



REPUBLIC OF NAMIBIA

Omaheke Regional Council Division of Maintenance and Technical Services

Request for Quotations for Works

Servicing the fire Extinguishers equipment for Department of Works-Gobabis office

Procurement Reference No: W/RFQ/OMA/WTC-054/2024/2025

Omaheke Regional Council Government Office Park Private Bag 2277 Gobabis

|Tel: +264 62 566500 |Fax: +264 62-562432

Website: www.omahekerc.gov.na

Omaheke Regional Council

P/Bag 2277 Tell: 062-566500

Fax: 062-562432

Email: imasiku@omahekerc.gov.na

28/10/2024

Company name	e:	
Address	1	
Contact	;	

Letter of Invitation

PROCUREMENT NO: W/RFQ/OMA/WTC - 054/2024/25

Dear Sir/Madam

Request of Quotation to Service the fire Extinguisher's equipment at Department of Works Gobabis.

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 *Mr. Seth Imasiku Tell: 062-566500, fax: 062562432* 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,

Mr S.W. Imasiku

Head of Procurement Management Unit

28/10/24

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 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.

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 or more from the date of bid 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/certified valid good Standing Tax Certificate;
- (c) Have an original/certified 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 valid certified copy of an SME certificate.
- (f) Qualification for fire extinguisher related papers under the company name or under the individual name.
- (g) Have one or more reference letter for similar works done.

5. Works Completion Period

The completion period for works shall be.....20 days...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 delivered at the office NO: 120 DEPARTMENT OF WORKS not later than 06/11/2024 11:00AM. Quotations by post or hand delivered should reach Omaheke Regional Council (DEPARTMENT OF WORKS) by the same date and time at latest. 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 7 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 five 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.

12. Award of Contract

The Bidder having submitted the lowest market related price 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 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)

[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. If your quotation is not authorised, it will be rejected

Quotation addressed to:	[name of Public Ent	ity]						
Procurement Reference	Number:							
Subject matter of Procur	rement:							
We offer to execute terms and conditions	the Works detailed stated in your Req	in the Sta	atement of I ealed Quota	Requirements, in accordance with the tations 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 [forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]								
The validity period o	f our Quotation is leadline.		_ days [ins	sert number of days] from the date of				
We confirm that the personal be subject to revision quotation validity.	prices quoted in the or variation, if we	e Priced A	Activity Sch ded the cor	hedule are fixed and firm and will not ontract prior to the expiry date of the				
Works will commence Acceptance.	e within	days	from date	e of issue of Purchase Order/ Letter of				
Works will be completed the complete of acceptance.	leted within	-	days fro	from date of issue of Purchase Order/				
Quotation Authorise	ed by:							
Name of Bidder			Company's	s Address and seal				
Contact Person								
Name of Person Author	orising the Quotation	n:	Position:	Signature:				
Date		Phone No	o./E-mail					

Appendix to Quotation Letter

BID SECURING DECLARATION

(Section 45 of Act)

(Regulation 37(1) (b) and 37(5))

	[Day month year]
Procu	rement Ref No.:
_	nsert complete name of Public Entity and address]
	understand that in terms of section 45 of the Act a public entity must include in the bidding tent 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* ı	understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder
	:signature of person whose name and capacity are shown]
Capaci [indica	ty of: te legal capacity of person(s) signing the Bid Securing Declaration]
	t complete name of person signing the Bid Securing Declaration]
Duly at	uthorized to sign the bid for and on behalf of: [insert complete name of Bidder]
Dated [inser	on day of t date of signing]
[Note*	rate Seal (where appropriate) f: In case of a joint venture, the bid securing declaration must be in the name of all partners to not venture that submits the bid.]



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:

Initial								

2. PROCUREMENT DETAILS

Procurement Reference No:
Procurement Description:
At at short a large of
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:

SECTION III: STATEMENT OF REQUIREMENTS

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

The refilling and servicing of dry powder stored pressure-type extinguisher. Monoammonium phosphate – Grade 3a 3b.

- 1. Servicing of 30 (7.3kg) fire extinguishers bottles.
- 2. Servicing of 35 (12kg) fire extinguisher bottles
- 3. Supply and deliver

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: W/RFQ/OMA/WTC - 054/2024/25

[Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below.]

The quantities shown below are approximate and not subject to re-measurement for payment purposes.

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	Servicing the bottle of fire extinguishers (Monoammonium phosphate – Grade 3a 3b).	35	12kg		
2	Servicing the bottle of fire extinguishers (Monoammonium phosphate – Grade 3a 3b).	30	7.3kg		
3	Collect and deliver				
4	Transport				-
5	Labour				
			Subtotal		
	Enter 0% VAT rate if VAT exem	pt.	VAT 15	%	
			Total		

Priced Activity Schedule Authorised By:

Name:	Signatur	e:
Position:	Date:	
Authorised for and on behalf of:	Company	*

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: W/RFQ/OMA/WTC - 054/2024/25

[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*	<i>B</i> *	\boldsymbol{C}	D
1	Servicing the bottle of fire extinguishers		
	(Monoammonium phosphate – Grade 3a 3b). 35 x 12kg		
2	Servicing the bottle of fire extinguishers		
	(Monoammonium phosphate – Grade 3a 3b). 30 x 7.3kg		
3			
4			

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-GCC**) available on the website of the Public Entity except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: W/RFQ/OMA/WTC - 054/2024/25

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)	Omaheke Regional Council, Department of works
Intended Completion Date GCC	The intended completion date is: within 20 days after the order received.
Project Manager GCC 1.1(y)	The Project Manager is: Ms NN Timoteus
Site GCC 1.1(aa)	The Site is located at Department of works Gobabis .
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: 65 bottle, fire extinguishers from Department of Works Gobabis for Servicing, Refilling, testing, and returning them back after services.
Interpretation GCC 2.2	The project will be completed in the following sections: Ones off Services.
Interpretation GCC2.3	The following additional documents shall form part of the contract: Not Applicable
Language and Law	The language of the contract is English The law that applies to the Contract is the law of Namibia.

	Initial																
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GCC Clause Reference	Special Conditions	
GCC 3.1		
Project Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employed 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 extension of time. This requirement shall be waived in an emergence affecting safety of personnel or the Works or adjacent property.	
Delegation GCC 5.1	The Project Manager may delegate his/her duties.	
Possession of the Site GCC 20.1	The Site Possession Date shall be: As soon as possible	
Payment Certificates GCC 39.7	Omaheke Regional Council(department of works) shall choose "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.	

SCHEDULE 1:

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No: W/RFQ/OMA/WTC - 054/2024/25

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Securing Declaration		
Have a valid company Registration Certificate;		
Have an original valid good Standing Tax Certificate		
Have an original valid good Standing Social Security Certificate;		
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		
Qualification/Certificate on fire extinguisher related		
Have references letters for similar works done.		