



KAVANGO WEST REGIONAL COUNCIL

**Request for Sealed Quotations
For Works**

ISSUED ON 19 JULY 2024

**SUPPLY, DELIVERY AND INSTALLATION OF SOLAR PANELS FOR
SIHETEKERA GARDEN PROJECT AT SIUDIVA VILLAGE IN
NKURENKURU CONSTITUENCY**

Procurement Reference No: W/RFQ/KWRC -09/2024

Bidder name:.....

Address:

Tel/Cell phone no:

Email address:

Bidding price:



KAVANGO WEST REGIONAL COUNCIL

Letter of Invitation

19 July 2024

.....
.....
.....

Dear Sir/Madam

SUPPLY, DELIVERY AND INSTALLATION OF SOLAR PANELS FOR SIHETEKERA GARDEN PROJECT AT SIUDIVA VILLAGE IN NKURENKURU CONSTITUENCY

The Kavango West Regional Council will provide you with specification for the items described in details.

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

Queries, if any, should be addressed to **L. Kamukwanyama /R. Simbombo / M. Kasera @ 066-264875.**

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

Yours faithfully,

JOSEPH K. KANDJIMI
HEAD OF 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 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; 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 be **90 days (3) months** from the date of bid submission deadline.

4. Eligibility Criteria

The bidder or supplier must submit the following documents at the time of submitting a bid to a public entity, failing which the bidder or supplier must be disqualified:

- (a) a valid certificate of good standing with the Receiver of Revenue;
- (b) a valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission;
- (c) As required by the Affirmative Action (Employment) Act, 1998 (Act No. 29 of 1998) -
 - (i) a valid affirmative action compliance certificate issued under section 41 of that Act;
 - (ii) an exemption issued under section 42 of that Act; or
 - (iii) a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer as defined in that Act;
- (d) a written undertaking as contemplated in section 138 (2) of the Labour Act, 2007 (Act No. 11 of 2007); and
- (e) **a valid:**

- (i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;
- (ii) certificate of registration of a co-operative registered under the laws regulating co-operative in Namibia;
- (iii) document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or
- (iv) partnership agreement in the case of a partnership, valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements,

BUT a bidder or supplier who is a sole proprietor only needs to comply with the provisions of paragraph (a) to (d).

Other additional eligible criteria

1. Document to be fully completed with black ink
2. No eraser fluid (tippex) to be used
3. All pages to be initialized and signed where applicable
4. All corrections to be initialized
5. Bill of quantity to be completed fully
6. Certified copy of an ID of the owner

5. Bid Securing Declaration

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

6. Works Completion Period

The completion period for works shall be **two (2) months** after acceptance and issue of Purchase Order. Deviation in completion 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 Public Entity with the Bidder's name at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at the **Kavango West Regional Council, Nkurenkuru, not later than 05 August 2024 at 10H00**. Quotations by post or hand delivered should reach this office 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 Public Entity immediately after the closing time referred to in section 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.

10. 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.

11. 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.

12. 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.

13. Margin of Preference

N/A.

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the works shall be selected for award of contract. The bidding document consist of three (3) sites, each site will be awarded to one bidder. 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. 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. 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: <i>[name of Public Entity]</i>	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to execute the Works detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations 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 of our Quotation is _____ days *[insert number of 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.

Works will commence within _____ *[insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within _____ *[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./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:.....
(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 _____

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

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:.....

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

owner/representative

of

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 IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

[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.

BILL OF QUANTITY FOR THE SUPPLY, DELIVERY AND INSTALLATION OF SOLAR PANELS FOR SIHETEKERA GARDEN PROJECT AT SIUDIVA VILLAGE IN NKURENKURU CONSTITUENCY					
Item No:	Description	Quantity	Unit of measure	Unit price (N\$)	Total N\$
1	Transportation and Logistics	1	SUM		
	Materials and Labour Supply and install				
2	Solar panel 550/MR	15	No		
3	6MM single core solar PV1-F cable black	20	no		
4	6 MM single core solar PV11-F cable-red	20	no		
5	PV connector male & Female set	3	no		
6	Surge protection 800V DC	1	no		
7	Suntree MCB 2P 550 V 32A	1	no		
8	Grundfos pump 380V 4Kw	1	no		
9	Submissable cable	100	m		
10	10x38 Fuse 32A	2	no		
11	10x38 Fuse base	2	no		
12	1.2 M Earth Spike with clamp	1	no		
13	16 MM BCEW PER METER (6.9kG)	10	Kg		
14	16 MM x 12 CRIMP LUNG	1	no		
15	25 MM GALVISED SOLID BENDS	1	Each		
16	25 MM GALVISED COUPLING	1	Each		
17	25 MM GALVISED CONDUIT 4MT LENTGH	1	Each		
18	T50L BLK C/TIES (392 x 4.7)	1	Each		

2024-07-19



19	4-10 MM RESIN JOINT KIT AIRSHRINK	1	Each		
20	4 MM × 4C ORANGE TRAILING CABLE	80	Each		
21	GROUNDFOSS COOLING SLEEVE	1	Each		
22	GROUNDFOSS 50 SWITCH BOX	1	NO		
23	BUILD UP FLOATING DEVICE	1	NO		
24	4KW SOLAR SUMISSABLE PUMP	1	NO		
				Sub-Total	
				Add Vat @ 15%	
				Grand Total	



Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **W/RFQ/KWRC – 09/2024**

[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)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	Transportation and Logistics		
2	Materials, Labour, Supply and install		

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

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/KWRC -09/ 2024

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/KWRC – 09/2024**

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract.

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	Kavango West Regional Council
Project Manager GCC 1.1(y)	The Project Manager is: Mr. M. Kasera
Site GCC 1.1(aa)	The Site is located at Siudiva Village – Nkurenkuru Constituency.
Start Date GCC 1.1(dd)	The Start Date shall be: Fourteen days after receipt of purchase order
The Works GCC 1.1(hh)	The Work consist of: SUPPLY, DELIVERY AND INSTALLATION OF SOLAR PANELS FOR SIHETEKERA GARDEN PROJECT AT SIUDIVA VILLAGE IN NKURENKURU CONSTITUENCY
Interpretation GCC 2.2	The project will be completed in TWO (2) MONTHS.
Interpretation GCC2.3	The following additional documents shall form part of the contract: Bill of quantity Purchase Order
Language and Law GCC 3.1	The language of the contract is English The law that applies to the Contract is the law of Namibia.
Project Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employer 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 to extension of time. This

GCC Clause Reference	Special Conditions
	requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation GCC 5.1	The Project Manager may delegate his/her duties.
Notices GCC 6	<p>Any notice shall be sent to the following addresses:</p> <p>For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be Ms. Elizabeth N. Kakukuru Private Bag 6294 Nkurenkuru</p> <p>For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be _____</p> <p>.....</p>
Insurance GCC 13.1	Not applicable
Site Date GCC 14.1	Not applicable
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. 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 shall be referred to court by either party.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within 5 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates shall be required.
Defects Liability Period GCC 33.1	The Defects Liability Period is: 12 Months.
Payment Certificates GCC 39.7	Payment shall be made as per per the completion of the project.
Payments GCC 40	<p>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:</p> <p>(a) the payment certificate; and</p>

GCC Clause Reference	Special Conditions
	(b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (I)	Not applicable
Price Adjustment GCC 44.	The Contract is not subject to price adjustment.
Retention GCC 45.	10% of the quoted amount shall be retained
Liquidated Damages GCC 46.1	Not applicable
Bonus GCC 47.1	Not applicable
Advance Payment GCC 48.1	No advance payment shall be made
Performance Security GCC 49.1	Not applicable
GCC 56.1	Not applicable
GCC 59.1	Not applicable

SCHEDULE 2

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: W/RFQ/KWRC – 09/2024

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		

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.*