



KAVANGO WEST REGIONAL COUNCIL

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NKURENKURU
Namibia

**REQUEST FOR SEALED
QUOTATION PROCUREMENT
FOR WORKS**

**REQUEST FOR SEALED QUOTATION PROCUREMENT FOR THE
INSTALLATION OF BOREHOLES COMPLETE WITH VSD
CONTROLLER SYSTEM AT SENSENI AND GCUGCUMA IN
KAVANGO WEST REGION.**

PROCUREMENT REFERENCE NO: W/RFQ/KWRC/DWSSC-01/2024

BIDDER'S DETAILS

Bidder Name: _____	Bidder Representative: _____
Tel: _____	Mobile: _____
Fax: _____	E-mail: _____
Bid Amount: _____	Contract Period: _____ (Calendar Days)

KAVANGO WEST REGIONAL COUNCIL

Tel. No.:066 – 264875/6
Fax No.:066 – 264853

Private Bag 6294
NKURENKURU
Namibia

Letter of Invitation

Procurement Reference No: W/RFQ/KWRC-DWSSC-01/2024

12 July 2024

To:
.....
.....

Dear Sir/Madam

REQUEST FOR SEALED QUOTATION INSTALLATION OF BOREHOLES COMPLETE WITH VSD CONTROLLER SYSTEM AT SENSENI AND GCUGCUMA IN KAVANGO WEST REGION.

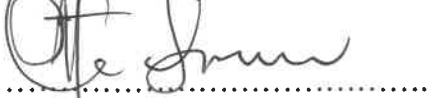
The Kavango West Regional Council invites you to submit your best quote for the items described in detail hereunder.

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

Queries, if any, should be addressed to **Mr. Richard Shikongo @ 0811255320.**

Please complete the BoQ and submit in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,



J.Kandjimi

Head of the Procurement Management Unit



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Kavango West Regional Council reserves the right:

- (a) To split the contract as per the lowest evaluated cost per item, or
- (b) To accept or reject any quotation; and
- (c) 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 items mentioned in Section III by completing, signing and returning:

- (a) The Quotation Letter in Section II with its annex for Bid Securing Declaration
- (b) The List of Goods and Price Schedule Section III;
- (c) The Specifications and Compliance Sheet in Section V; and
- (d) Any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed 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 60 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 copy of company Registration Certificate;**
- (b) **have an original valid/certified copy of good Standing Tax Certificate;**
- (c) **have an original valid/certified 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 written undertaking as contemplated in section 138(2) of the Labour Act, 2007**
- (f) **have a certificate indicating SME Status (for Bids reserved for SMEs);**
- (g) **Submit signed Bid-securing Declaration.**
- (h) **Attach proof of Namibia Identity documents**
- (i) **Only bidder's price range between +-10% of the cost estimate will be considered**

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be **15 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 **the Secretariat, Procurement Committee, 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 the **KAVANGO REGIONAL COUNCIL, PROCUREMENT MANAGEMENT UNIT, OFFICE NO: 07 AT UN PLAZA, Nkurenkuru, KAVANGO WEST REGION**, not later than **Tuesday, 23 July 2024 at 11h00**. Quotations by post or hand delivered should reach **KAVANGO REGIONAL COUNCIL, PROCUREMENT MANAGEMENT UNIT OFFICE AT UN PLAZA, Nkurenkuru, KAVANGO WEST REGION, 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 management Unit** immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders and the amount, the presence or absence of a Bid Securing/Bid-Security 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.

10. Evaluation of Quotations

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 price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

The **Kavango West Regional Council-Procurement Management Unit** shall have 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.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13. Margin of preferences

Not applicable

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related 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 Agreement and General Conditions of Contract.

15. Performance Security

Not applicable

16. Notification of Award and Debriefing

Kavango West Regional Council 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 within seven (7) days. Furthermore, Kavango West Regional Council shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

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

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, 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: Instruction to Bidders.

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.

The validity period of the Quotation is **60** days from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price 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 delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

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	
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Section VII. Special Conditions of Contract 7

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:
[signature of person whose name and capacity are shown]

Capacity of:.....
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:
[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 _____, _____
[date of signing]

Corporate Seal (where appropriate)



**DIRECTORATE OF WATER SUPPLY AND SANITATION
COORDINATION**

VSD 3kW 220-230V system installation at Gcugcuma in Kavango West Region. Installation depth 100m							
TENDER SPECIFICATIONS/SCHEDULE OF QUANTITIES/PRICE				Water Point Number		Region	
						Kavango West	
Location Name	GCUGCUMA			GPS Reading		Latitude: 18,309743 Longitude: 19,193881	
Distance from nearest Centre	Rundu 110 km			Condition of Road		Poor	
Borehole/Well							
WW Number	20243	Borehole Depth	134m	Number of Pipes	33 GMS pipes	Casing Diameter	165mm
Installation Depth	100m	Rest Water Level	67.7m	Pump Water Level		Pumping Yield	9.54 m ³ /h
New Equipment							
Type Equipment	3kW VSD complete system				Pump		
Manufacturer/Model	KA60 Solar Modules/Sunset solar/similar				Submersible pump 2.2kW		

**SECTION III: LIST OF GOOD/SERVICES/WORKS AND PRICE
SCHEDULE**

NB: See Attached BoQ

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

NB: See Attached BoQ below

BoQ (BILL OF QUANTITY)

1. GCUGCUMA IN MANKUMPI CONSTITUENCY

Item No	Brief Description of Works	Unit of Measure	Quantity	Unit Price N\$	Total Price N\$
A*	B*	C*	D*	E	F
1	SITE ESTABLISHMENT				
1.1	site establishment: According to SABS 1200 AA 1986	Sum	1		
1.2	Transport of material to site plus additional transport of miscellaneous item (Transport Rate (excluding VAT) Specify Tonnage of transporter(s):				
1.2.1	Ton @ km	Km	110		
1.2.2	Ton @ km	Km	110		
1.2.3	Ton @ km	km	110		
1.3	Temporary domestic water supply during construction period	m ³	10		
2	Borehole: (Remove/Demolish the concrete blocks and dump rubble at suitable spot). Supply all material and construct new borehole block complete with base plate. Base plate to be welded on the borehole steel casing. Refer to drawing number 21/1-4/34R5, 21/1-4/72R1, 21/1-4/73 R8.				
2.1	Labour charges (exl.VAT)				
2.1.1	Artisan	Hrs	10		
2.1.2	Skilled Labour	Hrs	10		

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2.1.3	Unskilled Labour	Hrs	10		
2.1.4	Concrete (concrete class 25MPa), 700mmx700mmx700mm, with 19mm aggregated stones.	m ³	0.6		
2.1.5	Borehole base plate assembly as per drawing no. 21/1-4/73R8, mild steel 500mmx500mmx16mm	No	1		
2.1.6	50mm Ø GMS discharge pipe work complete	Sum	1		
2.1.7	GMS union 50mmØ	No	1		
2.1.8	Borehole adaptor plate 300mmx300mmx16mm to suit Solar installation as per drawing no. 21/1-4/73 R8	No	1		
3	Solar: Supply all material and install a new 3kW VSD controller system complete with submersible pump, electric cables, stainless rope (for pump safety), control box, solar panels, solar panel stand and solar panels frame. (Note: The power required should be 3kW). Submersible pump should be compatible for alternating current (AC).				
3.1	Labour charges (exl.VAT)				
3.1.1	Artisan	Hrs	12		
3.1.2	Skilled Labour	Hrs	12		
3.1.3	Unskilled Labour	Hrs	12		
3.1.4	Manufacture 3m high solar stand complete with base plates and solar frame (note use 100mm square tubing or 100mm round tube pipes for legs). Solar should slide in a welded frame for security reasons. Refer to attached drawings No. 17022-C-100	Sum	1		
3.1.5	Concrete blocks for stand (2x700mmx700mmx700mm) with 19mm aggregated stones, class 25MPa.	m ³	1		
3.1.6	Anchor concrete blocks 200mmx200mm, with19mm	m ³	0.35		

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	aggregated stones, class 25MPa				
3.1.7	VSD Controller 3kW /220V AC/DC complete(Isolator & fuses, change over switch, enclosure and protection)	No	1		
3.1.8	Solar panels to suit power required 3kW	Sum	1		
3.1.9	Transfer switch	No	1		
3.1.10	Control box	No	1		
3.1.11	Submersible electric cable 4mm ² 4core, suitable for current drawn down and voltage drop complete with cable ties and scotch cast. Cable should be protected against with UV resistant sleeve above ground	M	110		
3.1.12	Ski rope for pump security	M	110		
3.1.13	GMS 50mm Ø 3m long	No	33		
3.1.14	Pump: Submersible pump and motor 2.2kW 220V	No	1		
3.1.15	Scotch cast/ heat shrink 1.5 – 4mm 4core complete	No	1		
3.1.16	Cable ties	sum	1		
3.1.17	Accessories and any other additional required items. (All inclusive)	sum	1		
				Subtotal	
				VAT @ 15 %	
				Grand Total	



2. SENSENI IN NCAMAGORO CONSTITUENCY



**DIRECTORATE OF WATER SUPPLY AND SANITATION
COORDINATION**

VSD 3kW 220-230V system installation at Senseni in Kavango West Region. Installation depth 70m							
TENDER SPECIFICATIONS/SCHEDULE OF QUANTITIES/PRICE				Water Point Number		Region	
						Kavango West	
Location Name	SENSENI			GPS Reading		Latitude: 18,2230 Longitude: 19,319517	
Distance from nearest Centre	Rundu 65 km			Condition of Road		poor	
Borehole/Well							
WW Number	41203	Borehole Depth	126m	Number of Pipes	24 GMS pipes	Casing Diameter	165mm
Installation Depth	70m	Rest Water Level	31.7m	Pump Water Level		Pumping Yield	6 m ³ /h
New Equipment							
Type Equipment	3kW VSD complete system				Pump		
Manufacturer/Model	KA60 Solar Modules/Sunset solar/similar				Submersible pump 2.2kW		

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Item No	Brief Description of Works	Unit of Measure	Quantity	Unit Price N\$	Total Price N\$
A*	B*	C*	D*	E	F
1	SITE ESTABLISHMENT				
1.1	site establishment: According to SABS 1200 AA 1986	Sum	1		
1.2	Transport of material to site plus additional transport of miscellaneous item (Transport Rate (excluding VAT) Specify Tonnage of transporter(s):				
1.2.1	Ton @ km	Km	65		
1.2.2	Ton @ km	Km	65		
1.2.3	Ton @ km	km	65		
1.3	Temporary domestic water supply during construction period	m ³	10		
2	Borehole: (Remove/Demolish the concrete blocks and dump rubble at suitable spot). Supply all material and construct new borehole block complete with base plate. Base plate to be welded on the borehole steel casing. Refer to drawing number 21/1-4/34R5, 21/1-4/72R1, 21/1-4/73 R8.				
2.1	Labour charges (exl.VAT)				
2.1.1	Artisan	Hrs	10		
2.1.2	Skilled Labour	Hrs	10		
2.1.3	Unskilled Labour	Hrs	10		
2.1.4	Concrete (concrete class 25MPa), 700mmx700mmx700mm, with 19mm aggregated stones.	m ³	0.6		
2.1.5	Borehole base plate assembly as per drawing no. 21/1-4/73R8, mild steel 500mmx500mmx16mm	No	1		
2.1.6	50mm Ø GMS discharge pipe work complete	Sum	1		
2.1.7	GMS union 50mmØ	No	1		

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2.1.8	Borehole adaptor plate 300mmx300mmx16mm to suit Solar installation as per drawing no. 21/1-4/73 R8	No	1		
3	Solar: Supply all material and install a new 3kW VSD controller system complete with submersible pump, electric cables, stainless rope (for pump safety), control box, solar panels, solar panel stand and solar panels frame. (Note: The power required should be 3kW). Submersible pump should be compatible for alternating current (AC).				
3.1	Labour charges (exl.VAT)				
3.1.1	Artisan	Hrs	12		
3.1.2	Skilled Labour	Hrs	12		
3.1.3	Unskilled Labour	Hrs	12		
3.1.4	Manufacture 3m high solar stand complete with base plates and solar frame (note use 100mm square tubing or 100mm round tube pipes for legs). Solar should slide in a welded frame for security reasons. Refer to attached drawings No. 17022-C-100	Sum	1		
3.1.5	Concrete blocks for stand (2x700mmx700mmx700mm) with 19mm aggregated stones, class 25MPa.	m ³	1		
3.1.6	Anchor concrete blocks 200mmx200mm, with 19mm aggregated stones, class 25MPa	m ³	0.35		
3.1.7	VSD Controller 3kW /220V AC/DC complete(Isolator & fuses, change over switch, enclosure and protection)	No	1		
3.1.8	Solar panels to suit power required 3kW	Sum	1		
3.1.9	Transfer switch	No	1		
3.1.10	Control box	No	1		
3.1.11	Submersible electric cable 4mm ² 4core, suitable for	M	80		

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	current drawn down and voltage drop complete with cable ties and scotch cast. Cable should be protected against with UV resistant sleeve above ground				
3.1.12	Ski rope for pump security	M	80		
3.1.13	GMS 50mm Ø 3m long	No	24		
3.1.14	Pump: Submersible pump and motor 2.2kW 220V	No	1		
3.1.15	Scotch cast/ heat shrink 1.5 – 4mm 4core complete	No	1		
3.1.16	Cable ties	sum	1		
3.1.17	Accessories and any other additional required items. (All inclusive)	sum	1		
				Subtotal	
				VAT @ 15 %	
				Grand Total	

Priced Bill of Quantity Authorised By:

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

SUMMARY OF PROJECT-W/RFQ/KWRC/DWSSC-01/2024 (SCOPE AND PRICES)

JOB NO.	NAME OF SETTLEMENT/WATER POINT	AMOUNT (N\$)
1	Installation of boreholes complete with VSD Controller system at Gcugcuma	
2	Installation of boreholes complete with VSD Controller system at Senseni	
Sub-total (Excluding VAT)		N\$
VAT 15%		N\$
Total (Including VAT)		N\$

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.....
BIDDER'S SIGNATURE

.....
NAME OF COMPANY

.....
DATE COMPANY STAMP:

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 Works- Ref. **W/EP/KWRC/DWSSC-03/2023** of the Kavango West Regional Council.

SECTION VI: 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 except were modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: W/EP/KWRC/DWSSC-03/2023

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

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: <i>DWSSC Kavango West Regional Council</i>
Site GCC 1.1(m)	The Site/final destination for delivery of the works is Senseni in Ncamagoro constituency and Gcugcuma in Mankumpi constituency of Kavango West Region
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For The Secretariat, Procurement Committee, Kavango West Regional Council, Private Bag 6294, Nkurenkuru, the address and the contact name shall be: Mr. Joseph Kandjimi For the Supplier, the address and contact name shall be: _____
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____

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Subject and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	<p>The Works are to be delivered within the period stated on the front page from the date of Purchase Order or Letter of Acceptance.</p> <p>The documents to be furnished by the Supplier are:</p> <ul style="list-style-type: none"> (a) signed inspection form; (b) Completion report
Price Adjustment GCC 15.1	<p>The price charge for the Goods supplied and the related Services performed shall not be adjustable.</p>
Terms of Payment GCC 16.1	<p>The structure of payments shall be: contract amount less 5 % retention fees following delivery of the works and submission of an invoice and the documents listed in clause 13.1</p>
Terms of Payment GCC 16.3	<p>Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.</p>
Terms of Payment GCC 16.4 (a)	<p>The price shall not be adjustable to the fluctuation in the rate of exchange.</p>
Payment Period GCC 16.5	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <ul style="list-style-type: none"> i) On Acceptance: The Contract Price of works performed 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 18.1	<ul style="list-style-type: none"> (i) No performance security is required. <p>* Delete as appropriate</p>
Discharge of Performance Security GCC 18.4	<p>Not applicable</p>

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Subject and GCC clause reference	Special Conditions
Packing GCC 23.2	<i>Not applicable</i>
Insurance GCC 24.1	<i>Not applicable</i>
Transportation GCC 25	The Works shall be performed on site at Senseni and Gcugcuma Water Points in Kavango West Region.
Inspection and Test GCC 26.1	DWSSC, Kavango West Regional Council shall carry out all such test and/ or inspection of the works and related services.
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted on site
Liquidated Damages GCC 27.1	Applicable
Warranty GCC 28.3	12 months workmanship liability defects shall apply
Repair and Replacement GCC 28.5	The bidder should bear the cost for repair and replacement of defective works, goods or parts thereof, at no cost to DWSSC Kavango West Regional Council.

SCHEDULE 1**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: W/EP/KWRC/DWSSC-03/2023**

Description	Attached	Not Attached
Quotation Letter		
List of BoQs and Prices		
Specification and Compliance Sheet (BoQ)		
Bid Security / Bid Securing Declaration		
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.