



REPUBLIC OF NAMIBIA

Omaheke Regional Council

Request for Quotations

[Issued in terms of section 7(1)(i) of the Public Procurement Act, 2015]

**for Non-Consultancy Services
(Time Based)**

**Procurement of
Security services for schools in Okorukambe Constituency
Schools (G8) for the period of 6 months**

Bidder's Name :	
Contract details	
Total Bid Price	VAT Exclusive
	VAT Inclusive
Lot 1. Otjivero Primary School	VAT Exclusive
	VAT Inclusive
Lot 2. Otjivero Hostel	VAT Exclusive
	VAT Inclusive
Lot 3. Nossob Combine School	VAT Exclusive
	VAT Inclusive
Lot 4. Omataura Hostel	VAT Exclusive
	VAT Inclusive

Procurement Reference No: NCS/RFQ/OMA/EDU-057/2024/2025

Omaheke Regional Council (Directorate of Education, Arts and Culture)
President Street
Private Bag 2004
Gobabi

[Tel: +264 62 577600
Fax: +264 62-562888
Website: www.omahekerc.gov.na

Date: 8 November 2024

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Omaheke Regional Council

Directorate of Education, Arts and Culture

Tel: +264 62 566500
Website: www.omahekerc.gov.na

Fax: +264 62-562432

Letter of Invitation

8 November 2024

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Ref. No.: NCS/RFQ/OMA/EDU-058/2024/2025

Dear Sirs,

Request for Quotations for Procurement of Security services for schools in Okorukambe Constituency (G8) for the period of 6 months

The Directorate of Education, Arts and Culture under Omaheke Regional Council invites you to submit your best quote for the services described in above.

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

Queries, if any, should be addressed to **Rebekka Makari** at +264 62 577600

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
Chairperson: Procurement Management Unit

11/11/2024



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SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Omaheke Regional Council reserves the right:

- (a) to accept or reject any quotation; or
- (b) 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 services 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 Performance Standards 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 bedays 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 certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963));
- (b) have an original valid good Standing Tax Certificate (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963))-
- (c) have an original valid good Standing Social Security Certificate (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), ;

- (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 (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)
- e) have a certificate indicating SME Status (for Bids reserved for SMEs) (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)),
- f) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;
- (g) Bidder must initial all pages of the bidding documents including bidders support documentation
- (h) The bidder's business operation as per company registration documents must be registered in line with the goods/service sourced.
- (i) Written Power of Attorney or make a Close Corporation resolution to self for the signatory of the bid (template on to be completed, signed and stamped). Note: **Not Applicable to Sole Owners of entities'**.
- (j) Complete the Company Shareholding Information form.
- (l) A Bidder that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission or thereafter, shall be disqualified
- (k) Did the bidder offer validity period of one hundred and twenty (120) days from the date of the bid submission deadline (*bidder that offer validity period less than 120 will be disqualified*).
- (l) Bids from service providers appearing on the ineligibility lists of Central Procurement Board of Namibia shall be **rejected**.
- (j) Code of good practice will be applied

Links for checking the ineligibility lists are available at:

- Republic of Namibia, Procurement Policy Unit
<https://egp2.gov.na/forms/SearchSuspendedBidders.jsf>

BIDDERS' CONFLICT OF INTEREST DECLARATION
(to be completed by the bidder)

Mandatory Requirements	Yes	No
Does the bidder have a relationship with any other bidder(s), directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process?		
Has the bidder participated in more than one bid in this bidding process? <i>Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one bid</i>		
Has the bidder (owners/shareholders) or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of this Bid?		
Has the bidder participated in the deliberations or take part in the decision-making process in relation to the bidding process.		
Is the bidder a member of the Board, Bid Evaluation Committee, Procurement Committee, an Accounting Officer or staff member of Procurement Management Unit of Omaheke Regional Council or Delegated Functions		

Note: *Bidders found to have a conflict of interest shall be disqualified. The conflict of interest will be evaluated throughout all the stages of the evaluation process*

5. Bid Securing Declaration

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

6. Services Completion Period

The completion period for services shall be.....after acceptance/issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable.

7. Documents to be submitted

Bidders shall submit along with their quotations documents giving company's profile, past experience and evidence of similar services provided together with customer's reference details.

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8. 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.

9. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at ***Omaheke Regional Council Office, Ground Floor, Road Camp, Government Office Park in Gobabis*** not later than ***20 November 2024 at 11H00*** Quotations by post or hand delivered should reach by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

10. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid Security/Bid-Securing Declaration will be put on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

11. 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 to determine the lowest evaluated quotation.

12. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However, evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

13. Prices and Currency of Payment

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

14. Margin of Preference

15.1. The applicable margins of preference and their application methodology are as follows: **Exclusive Preferences**

$$A = \frac{\text{Margin of Preference} \times \text{Bid Price}}{100}$$

"A" represents the amount to be determined;

"MP" represents the total percentage of all margins of preferences granted in respect of the bid; and

"BP" represents the bid price.

Bidders applying for the Margin of Preference shall submit, evidence of:

CATEGORIES OF BIDDERS	MARGIN OF PREFERENCE	DOCUMENTARY EVIDENCE
Manufacturer	2%	-Certificate of registration from a registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant
Micro, Small and Medium Enterprise	1%	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
Women owned enterprise	1%	IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder, certificate declaration indicating the percentage of Namibian female ownership
Youth owned enterprise	2%	IDs of all shareholders Founding statement/company registration indicating ownership structure/shareholder certificate declaration indicating the percentage of Namibian youth ownership

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Previously Disadvantaged Personowned enterprise	2%	-IDs of all shareholders Founding statement/company registration indicating ownership structure/shareholder certificates declaration indicating the percentage of NamibianPDPs ownership
Suppliers providing environmental protection	1%	-declaration and proof that the bidder meets the requirements set out in the bidding document
Suppliers providing environmental protection	1%	-declaration and proof that the bidder meets the requirements set out in the bidding document

15. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: **documentary evidence of the category of margin of preference.**

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the 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 and General Conditions of Contract

14. Notification of Award and Debriefing

The Public Entity shall after award must 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 of ward on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven days (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 this RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]

Quotation Addressed to	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to provide the services detailed in the Scope of Service, 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: Request for Quotations.

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

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.

The services will commence within _____ [to insert number] days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within _____ [to insert number] 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./Fax	

Initial:.....

Appendix to Quotation Letter

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]

Initial:.....

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*

Initial:.....



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2015 and
section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

Initial:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:

Procurement Description:

.....

Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:

.....

3. UNDERTAKING

I

[insert full name], owner/representative

of

[insert full name of company]

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:.....

Please take note:

1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

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SECTION III: SCOPE OF SERVICES

Provision of security services to schools in Gobabis constituency (G8) as follows

Sites	Basis of Guarding	Weekdays (school days & vacation)	Saturdays	Sundays and Public Holidays
Otjivero PS	Vacation	24 hours	24 hours	24 hours
Otjivero Hostel	Vacation	24 hours	24 hours	24 hours
Nossob Combine School	Permanent	15 hours / 24 hours	24 hours	24 hours
Omataura Hostel	Permanent	15 hours / 24 hours	24 hours	24 hours

1. CONDITION OF SHIFTS:

- One (1) guard to be on duty every night (Monday to Friday, 17h00 – 08h00) per shift
- Saturdays and Sunday to be guarded on 24-hour basis. One (1) guard per shift.
- Public holidays to be guarded on 24-hour basis. One (1) guard per shift.
- Times for Monday to Friday shifts are subjects to change based on the Namibian winter and summer time changes as long as fifteen (15) hours is observed.

2. Duties and responsibilities of security officer include but are not limited to the following;

- Guards and secure security points and property in the allocated areas.
- Stop and inspect all private cars as well as GRN vehicles leaving the premises to ensure that no government property is taken from the premises without the required official vouchers.
- Keep record of all vehicles and monitor people entering or exiting government schools, hostels and institutions and ensure that all government drivers are in possession of a valid Trip Authority and are producing acceptable identification.
- Keep record of all issued vouchers of government properties taken out of the guarded premises or educational institutions.
- Control public access to the properties and related premises during hours specified.
- Perform inspection, detection and investigation of all security-related incidents, violations of regulations and matters of public safety and report same to appropriate authorities
- Patrol the entire premises to provide a visible presence to discourage vandalism, theft or unauthorized entry.
- Notify the Namibian Police and the school authority of any unlawful activity.

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- Admit only authorized personnel to the premises afterhours/weekends/public holidays.
- Question and check ID of anyone who enters the premises afterhours/ weekends/ public holidays and record said entry in a register.

The contractor will provide the guard with the following equipment.

1. ID – card

Uniform (As per Labour Act/ Government Gazette of 6 July 2012, Article 9.)

Any equipment belonging to the contract or installed in or used on the Ministry's premises, is and shall remain the property of the contractor and the contractor shall have the right to take possession of the equipment at the expiration or termination of this agreement, provided that the contractor shall insure that the premises are restored to their original condition after removal of such equipment.

3. General

- General scope of work shall be to supply all labour, materials, equipment and incidentals necessary to provide appropriate security guard services at the four properties of the Omaha Regional Council within the Aminiun school per schedule in Section V.
- The Regional Council reserves the right to carry out inspections during shifts without notification
- Guards may make use of available shelter and toilet facilities on the premises.
- Payment will be made within seven days after the end of the month upon the receipt of correct invoices.
- The Regional Council reserves the right to request for the increase or reduction of number of guards according to the needs.
- The Regional Council reserves the right to increase or reduce the sites according to the needs.
- The contractor shall be obligated to remove any guard and replace such guard if in the opinion of the Regional Council such guard does not perform his / her duties satisfactory or meet the requirements.
- General performance criteria shall include but not be limited to providing security guard services to:
 - Prepare and submit written reports as directed.
 - Respond promptly and appropriately to all security-related emergencies.
 - All security personnel to be provided with the necessary uniform
 - All security personnel should be provided with the necessary mode of transport to ensure they are picked up and dropped off to alleviate late arrival at work
 - All security officers must be prompt and on time.

Reports:

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- The Contractor shall complete and submit a Daily Report form to the Omaheke Regional Council upon completion of each daily shift.
- In the event of an unusual occurrence, the Contractor shall submit an Incident Report to the Omaheke Regional Council, along with the Daily Report form.
- The Contractor may use their own forms.
- Any and all reports prepared during the term of this Contractor shall become the property of the Omaheke Regional Council.

Security officers employed by the Contractor to perform work under this Contract shall be able to communicate effectively in both written and oral English.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/OMA/EDU-058/2024/2025**

[Complete the unit and total prices for each item listed below in Namibian dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be re-designed and customized as per the type of services required].

Currency of Quotation:

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Security services for Otjivero PS (vacation)	Weekdays	24 hours		
		Saturdays	24 hours		
		Sundays/ Public h/days	24 hours		
2	Security services for Otjivero Hostel (vacation)	Weekdays & Saturday	24 hours		
		Saturdays	24 hours		
		Sundays/ Public h/days	24 hours		
3	Security services for Nossob Combine School (permanent)	Weekdays	15/24 hours		
		Saturdays	24 hours		
		Sundays/ Public h/days	24 hours		
4	Omataura Hostel (permanent)	Weekdays	15/24 hours		
		Saturdays	24 hours		
		Sundays/ Public h/days	24 hours		
			Other additional costs		
			Subtotal		
Enter 0% VAT rate if VAT exempt.			VAT @ %		
			Total		

Enter 0% VAT rate if VAT exempt.

** Columns A to D to be completed as applicable by Public Entity*

Priced Activity Schedule Authorised By: *[insert company seal]*

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			

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SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/OMA/EDU-058/2024/2025

[Bidders should complete columns C and D with the specifications of the services 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	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	Provision of security service to four (4) sites		
2			
3			
4			
5			
6			

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

Specifications and Performance Standard Compliance Sheet Authorised By:

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

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SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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 services(Lump-sum) - Ref. **NCS/RFQ/OMA/EDU-057/2024/2025** on the website of the Public Entity eprocurement.gov.na/documents/ except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: _____

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(a)	Adjudicator is applicable for this contract in terms of GCC1.1(a)
Definitions GCC 1.1(l)	The Member is: <i>[to be inserted at contract signing]</i>
Definitions GCC 1.1(o)	The Service Provider is: <i>[to be inserted at contract signing]</i>
Notices GCC 1.4	Any notice shall be sent to the following addresses: The Accounting Officer Omaheke Regional Council, Directorate of Education, Arts and Culture, Road Camp, Gobabis Email: imasiku@omahekerc.gov.na For the [Service Provider], the address and contact name shall be <i>[to be inserted at contract signing]</i> :
Authorised Representatives GCC 1.6	The Authorised Representatives are: For the Public Entity: Mr. Pecka Semba The Accounting Officer For the Service Provider <i>[to be inserted at contract signing]</i> :
Effectiveness of Contract GCC 2.1	The date on which this Contract shall come into effect is <u>1 December 2024</u>
Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is <u>1 December 2024</u>

Intended Completion Date GCC 2.3	The intended completion date is <u>30 April 2025</u>
Prohibition GCC 3.2.3(b)	List of Activities: (b) During the term of this Contract, neither the Service Provider nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(a,b,c)	The other actions are: (a) entering into a subcontract for the performance of any part of the Services, (b) changing the shift hours (c) any other action that may be specified in the SCC.
Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9	Restrictions on the use of documents prepared by the Service Provider are: <u>Applicable for this contract</u>
Payments of Liquidated Damages GCC 3.10.1	Liquidated damages for the whole contract are 1% per day. The maximum amount of liquidated damages for the whole contract is 10% of the final contract price.
Lack of Performance Penalty GCC 3.10.3	The percentage <u>100%</u> to be used for the calculation of lack of Performance Penalty(ies) is <u> </u> . Applicable
Performance Security GCC 3.11	(i) No Performance Security is required*
Assistance and Exemptions GCC 5.1	The assistance and exemptions provided to the Service Provider are (where applicable): Not Applicable
Contract Price GCC 6.2(a)	The amount in local currency is <u> </u> .
Terms and Condition of Payment GCC 6.4	The price " shall not be " adjustable to the fluctuation in the rate of exchange.
Interest on	Not Applicable

Delayed Payments GCC 6.5	
Price Adjustment GCC 6.6.1	Price adjustment is not applicable.
Identifying Defects GCC 7.1	<p>The following inspections shall be carried out during delivery</p> <ul style="list-style-type: none"> • Inspection will be carried out on the attendance register of guards at sites, incident books and physical verification by office. • Schools to verify & certify invoices before payment.
Dispute Settlement GCC 8.2	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute may be referred to court by either party.
Dispute Settlement GCC 8.2.3	As per GCC 8.2.3
Dispute Settlement GCC 8.2.4	As per GCC 8.2.4
Dispute Settlement GCC 8.2.5	As per GCC 8.2.5

SCHEDULE 3

(a) COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

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

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

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

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SCHEDULE 4

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/RFQ/OMA/EDU-058/2024/2025

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid securing declaration	
Company Registration Certificate	
Good standing Certificate for Social Security	
Good standing Certificate for Tax	
Affirmative Action Compliance Certificate	
Company Registration Certificate	
Initial all pages	
Vehicle Registration & Ownership documents	
(Indicate other attachments)	

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.

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