



**KAVANGO WEST REGIONAL COUNCIL
KAVANGO WEST REGION**

**Request for Sealed
Quotations
for
Non-Consultancy Services**

**HIRING OF STORE ROOM SPACE IN
NKURENKURU TOWN FOR THE PERIOD 01
AUGUST 2024 TO 31 JULY 2025.**

Procurement Reference No: NCS/RFQ/KWRC-23/2024

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

**KAVANGO WEST REGIONAL COUNCIL
KAVANGO WEST REGION**

Letter of Invitation

10 July 2024

TO:.....
.....
.....

Procurement Reference No: NCS/RFQ/KWRC-23/2024

Dear Sir/ Madam

**REQUEST FOR QUOTATION FOR STORE ROOM SPACE IN NKURENKURU TOWN
FOR THE PERIOD 01 AUGUST 2024 TO 31 JULY 2025.**

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 **V.S. Mukerenge /R. Mbumba @ 066-264 962 (Administrative) and M.K. Kasera (Technical) @ 0813804747**

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,

J. Kandjimi.....

**Joseph K.Kandjimi
HEAD OF PROCUREMENT MANAGEMENT UNIT**



5. Bid Securing Declaration

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

6. Delivery

Delivery shall be **30 days** after acceptance/issue of Purchase Order. Deviation in delivery period ***shall not be accepted***.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, **clearly marked** with the Procurement Reference Number, addressed to **Procurement, Kavango West Regional Council, Private Bag 6294, Nkurenkuru, Namibia** with the Bidder's name and contact information at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Kavango West Regional Council–Procurement Management Unit**, Nkurenkuru Plaza, Nkurenkuru not later than **Monday, 22 July 2024 AT 11H00** Quotations by post or hand delivered should reach **Kavango West Regional Council–Procurement Management Unit, Nkurenkuru Plaza, Nkurenkuru** by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Kavango West Regional Council, Procurement Unit immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, will be available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

Kavango West Regional Council shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

Bidders shall not submit along with their quotations **documents, catalogues** and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Kavango West Regional Council requirements.

3. All pages to be initialled and signed where applicable

4. All corrections to be initialled

5. ID of owner

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 the **contract term** after the closure.

7. Documents to be submitted

Bidder shall submit along with their quotation document attaching a quotation to the bidding document.

8. Sealing and Marking of Quotation

Quotation 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 Quotation

Quotation should be deposited in the Quotation/Bid Box located at **Kavango West Regional Council–Procurement Management Unit, Nkurenkuru Plaza, Nkurenkuru not later than Monday, 22 July 2024 at 12H00 AM** Quotation by post or hand delivered should reach **Kavango West Regional Council–Procurement Management Unit, Nkurenkuru Plaza, Nkurenkuru** by the same date and time at latest. Late quotation will be rejected.

Quotation received by e-mail will not be considered.

10. Opening of Quotation

Quotation will be opened internally by the **Kavango West Regional Council–Procurement Management Unit**, immediately after the closing time referred to in section 9 above.

11. Evaluation of Quotation

The **Kavango West Regional Council - Procurement Management Unit** shall have the right to request for clarifications in writing during evaluation. Your offer will only be considered for award if being a substantially responsive.

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

Quotation 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, bidder 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 7(seven) days from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within 7 (Seven) 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	

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.]

***delete if not applicable / appropriate**



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2007 and section 50(2)(D) of the Public Procurement Act, 2015 as amended

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:.....

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.*

SECTION III: SCOPE OF SERVICES

- Hiring of Store Room spaces of at least 250 – 400 square meters.
- Must have Electricity installed preferable prepaid meter(s).
- The office must be allocated in Nkurenkuru Town
- The offices to be installed with air conditioners

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/KWRC-23/2024**

[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].

Item No	Brief Description of Services	QTY	Unit Price	Total
1	Hiring of Store Room space of at least 250 - 400 square meters in Nkurenkuru town for the period 01 August 2024 to 31 July 2025.	1		
			Subtotal	
			VAT@15%	
			Grand total	

Currency of Quotation: Namibian Dollars

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

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-23/2024**

[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	of and	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>		<i>D</i>
1	Hiring of Store Room space of at least 250 -400 square meters in Nkurenkuru town for the period 01 May 2024 to 31 July 2025.			

* 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	

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-23/2024** 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-23/2024

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
GCC 1.1 Effectiveness of Contract	01 August 2024 to 31 July 2025.
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities two days after receiving the purchase order.
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is: Elizabeth Kakukuru The Authorized Representative of the Service Provider is:
GCC 2.6 Insurance and liabilities to Third Party	The amount of the Professional Indemnity Insurance Cover shall be at least: Not applicable
GCC 2.7 Reporting Obligations	The Service Provider shall report to: J.K. Kandjimi @ 066-264 962 , Kavango West Regional Office, Procurement Management Unit, Nkurenkuru.
GCC 2.10 Performance Security	The Performance Security shall be for an amount of: Not applicable.
GCC 4.2 Contract Price	The amount payable per month is. Not applicable
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider after receipt of invoice.
GCC 4.5 Price Adjustment	Prices shall not be adjustable for the term of the contract.

Terms of Payment GCC 4.6	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause
Terms of Payment GCC 4.9	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 4.10	The price shall not be adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 4.11	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.
Performance Security GCC 4.12	(i) No performance security is required.
Discharge of Performance Security GCC 4.13	Not applicable
Packing GCC 4.14	The supplier shall provide such packing of the goods/services as is required to prevent their damage or deterioration during transit to Kavango West Regional Council
Insurance GCC 4.15	<i>Not applicable</i>
Transportation GCC 4.16	The services shall be delivered to the said official vehicle
Inspection and Test GCC 4.17	The supplier shall at its own expenses and no cost to the Kavango West Regional Council carry out all such test and/ or inspection of the goods and/or services.
Location of Inspection and Tests GCC 4.18	The inspections and tests shall be conducted at the site.
Liquidated Damages GCC 4.19	Applicable
Warranty GCC 4.20	N/A

**Repair and
Replacement
GCC 4.21**

The bidder should bear the cost for repair and replacement of defective goods or parts thereof, at no cost to Kavango West Regional Council.

SCHEDULE 1
QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: **NCS/RFQ/KWRC-23/2024**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
Evidences for conformity of Goods		
Specifications completed		
Obligatory documents		

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.*