{m} \times 0.18\text{m} = 0.44\text{m}^3$ Excavation for pipe between toilet and French drain. $1.3\text{m} \times 0.5\text{m} \times 0.4\text{m} = 0.26\text{m}^3$ Excavation of Soak away pipe channel $2.5\text{m} \times 0.5\text{m} \times 1\text{m} = 1.25\text{m}^3$ Excavation supply line to Toilet maximum 50m long 0.5m deep, 0.3m wide $= 7.5\text{m}^3$	$\text{m}^3$	13.2		
	<b>French Drain</b>				
2	Concrete works, 25MPA, with bottom slab and walls 1 Layer of REF 311 mesh, centred. Top slab with one layer of REF 617, holed for the access centred.	$\text{m}^3$	2.4		
3	Reinforcing REF 311 (One Unit)	$\text{m}^2$	11.26		
4	Reinforcing REF 617 (1 Sheet will be used in 5 toilets)	$\text{m}^2$	1.68		
5	Formwork to cast sidewalls (Formwork can be used in every 2 toilets constructed)	$\text{m}^2$	9		
6	Manhole Cover (Polimer)	No	1		
	<b>Building</b>				
7	Casting of 200mm Thick 20 MPA slab for building $1.8\text{m} \times 1.3\text{m} \times 0.2\text{m}$	$\text{m}^3$	0.5		
8	Construct walls with bricks for superstructure, 110mm wide minimum, and brick force every 3 layer. Walls must be built 50mm from edge of slab.	$\text{m}^2$	13.35		
9	Supply and Install lintels above door and windows Door = 1.2m lintel Window = 900mm lintel	Sum	1		
10	Install and hang door and window as indicated on drawing Door: Steel Glazing: Obscure	sum	1		

11	Construct and put roof, IBR 0.4mm on 2 x Pine rafters 1.25mx75mmx50mm 2.1m sheets standard length	m <sup>2</sup>	2.94		
12	Supply and install complete toilet with Cistern, seat, Pan collar, Flexi hose and angle valve	Sum	1		
13	Supply and Install 2xStainless Steel Arm support rest for disability,	Sum	1		
	<b>Pipework</b>				
14	Supply and install Pipe from Toilet to Chamber as per drawing. (1x6m PVC pipe will suffice for all piping)	Sum	1		
15	Supply and Install soak away pipe, perforate pipe by drilling holes or slits to enhance soaking. Fill trench around pipe with gravel.	Sum	1		
16	Supply and install maximum 50mx 20mm HDPE Class 3 pipe to supply water to toilet with fittings.	m	50		
17	Construct Ramp for Wheelchairs where needed 1mx0.65mx0.15m, 15mpa	m <sup>3</sup>	0.09		
18	2 x Stainless steel handles				
	<b>Total Transfer to Page 10 (F) (Ex vat)</b>				



## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

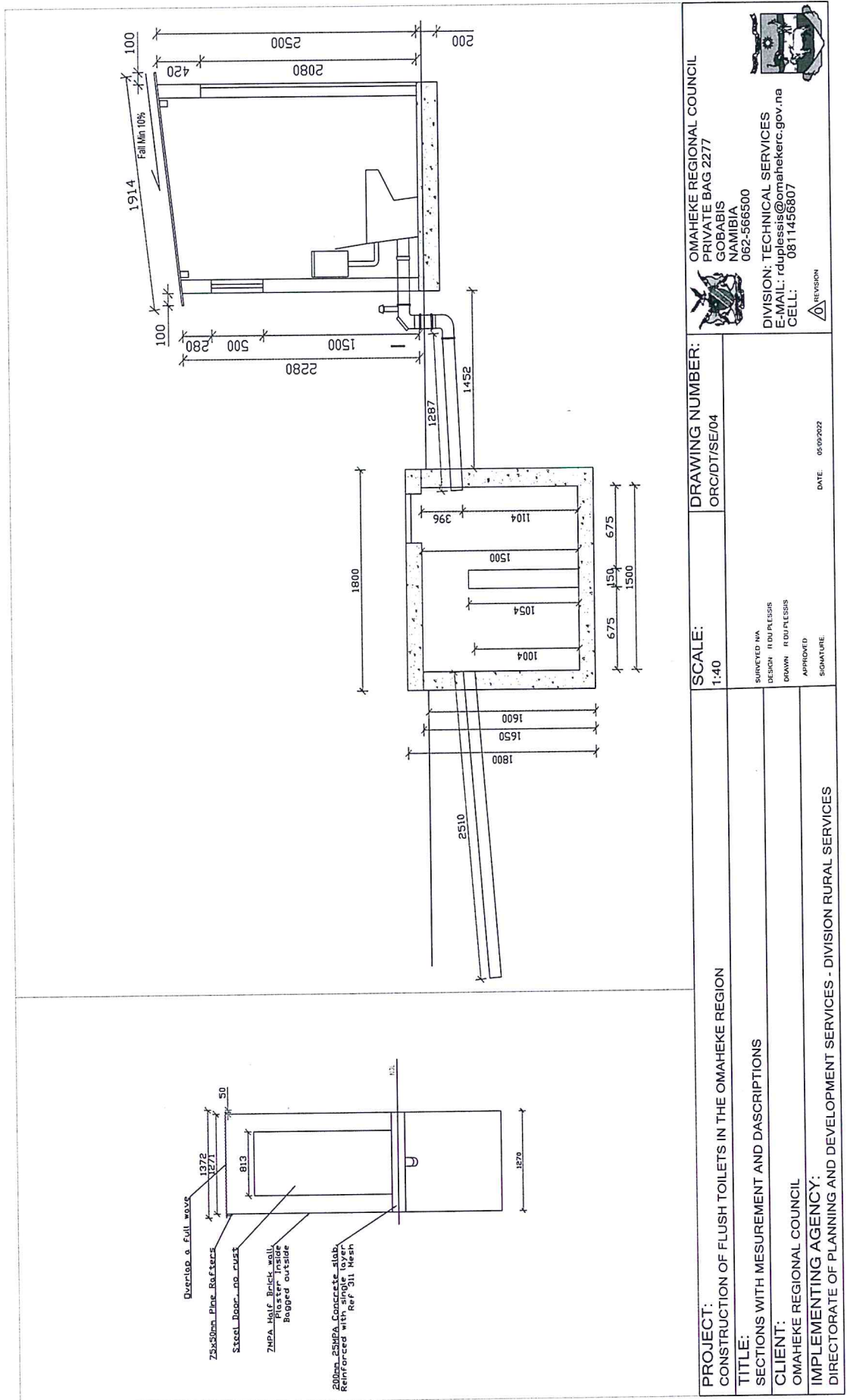
Procurement Reference Number: W/RFQ/OMA-016/2023/2024

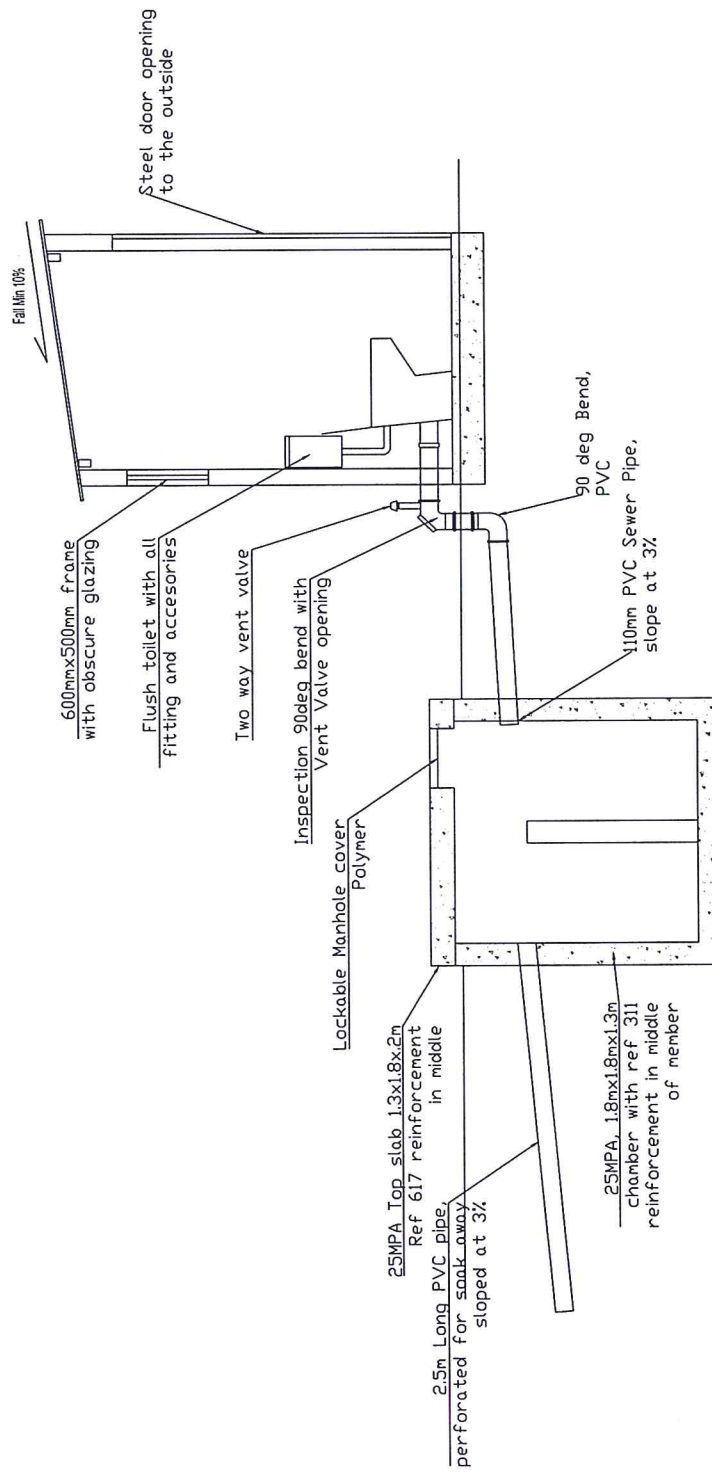
*[Bidders should complete columns C and D with the specification of the goods offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]*



Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	Toilets must be built with durable materials (excluding corrugated iron sheets and plastic for walls) both underground & the top structure.		
	The toilet consists of 2 units, the top structure that house the toilet and the chamber behind that serve as a receptacle of the sewer. The concrete slab underneath the building will have a single sheet of Reff 311 mesh, cover everywhere minimum 50mm. The chamber will also have REF 311 mesh in floor and sidewalls, connected and tied at the corners with overlap of 300mm. The slab on top have a REF 617 with an opening for the access. Access hatch to be lockable.		
	The underground section must be constructed with Concrete and lined /sealed so as to prevent seepage of waste and contamination of underground water. Products that may be used is Adco Conproof 524P or similar. Concrete to be 20-25mpa Minimum and formwork included in the concrete price.		
	Top structures of latrines will be built considering contractors proposal design, preference should be given to building materials that are durable, those materials can also be relocated or reused when the pit become full.		
	The French drain at each toilet must be constructed so that the weir wall is 50mm lower than the inlet and the outlet to the soak away is 50mm lower than the weir wall.		
	Formwork can be used for constructing more than one toilet and therefor need not be quoted anew for every toilet.		

## Specifications and Compliance Sheet Authorised By:

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





<b>PROJECT:</b> CONSTRUCTION OF FLUSH TOILETS IN THE OMAHEKE REGION  <b>TITLE:</b> DESCRIPTIVE SECTION  <b>CLIENT:</b> OMAHEKE REGIONAL COUNCIL  <b>IMPLEMENTING AGENCY:</b> DIRECTORATE OF PLANNING AND DEVELOPMENT SERVICES - DIVISION RURAL SERVICES	<b>SCALE:</b> 1:40	<b>DRAWING NUMBER:</b> ORC/DT/SE/03		OMAHEKE REGIONAL COUNCIL PRIVATE BAG 2277 GOBABIS NAMIBIA 062-566500	
			DIVISION: TECHNICAL SERVICES E-MAIL: rduplessis@omahekerc.gov.na CELL: 0811456807	REVISION	DATE: 05/09/2022
			SURVEYED NA DESIGN RDU/PLESSIS DRAWN RDU/PLESSIS APPROVED SIGNATURE		



## SHORTENED BILL OF QUANTITY – DRY UNIT: PER UNIT QUANTIFIED

Nr.	Description	Unit	Qty	Cost	Price
	<b>Excavation</b>				
1	Excavation of underground pit measuring 1.7mx1.7mx2.2m	m <sup>3</sup>	6.36		
	<b>Underground Chamber</b>				
2	Casting of 200mm Thick 20 MPA slab full length and width of pit, reinforced with REF 311 mesh, spaced in middle of bed. Curing before construction to be allowed, 5 days.	m <sup>3</sup>	0.65		
3	Construct walls with bricks, 110mm wide minimum, and brick force every 3 layers, triple brick force in last 2 layers. Walls must be built on the edge bottom slab. (outside area measured)	m <sup>2</sup>	14.62		
3	Lightly plaster or bag inside of chamber walls with mix of slurry/mortar, Adco Conproof 524P to be added according to suppliers specification	m <sup>2</sup>	14.62		
	<b>Building</b>				
4	Casting of 200mm Thick 20 MPA slab full length and width of hole, reinforced with REF 617 mesh, spaced in middle of bed, holed as per drawing. Curing before construction to be allowed, 5 days.	m <sup>3</sup>	0.65		
5	Construct Building atop slab, Dimensions as per drawing with full brick walls 1.4mx1.6x2.6m, 7mpa bricks	m <sup>2</sup>	12.39		
6	Provide and install lintels above doors and windows Windows 500mm, doors 1200mm	Sum	1		
7	Provide and Install doorframe and steel door with lock	No	1		
8	Provide and Install Window, 300x600 with obscure window pane and putty	No	1		
9	Provide and install roof Corrugated/IBR sheets, sloped 10% on 2x75mmx50mm pine rafters fixed properly into the walls with hoepel or similar (Side overhang 50mm, back and front overhang 100mm)	m <sup>2</sup>	3		
10	Provide and install PVC Toilet, 110mm Air pipe with closure.	Sum	1		



11	Level off area around toilet, cleaning	Sum	1		
12	Construct Ramp for Wheelchairs where needed 1mx0.65mx0.15m, 15mpa	m <sup>3</sup>	0.09		
13	2 Stainless steel handles				
	<b>Total Transfer to Page 10 (F) (Ex vat)</b>				

### SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

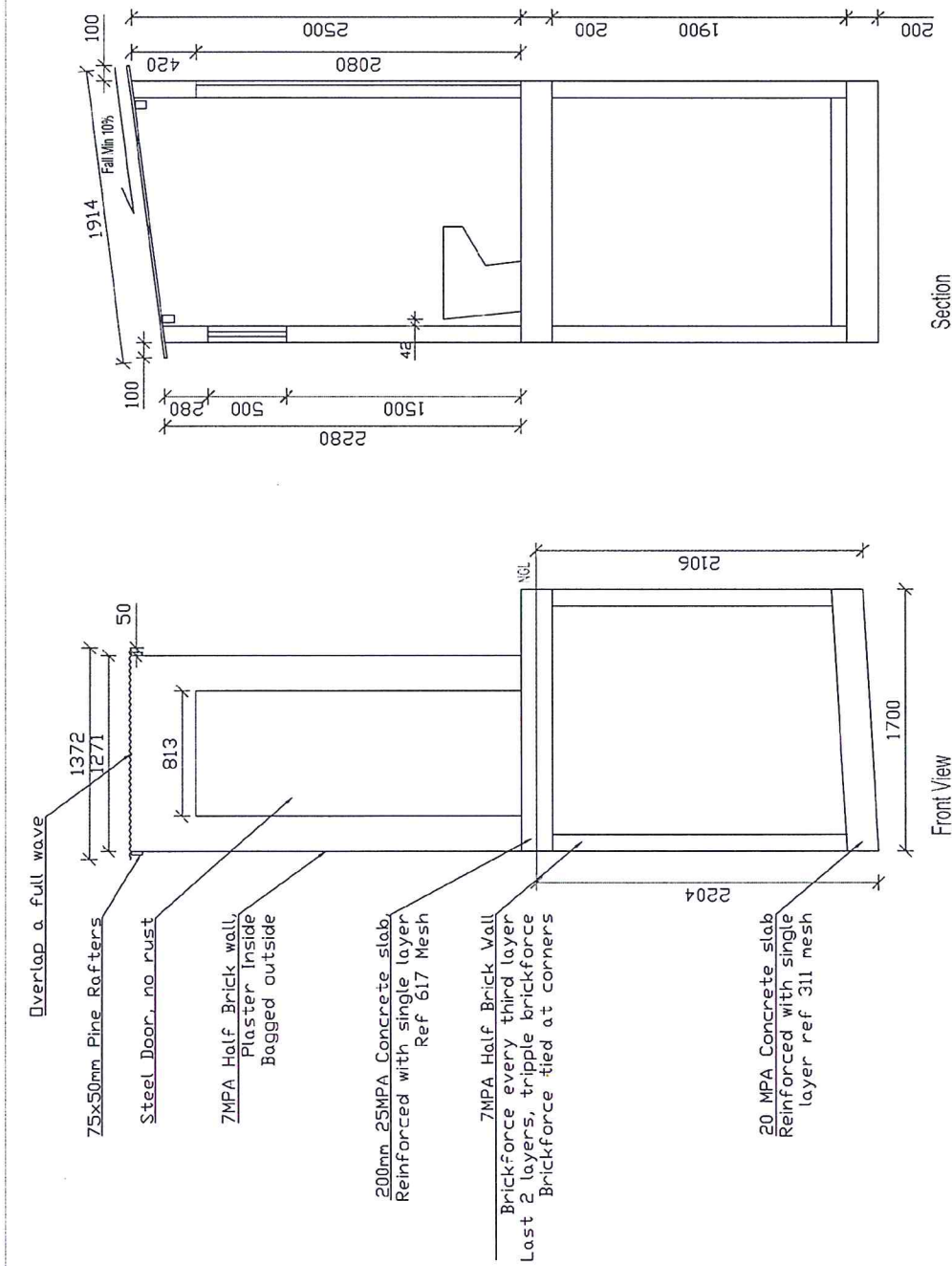
Procurement Reference Number: **W/RFQ/OMA-016/2023/2024**

*[Bidders should complete columns C and D with the specification of the goods 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	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	Toilets must be built with durable materials (excluding corrugated iron sheets and plastic for walls) both underground & the top structure.		
	A complete single toilet unit (comprising of an underground pit (1.7mx1.7mx2.2m depth), 200mm underground slab with Ref 311 mesh - 1 layer, underground structure with half brick walls, 200mm concrete top slab with REF 617 Mesh-1layer, a top structure connected with pit and hand wash basin		
	Latrines must be located considering the underground design (attached to this document).		
	The underground section must be constructed with bricks and lined /sealed so as to prevent seepage of waste and contamination of underground water. Products that may be used is Adco Conproof 524P or similar. Final 2 layers to be constructed and reinforced with triple brick force each.		
	VIP latrines will have a pot inside cabin		
	Top structures of latrines will be built according to design		
	Each toilet must have a proper provision for adequate ventilation and built in a manner that it will be free of smell (the toilet must be equipped with a black ventilation pipe / outlet) & window		

### Specifications and Compliance Sheet Authorised By:

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



PROJECT:  
CONSTRUCTION OF DRY TOILETS IN THE OMAHEKE REGION

TITLE:

FRONT VIEW WITH SECTION

CLIENT:  
OMAHEKE REGIONAL COUNCIL

IMPLEMENTING AGENCY:  
DIRECTORATE OF PLANNING AND DEVELOPMENT SERVICES - DIVISION RURAL SERVICES

SCALE:

1:40

DRAWING NUMBER:

ORC/DT/SE/02

SURVEYED BY

DESIGN BY

DRAWN BY

APPROVED

SIGNATURE

DATE

12/02/2020

OMAHEKE REGIONAL COUNCIL

PRIVATE BAG 2277

GOBABIS

NAMIBIA

062-566500

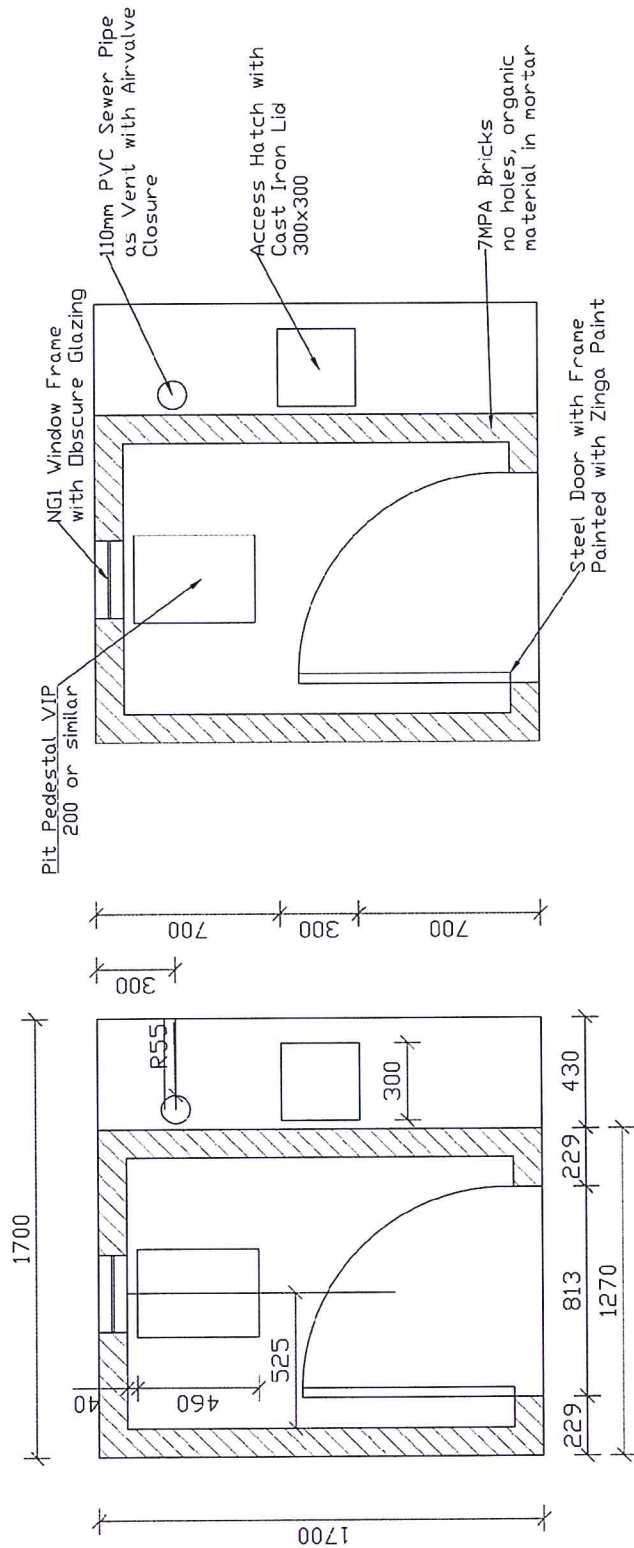


DIVISION: TECHNICAL SERVICES

E-MAIL: [rduplessis@omahekerc.gov.na](mailto:rduplessis@omahekerc.gov.na)



CELL: 0811456807





Floorplan: Measurements

Floorplan: Descriptions

<b>PROJECT:</b> CONSTRUCTION OF DRY TOILETS IN THE OMAHEKE REGION	<b>SCALE:</b> 1:25	<b>DRAWING NUMBER:</b> ORC/DT/SE/01	 OMAHEKE REGIONAL COUNCIL PRIVATE BAG 2277 GOBABIS NAMIBIA 062-566500 DIVISION: TECHNICAL SERVICES E-MAIL: rduplessis@omahekerc.gov.na CELL: 0811458807
<b>TITLE:</b> TYPICAL FLOOR PLAN WITH SPECIFICATIONS	SURVEYED N/A DESIGN RDUPLESSIS DRAWN RDUPLESSIS	APPROVED: SIGNATURE	 OMAHEKE REGIONAL COUNCIL PRIVATE BAG 2277 GOBABIS NAMIBIA 062-566500 DIVISION: TECHNICAL SERVICES E-MAIL: rduplessis@omahekerc.gov.na CELL: 0811458807
<b>CLIENT:</b> OMAHEKE REGIONAL COUNCIL <b>IMPLEMENTING AGENCY:</b> DIRECTORATE OF PLANNING AND DEVELOPMENT SERVICES - DIVISION RURAL SERVICES	DATE 19/07/2000		



## 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. **G/RFQ-GCC** on the website of the Public Policy Unit except where modified by the Special Conditions below.

### SECTION VI: 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 except where modified by the Special Conditions below.

### SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/OMA-016/2023/2024**

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

Subject and GCC clause reference	Special Conditions
<b>Purchaser GCC 1.1(h)</b>	The purchaser is: Omaheke Regional Council
<b>Site GCC 1.1(m)</b>	The Site/final destination for delivery of the Goods is Otjinene Constituency, final destination to be provided in tabular form.
<b>Incoterms Edition GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices GCC 8.1</b>	Any notice shall be sent to the following addresses: For the client, the address and the contact name shall be: The Chief Regional Officer, Omaheke Regional Council, P.O. Box 2277, Gobabis, Mr. P Semba For the Supplier, the address and contact name shall be: _____
<b>Disputes GCC 10.2</b>	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: Attended to by Omaheke Regional Council, Procurement Committee
<b>Delivery and Documents GCC 13.1</b>	The Goods are to be delivered within 21 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;



Subject and GCC clause reference	Special Conditions
<b>Price Adjustment</b> GCC 15.1	<p>The price charge for the Goods supplied and the related Services performed shall not be adjustable.</p> <p>If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used</p>
<b>Terms of Payment</b> GCC 16.1	The structure of payments shall be: Progress payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
<b>Terms of Payment</b> GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment</b> GCC 16.4 (a)	The price shall not adjustable to the fluctuation in the rate of exchange.
<b>Payment Period</b> GCC 16.5	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>i) <b>On Acceptance:</b> The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.</p> <p>ii) An interest rate of 0% is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.</p>
<b>Performance Security</b> GCC 18.1	(i) A performance security in the form of a bank guarantee representing 10% of the final contract price shall be required upon appointment of the contractor
<b>Discharge of Performance Security</b> GCC 18.4	The performance security will be discharged and returned to the supplier not later than 30 days following completion date.
<b>Packing</b> GCC 23.2	The packing, marking and documentation within and outside the packages shall be: as per suppliers recommendation
<b>Insurance</b> GCC 24.1	When purchase material from overseas insurance shall be: Short Term, full replacement value
<b>Transportation</b> GCC 25	The Goods shall be delivered: By Contractor.
<b>Inspection and Test</b> GCC 26.1	The inspection and tests shall be: Inspection to be done on requests from contractor where upon a Payment Certificate will be issued according to progress. Indicative tests will be done by In-house Engineers on concrete with Schmidt Hammer.

Subject and GCC clause reference	Special Conditions
<b>Location of Inspection and Tests</b> <b>GCC 26.2</b>	The inspections and tests shall be conducted at: On Site
<b>Liquidated Damages</b> <b>GCC 27.1</b>	Liquidated damages for the whole contract are N\$250 per day. The maximum amount of liquidated damages for the whole contract is 5% of the final contract price.
<b>Warranty</b> <b>GCC 28.3</b>	<p>The period of validity of the warranty shall be: 90 days/Until Practical Completion</p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be: As listed by Division: Rural Services</p> <p>For item 1, the minimum period of warranty/shelf life shall be 1 year  For item 2, the minimum period of warranty/shelf life shall be 1 year  For item 3, the minimum period of warranty/shelf life shall be 1 year</p>
<b>Repair and Replacement</b> <b>GCC 28.5</b>	The period for repair or replacement shall be: 180 days

## SCHEDULE 2

### COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

<b>COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT</b>		
	N\$	N\$
<b>Raw Materials, Accessories &amp; Components</b>		
• Imported (CIF)	.....	
• Local (VAT & Excise Duty Fee)	.....	.....
<b>Labour Cost</b>		
• Direct Labour	.....	•
• Clerical Wages	.....	•
• Salaries to Management	.....	.....
<b>Utilities</b>		
• Electricity	.....	
• Water	.....	
• Telephone	.....	.....
<b>Depreciation</b>	.....	
<b>Interest on Loans</b>	.....	
<b>Rent</b>	.....	.....
<b>Other (please specify)</b>		
• .....	.....	
• .....	.....	
• .....	.....	.....
<b>TOTAL COST</b>		

$$\text{Local Value Added} = \frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$$

NB! The cost structure should be certified by a Certified Accountant



**SCHEDULE 3**  
**QUOTATION CHECKLIST SCHEDULE**

**Procurement Reference No.:** W/RFQ/OMA-016/2023/2024

Description	Attached	Not Attached
All Compulsory documents as per Page 3, Buller 4		
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
Evidences for conformity of Goods		
Proof of Experience of Contractor		

**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.