

SECTION I: INSTRUCTIONS TO BIDDER

1. Rights of Public Entity

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

- (a) to accept or reject any quotation or to cancel the quotation process; and
- (b) Reject your quotation at any time prior to contract award.

2. Preparation of Quotation

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 Quotation

The quotation validity period shall be for **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 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 valid certified SME certificate indicating SME ;
- (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. 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 22 July 2024 at 11H00 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.

SECTION III: SCOPE OF SERVICES

- Hiring of Store Room spaces of at least 250- 400 square meters per unit
- Must have Electricity installed preferable prepaid meter(s).
- The Store Room spaces must be allocated in Nkurenkuru Town
- The Store Room spaces to be installed with air conditioners (if not yet, once awarded the air conditioners shall be installed)