



REPUBLIC OF NAMIBIA

Omaheke Regional Council
Division of Maintenance and Technical Services

**Request for Quotations
for Works**

**Renovation, alteration and fencing of government
flat erf 320, Kalahari Street no 12**

Procurement Reference No: W/RFQ/OMA/WTC-046/2024/2025

Omaheke Regional Council
Government Office Park
Private Bag 2277
Gobabis

|Tel: +264 62 566500
|Fax: +264 62-562432
|Website: www.omahekerc.gov.na

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**REPUBLIC OF NAMIBIA****Omaheke Regional Council**
Division of Maintenance and Technical Services

Tel: +264 62 566500

Fax: +264 62-562432

Website: www.omahekerc.gov.na**Letter of Invitation****Procurement Ref No. W/EP/OMA/WTC-046/2024/25**

Dear Sir/Madam

17 October 2024**Renovation, alteration and fencing of government flat erf 320, Kalahari
Street no 12**

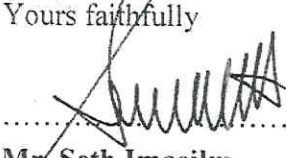
The Division of Maintenance and Technical Services under the Omaheke Regional Council invites you to submit your best quote for the works described in detail hereunder.

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
- © 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 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) 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 **sixty (60) 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, 11:00 AM**. 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- 046/2024/2025
Subject matter of Procurement:	Renovation, alteration and fencing of government flat erf 320, Kalahari Street no 12

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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**OMAHEKE REGIONAL COUNCIL
DIVISION OF TECHNICAL AND MAINTENANCE SERVICES**

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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BILL OF QUANTITY

enquiries: M E Katjiuongua
Departmental Works Inspector
Contact Number: 0813838466

P/Bag 2281
Gobabis
Fax: 062563122

SUPPLIER DETAILS

Contractor Name:

Postal Address:

Home Based Address:

Contact No:

Building Name: **Government Flats ERF 320, Kalahari Street No.12**

Authorization No. **W/RFQ/OMA-DWTC/ 046/2024-2025**

Description: **Renovation , alteration and fencing of government flat**

ITEMS	Q	UNIT	PRICE	TOTAL
Breaking up or breaking down -brickworks				
One brick wall	4	M ²		
Half brick wall	10	M ²		
Sealing of existing roofs and flashing				
Seals all holes & roofing screws, etc. in galvanized roof sheeting	80	M ²		
Soap dishes and toilet roll holder				
Toilet roll holder with glazed semi -size 150x150mm	1	No.		
Soap dish with new white glazed semi- 150x150mm	1	No.		
Paintwork, clean & prepare & coat ext. - Internal				
On external smooth plaster wall with pva emulsion paint	120	M ²		
Extra additional one coat of paint	120	M ²		
On internal smooth plaster with eggshell enamel paint	60	M ²		
Extra additional one coat of paint	60	M ²		
Earth works & excavation				
Trenches and holes	2.16	M ³		
Blinding under footings , bases, etc. 5mpa/38mm concrete	0.07	M ³		
Brickwork of 7mpa cement bricks in class 11				
Half brick wall	10.80	M ²		
One brick wall	9.00	M ²		
Plastering with one coat compo plaster steel trowelled smooth on brickwork to wall	33	M ²		
Galvanized bricks reinforcement & lintels				
22mm wide reinforcement built in horizontal	64	M		

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5.	Extra over extra for brick on edge header course lintel	5	M		
	Roof covering-sheeting IBR				
6.	0.5mm 'IBR' Roof sheeting in single length sheet		M ²		
	Door, Floor Units, Storage Units, 32mm Work with tops & soft board ceiling.	40			
7.	44mm thick hollow cored -Flush door size 813x2032mm	2	No.		
8.	40mm solid laminated -Flush door size 813x2032mm	1	No.		
9.	Floor sink unit type F1800 size 1800mm long, 870mm and 570mm deep With fixed front fascia, four doors and shelves.	1	No.		
0.	Broom cupboard unit type H450 B size 450mm long, 2000mm high and With one door.		No		
1.	Work to 800mm wide		M		
2.	12mm Soft board ceiling		M ²		
3.	Extra over soft board ceiling for trap door size 600x600mm	1	No.		
	Ironmongery, padlocks, cylinder locks				
4.	55mm solid hardened 6-pin steel padlock	1	No.		
5.	Four lever upright mortice lock with stainless	3	No.		
6.	Cylinder rim right latch (anti -credit card type) with cylinder	1	No.		
7.	32mm rubber door stop fixed to wall	3	No.		
	Bathroom fittings & standard steel kitchen cupboards				
8.	Chromium plated towel ring	1	No.		
9.	20mm Chromium plated towel curtain rail 900mm long including end & flange	1	No.		
0.	Shower curtain of 100% polyester resistant & water proof fabric size 1450x3000mm long overall including 30mm diameter pasting rings comp.	1	No.		
1.	Wall unit type TC1200 size 1200x300x580mm high	1	No.		
2.	Floor cabinet type TC1200 size 1200x533x865mm high	1			
	Floor & wall covering (tiles)				
3.	35x35x5mm full body ceramic tiles	30	M ²		
4.	Floor to patterns	30	M ²		
5.	Skirting 100mm high	34.92	M		
6.	Bull nose pvc tiling strips for 5mm tiles	34.92	M		
7.	200x200x5mm white glazed Wall tiles	30	M ²		
	Plumbing works & drainage				
8.	Basin size 510x405mm with two tap holes bolted	1	No.		
9.	9 litre high level duranite w.c cistern comp with flush mechanism, flush lever and flush pipe	1	No.		
0.	32mm upvc bottle trap including tailpipe and wall flange	1	No.		
1.	25mm brass fully way ball cock with handle	1	No.		
2.	15mm Angle regulating valve with stainless steel braided connector pipe 315mm girth with chromium plated connectors both ends bend	1	No.		
3.	20mm Under wall pattern stop tap with cover plate	4	No.		
4.	15mm shower rose 85mm diameter	2	No.		
5.	15mm shower arm with cover plate	1	No.		
6.	25mm pipes laid in ground in trenches class 12 HDPE incl back filling	1	No.		
7.	15mm copper pipes chased into walls- hard drawn walled class 0	15	M		
8.	15mm fittings (elbow, tees, reducing, tees, adaptor, coupling, etc.	30	M		
9.	110mm upvc pipes laid in ground under solid floors	15	No.		
0.	110mm upvc pan connector	10	M		
		1	No.		

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1	110mm upvc rodding eye	1	No.	
2	110mm upvc plain bend	1	No.	
Structural steelwork & metal works all over...				
3	Lipped channel section purlins	92	kg.	
4	Rectangular or square hollow section purlins	1018.0	kg.	
5	5mm plated out cut to varying shapes and sizes-quality mild steel	5.40	M ²	
6	Single gate leaf size 810x2000 high overall form of 40x40x3mm mild hollow section frame around & two horizontal intermediate rail & filled in with & including 20x20x2mm hollow section vertical bars at approximately 70mm concrete passed through & welded to the intermediate rails, including two 100mm weld-on type hinges, narrow style double cylinder lock with escutcheons reverted to leaf & a 40x5mm mild steel section flat gate stop weld on to one stile for the full gate height.	1	No.	
7	Window type NG1 size 533x395mm high with incl NBP33 burglars	1	No.	
8	Window type E2 size 1022x564mm high with incl NBP33 burglars	1	No.	
9	Burglar bars to suit opening sections of type d50 window 533x1545mm	1	No.	
0	Frame for door size 813x2032mm high-1,2mm double rebaited frame-half brick wa	1	No.	
1	Frame for door size 813x2032mm high-1,2mm double rebaited frame-one brick wa	2	No.	
Glazing to steel with putty & mirrors with different sizes				
2	Panes(clear glazing) including putty	1.5	M ²	
3	Mirror size 450x600mm high	1	No.	
Paintwork on ceiling and metalwork, burglars ,window, doors				
4	On ceilings including cornices and cover strips	20	M ²	
5	On door frames	2	M ²	
6	On flush doors	2	M ²	
7	On Windows with burglars bars	2	M ²	
8	On rails,bars,pipes etc. not exceeding 300mm girth	6	M ²	
External works – trees and fencing				
9	Cutting tree exceeding 1000mm and not exceeding 2000mm girth	2	No.	
0	Trimming branches not exceeding 500mm girth	15	No.	
Precast concrete panel fencing with exposed faces of all components finished smooth and with both sides of in full panel smooth comprising 150x150mm posts with tapered recesses on two sides & reinforced with 12mm diameter mild steel continuous bars, founded in & including 450x450x450mm unreinforced concrete bases as 1.59m centres & with precast concrete caps cemented on top of each post & with 38x1525x305mm infill panels reinforced with type 395 high tensile steel fabric reinforcement including grounding panels in cement mortar				
1	Precast concrete fence 1800mm high above ground completed	61	M	
Electrical material installation and connection				
2	Pvc 20mm conduit pipe	48	M	
3	Pvc wires 2.5mm ²	150	M	
4	Plugs 4x4 16A	2	No.	
5	4x4 galvanized boxes	2	No.	
6	2x4 galvanized boxes	2	No.	
7	Bulk head lights with bulb	2	No.	
8	Switches 2x4 1L 1way 16A	2	No.	

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9	LED flood lights	2	No.		
0	Daylight Switches	1	No.		

TOTAL BILLED ITEMS	
CONTINGENCIES 10%	
SUB TOTAL	
15% VAT	
GRAND TOTAL	

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/EP/OMA/WTC-046/2024/25**

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) except were modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/EP/OMA/WTC-046/2024/25**

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: 22/10/2024

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GCC Clause Reference	Special Conditions
Project Manager GCC 1.1(y)	The Project Managers is: Mr. M.E Katjiuongua Works Inspector for Ministry of Works & Transport
Site GCC 1.1(aa)	The Site is located at Government Flats ERF 320, Kalahari Street No.12, Gobabis Omaheke region.
Start Date GCC 1.1(dd)	The Start Date shall be: As soon as possible.
The Works GCC 1.1(hh)	The Works consist of: Renovation, alteration and fencing of government
Interpretation GCC 2.2	The project will be completed in the following sections once payments.
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: As soon as possible
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:

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GCC Clause Reference	Special Conditions
	(a) the payment certificate; and (b) a certificate of Completion of the Works.

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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