



**KAVANGO WEST REGIONAL COUNCIL  
KAVANGO WEST REGION**

**Request for Sealed Quotations  
For Non-Consultancy Services  
Time-Based**

**PROVISION OF TRAINING ON HYGIENE AND  
CLEANING AND VENUE AND MEALS DURING  
THE TRAINING TO BE HELD IN RUNDU.**

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**Procurement Reference No: NCS/RFQ/KWRC-03/2024**

*Tel: + 264 66 264962/pmukwrc@gmail.com*



**KAVANGO WEST REGIONAL COUNCIL  
KAVANGO WEST REGION**

**Letter of Invitation**

**12 April 2024**

**TO:** .....  
.....

**Procurement Reference No: NCS/RFQ/KWRC-03/2024**

Dear Sir/ Madam

**Request for Sealed Quotations for the Provision of a Training on Hygiene and Cleaning and Venue and Meals during the Training to be held from the 13<sup>th</sup>-17<sup>th</sup> of May 2024 in Rundu.**

The Kavango West Regional Council invites you to submit your best quote for the services described in detail hereunder.

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

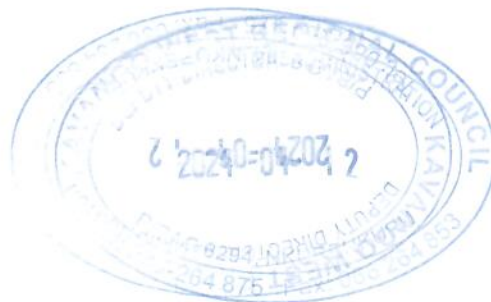
Queries, if any, should be addressed to **H. M. Hamanyami/ R. R. Mbumba@ 066-264 962.**

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,

**Joseph K. Kandjimi**

**Secretary to the procurement committee**



## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The **Kavango West Regional Council – Procurement Management Unit** reserves the right:

- (a) to split the contract as per the lowest evaluated cost per site, or
- (b) to accept or reject any quotation or to cancel the quotation process; and
- (c) 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 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 Contract Data Sheet 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 for **30 days** from the date of submission deadline.

### 4. Eligibility Criteria

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

- (a) Have a valid /certified 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 certificate indicating SME Status;
- (f) Submit signed Bid-securing Declaration.
- (g) Bidder must be in compliance with section 66 of the Public Procurement Act 15 of 2015 as amended.



Additional Requirements:

1. Documents to be fully completed with black ink.
2. No eraser fluid (tippex) to be used.
3. All pages to be initialled and signed where applicable.
4. All Corrections to be initialled.
5. A certified ID Copy of the owner
6. The service provider must be registered as a Training/ Capacity/ Human Resources Development related (Attach Proof).
7. The facilitator must have a background on Hygiene and Cleaning Technique (Proof should be attached).
8. The CV and Profile for the facilitator should be attached.

**5. Bid Securing Declaration**

Bidders are required to submit a Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation.

**6. Contract Period for Services**

The contract shall be on fixed rate for a period of **30 days** after the closure.

**7. Documents to be submitted**

N/A

**8. Sealing and Marking of Quotations**

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number and 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 **Kavango West Regional Council–Procurement Management Unit, Nkurenkuru Plaza Office No.7, Nkurenkuru** not later than **Monday, 22 April 2024 at 10h00**. Quotations by post or hand delivered should reach **Kavango West Regional Council–Procurement Management Unit, Nkurenkuru Plaza Office No.7** 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 **Kavango West Regional Council–Procurement Management Unit**, 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 **Kavango West Regional Council – Procurement Management Unit**, and available to any bidder on request within three working days of the Opening.

### **11. Evaluation of Quotations**

The **Kavango West Regional Council - Procurement Management Unit** 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 and Performance Standards**

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

### **13. Price and Currency of Payments**

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency. 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. Labour Clause**

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

### **15. Margin of Preference**

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

**N/A**

15.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

**N/A**

### **16. Award of Contract**

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service 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.

### **17. Performance Security**

**N/A**



### 18. 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)

Quotation Addressed to: <i>[Name of Public Entity]</i>	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to provide the services detailed in the Scope of Services, 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 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 disqualification on the grounds mentioned in the BDS.

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

The validity period of our quotation is 30 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 bid validity.

The service will commence within from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within 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	

## 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]

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.]



### SECTION III: SCOPE OF SERVICES

### SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/KWRC-03/2024**

[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 redesigned and customized as per the type of services required].

**Currency of Quotation: Namibian Dollars**

Item No	Brief Description of Services	Quantity	Unit Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Training on Hygiene and Cleaning (Including Training Materials)	15	People		
2	Venue	5	Days		
3	Meals: Morning Tea Break	15	People		
4	Lunch : (Includes Lunch Buffet, Soft Drinks and Water)	15	People		
5	Afternoon Tea Break	15	People		
				<b>Other additional costs</b>	
				<b>Subtotal</b>	
				<b>VAT @      %</b>	
				<b>Total</b>	

*Enter 0% VAT rate if VAT exempt.*

#### Priced Activity Schedule Authorised By:

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

## SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/KWRC-03/2024**

[Bidders should complete columns C and D with the specifications and Performance standards 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 Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1.	Training on Hygiene and Cleaning (Including Training Materials)		
2.	Venue		
3	Meals: Morning Tea Break		
4	Lunch : (Includes Lunch Buffet, Soft Drinks and Water)		
5	Afternoon Tea Break		

**Specifications and Performance Standard Compliance Sheet Authorised By:**

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

## 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), **Ref: NCS/RFQ/KWRC-03/2024** for the procurement of services (time based) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

## SECTION VII: CONTRACT DATA SHEET

**Procurement Reference Number: NCS/RFQ/KWRC-03/2024**

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

Clause	Contract Data
<b>GCC 1.1 Effectiveness of Contract</b>	The Contract shall be deemed to come into effect as from.
<b>GCC 1.3.1 Intended Completion date</b>	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by.
<b>GCC 1.6.1 Issue of notices</b>	The Authorized Representative of the Employer is: <b>Matheus K. Singambwe</b> The Authorized Representative of the Service Provider is: _____
<b>GCC 2.6 Insurance and liabilities to Third Party</b>	The amount of the Professional Indemnity Insurance Cover shall be at least: Not applicable
<b>GCC 2.7 Reporting Obligations</b>	The Service Provider shall report to: <b>Joseph K. Kandjimi@ 066-264 962</b> , Kavango West Regional Office, Procurement Management Unit, Nkurenkuru Plaza, Nkurenkuru.
<b>GCC 2.10 Performance Security</b>	The Performance Security shall be for an amount of: <b>Not applicable.</b>
<b>GCC 4.2 Contract Price</b>	The amount payable per month is. <b>Not applicable</b>
<b>GCC 4.3 Terms of Payment</b>	Payments will be made to the Service Provider after receipt of invoice.
<b>GCC 4.5 Price Adjustment</b>	Prices <b>shall not</b> be adjustable.



**SCHEDULE 3****QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: NCS/RFQ/KWRC-03/2024**

<b>Description</b>	<b>Attached (please tick if submitted and cross if not)</b>
Quotation Letter	
Priced Activity Schedule	
Performance Compliance Sheet	
Bid Security (if applicable)	
Documents evidencing eligibility	
Company profile, past experience and references where similar services have been provided	