



REPUBLIC OF NAMIBIA

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**Omaheke Regional Council**  
Division of Maintenance and Technical Services

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## **Request for Quotations for Works**

**Converting store room into staff toilets at  
Department of Works-Gobabis office**

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**Procurement Reference No: W/RFQ/OMA/WTC-047/2024/2025**

Omaheke Regional Council  
Government Office Park  
Private Bag 2277  
Gobabis

|Tel: +264 62 566500  
|Fax: +264 62-562432  
|Website: [www.omahekerc.gov.na](http://www.omahekerc.gov.na)

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Fax: +264 62-562432

Letter of Invitation

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Procurement Ref No. W/EP/OMA/WTC-047/2024/25

Dear Sir/Madam

17 October 2024

**Converting store room into staff toilets at Department of Works-Gobabis office**

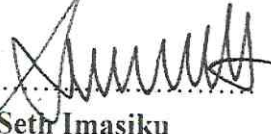
The Division of Maintenance and Technical Services under the Omaheke Regional Council invites you to submit your best quote for the works described in detail hereunder.

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

Queries, if any, should be addressed to **Ms. L. Kandjou** at +264 62 577100. Email. **Vekooski0226@gmail.com**

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

 17/10/2024

Mr. Seth Imasiku  
Head of Procurement Management Unit

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## 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 lot; and
- (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 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 thirty (30) workdays from the date of bid submission deadline.

### 4. Eligibility Criteria

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

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

- (a) Have a valid/certified copy company Registration Certificate;
- (b) Have an original valid/certified copy good Standing Tax Certificate;
- (c) Have an original valid/certified copy 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) 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;
- (f) Bid Securing Declaration

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**5. Works Completion Period**

The completion period for works shall be **thirty (30) workdays** after acceptance and issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable.

**6. 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.

**7. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at **Omaheke Regional Council- Division of Maintenance and Technical Services**, not later than **29/10/2024, 11:00AM**. Quotations by post or hand delivered should reach Omaheke Regional Council not later than **29/10/2024, 11:00 AM**. Late quotations will be rejected. Quotations received by e-mail will not be considered.

**8. Opening of Quotations**

Quotations will be opened internally by the Public Entity 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 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.

**9. 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 evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

**10. 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.

**11. 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.

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**12. 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.

**13. 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.

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## SECTION II: QUOTATION LETTER

Quotation addressed to:	Omaheke Regional Council- Division Maintenance and Technical Services
Procurement Reference Number:	W/RFQ/OMA/WTC- 047/2024/2025
Subject matter of Procurement:	Converting store room into staff toilets at Department of Works-Gobabis office

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 Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead

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 \_\_\_\_\_ days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within \_\_\_\_\_ 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	

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

Date: .....

Procurement Ref No.: .....

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.]

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**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: .....

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**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:**.....

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### **SECTION III: STATEMENT OF REQUIREMENTS**

**This text hereunder is a guidance for the preparation of the Specifications and Performance Requirements and should not form part of the final document**

A set of precise and clear Specifications is a prerequisite for bidders to respond realistically and competitively to the requirements of the Public Entity without qualifying or conditioning their quotations. Specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done shall the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of quotations be ensured, and the subsequent task of quotation evaluation facilitated. The Specifications should require that all goods and materials to be incorporated in the Works be new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

Samples of Specifications from previous similar Contracts are useful in preparing Specifications. Most Specifications are normally written specially by the Public Entity to suit the Contract Works in hand. There is no standard set of Specifications for universal application in all sectors, but there are established principles and practices, which are reflected in these Documents.

There are considerable advantages in standardizing General Specifications for repetitive Works in recognized public sectors. The General Specifications should cover all classes of workmanship, materials, and equipment commonly involved in construction, although not necessarily to be used in a particular Works Contract. Deletions or addendums should then adapt the General Specifications to apply them to the particular Works.

Care must be taken in drafting Specifications to ensure that they are not restrictive. In the Specifications of standards for goods, materials, and workmanship, recognized international standards should be used as much as possible. Where other particular standards are used, whether national standards of Namibia or other standards, the Specifications should state that goods, materials, and workmanship that meet other authoritative standards, and which ensure substantially equal or higher quality than the standards mentioned, shall also be acceptable. To that effect, the following sample clause may be inserted in the Special Conditions or Specifications.

#### **Equivalency of Standards and Codes**

Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract.

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**SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS: See on the Bill of Quantities**

OMAHEKE REGIONAL COUNCIL

**DIVISION OF MAINTENANCE AND TECHNICAL SERVICES**

**Bill of Quantities for Converting store room into staff toilets at Department of Works-Gobabis office**

Item No	Descriptions	Quantity	Rate	Amount
<b>Civil Services</b>				
1.	Breaking down the concrete surface beds, aprons etc,150mm thick	5.1 m <sup>2</sup>		
2.	Cleaning down & prepare one coat Acrylic Pva paint <b>External</b>	25 m <sup>2</sup>		
3.	Extra for additional one coat Acrylic Pva paint <b>External</b> .	25 m <sup>2</sup>		
4.	Cleaning down & prepare one coat eggshell enamel paint <b>Internal</b>	24 m <sup>2</sup>		
5.	Extra for additional one coat eggshell enamel paint <b>Internal</b>	24 m <sup>2</sup>		
6.	Cleaning down & prepare one coat exterior quantity Pva emulsion paint on ceiling, including cornices and cover strips of paint.	6.0 m <sup>2</sup>		
7.	Extra for additional one coat exterior quantity Pva emulsion paint on ceiling, including cornices and cover strips of paint.	6.0 m <sup>2</sup>		
8.	Cleaning down & prepare one coat gloss enamel paint on door frames/windows	6.0 m <sup>2</sup>		
9.	Extra for additional one coat gloss enamel paint	6.0 m <sup>2</sup>		
10.	Cleaning down & prepare one coat polyurethane velvet enamel paint on flush doors.	20.16 m <sup>2</sup>		
11.	Extra for additional one coat polyurethane velvet enamel paint	20.16 m <sup>2</sup>		
12.	Extra over all excavations for cutting away surplus materials	6.0 m <sup>2</sup>		
13.	Excavation in earth not exceeding 1m deep trenches and holes	15.0 m <sup>3</sup>		
14.	Earth filling to trenches, holes, etc.	15.0 m <sup>3</sup>		
15.	Coarse river sand filling supplied by the contractor under floor	4.0 m <sup>3</sup>		
16.	20MPa/19mm concrete Surface beds aprons, paving, ramps, etc. cast in panels	1.0 m <sup>3</sup>		
17.	Brickwork of 7MPa cement bricks in class 11 mortar one brick wall.	11.0 m <sup>2</sup>		
18.	Galvanized brick reinforcement 225mm wide reinforcement built in horizontally	64 m <sup>2</sup>		
19.	Wrot Meranti 19mm quadrant bead planted on	1 m		
20.	40mm thick hallow cored flush doors size 813 x2032mm high	4		
21.	44mm solid laminated flush doors size 813 x2032mm high	2		
22.	Cylinder locks two lever upright mortice lock with stainless steel fored	4		

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23.	Cupboard and drawer locks, cylinder rim night latch with cylinder	2		
24.	32mm Rubber stop fixed to wall	6		
25.	Curtain tracks work Chromium plated toilet roll holder	4		
26.	12mm double rebated frame suitable for one brick walls-frame for door size 813 x2032mm high	4		
27.	One coat compo plaster steel troweled on concrete to Wall	25 m <sup>2</sup>		
28.	200 x200 x5mm white glazed ceramic wall tiles to Wall	2 m <sup>2</sup>		
29.	Polyethylene, duration Basin size 510 x405mm with two tapholes bolted to wall	2		
30.	Porcelain enameled steel bath-9Litre low level duranite w.c. cistern complete with flushing mechanism. Flush level & flush pipes	4		
31.	25mm Brass fullway gate valve	1		
32.	15mm angle regulating valve with 10mm chromium plated copper service pipe 300mm girth bent as required	6		
33.	15mm Raised nose pillar taps	2		
34.	Extra over HDPE 25mm pipes laid in ground in trenches	30 m		
35.	Extra over class 0 15mm pipe fixed or chase into wall	18 m		
36.	Extra over class 0 15mm fitting (elbow, tees. Reducing tees, adaptor couplings, etc.	12		
37.	Extra over uPVC 40mm pipes fixed or chased into wall	18 m		
38.	Underground twin wall uPVCstructured-110mm Access bend with vent horn	4		
39.	Underground twin wall uPVCstructured-110mm Plain junction	11		
40.	110mm Pipes laid in and including trenches not exceeding 1m	40 m		
41.	UPVC Gulleys with gulley head and grating encased in concrete 110mm rodding eye	4		
42.	UPVC Gulleys with gulley head and grating encased in concrete 110mm plain bend	4		
43.	Excavate for and build inspection chamber size 900mm x600mm internally and not exceeding 500mm deep to invert Cast iron gratings and cover	1		
44.	Mirror size 450 x600mm	2		

**Total COST of Civil Services**

NS .....

**VAT 15%**

NS .....

**GRAND TOTAL**

NS.....

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## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/RFQ/OMA/WTC-047/2024/25**

See Bill of Quantity below

## 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-GCC) available on the website of the Public Entity ([www.omahekerc.gov.na](http://www.omahekerc.gov.na)) except were modified by the Special Conditions below

## SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/ RFQ /OMA/WTC-047/2024/25**

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract.

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	Omaheke regional Council Division of Maintenance and Technical Services
Intended Completion Date GCC	The intended completion date is: <b>24/11/2024</b>
Project Manager GCC 1.1(y)	The Project Managers is: <b>Mr. M.E Katjuongua Works Inspector for Ministry of Works &amp; Transport</b>
Site GCC 1.1(aa)	The Site is located at <b>Department of Works , Gobabis Omaheke region.</b>
Start Date GCC 1.1(dd)	The Start Date shall be: <b>As soon as possible.</b>
The Works GCC 1.1(hh)	The Works consist of: <b>Converting store room into staff toilets at Department of Works-Gobabis office.</b>
Interpretation GCC 2.2	The project will be completed in the following sections <b>once payments.</b>

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GCC Clause Reference	Special Conditions
Interpretation GCC2.3	The following additional documents shall form part of the contract: Qualifications of personnel on site N/A
Language and Law GCC 3.1	The language of the contract is English The law that applies to the Contract is the law of Namibia.
Project Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation GCC 5.1	The Project Manager <i>may</i> delegate his/her duties.
Possession of the Site GCC 20.1	The Site Possession Date shall be: <b>As soon as possible</b>
Defects Liability Period GCC 33.1	The Defects Liability Period is: seven (7) Workdays.
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.

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## QUOTATION CHECKLIST SCHEDULE

Procurement Reference No: W/EP/OMA/WTC-020/2024/25

Description	Attached	Not Attached
Quotation letter		
List of Items and Price Schedule		
Specification and Compliance Sheet		
Bid Securing declaration		

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