



**KAVANGO WEST REGIONAL COUNCIL-DIRECTORATE OF
EDUCATION,ARTS AND CULTURE
KAVANGO WEST REGION**

Request for Sealed Quotations For Non-Consultancy Services

**RENTAL OF 2X TWO (2) BEDROOM HOUSE/FLAT FOR
THE INTER TEAM DEVELOPMENT WORKER FOR A
PERIOD OF THIRTY FIVE (35) MONTHS FROM 01 APRIL
2025 TO 29 FEBRUARY 2028 AND THIRTY SIX MONTHS
FROM 01 JULY 2025 TO 30 JUNE 2028 IN NKURENKURU
TOWN**

Procurement Reference No: NCS/RFQ/KWRC-DOEAC-29/2024

KAVANGO WEST REGIONAL COUNCIL
Directorate of Education, Arts and Culture
Matukuchila Complex
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**KAVANGO WEST REGIONAL COUNCIL - DIRECTORATE OF EDUCATION, ARTS AND CULTURE
KAVANGO WEST REGION**

Letter of Invitation

14 March 2024

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

Procurement Reference No: NCS/RFQ/KWRC-DOEAC-29/2024

Dear Sir/ Madam

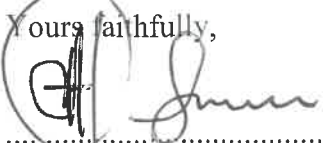
Rental of the 2x two (2) bedroom house/flat for the inter team development worker for the period of thirty five (35) months from 01 April 2025 to 29 February 2028 and thirty six month from 01 July 2025 to 30 June 2028 in Nkurenkuru

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 **Mr. D. Siwombe @ 264 66 2642000**

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
HEAD OF PROCUREMENT MANAGEMENT UNIT**



SECTION I: INSTRUCTIONS TO BIDDERS

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 the 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 the Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) Submit signed Bid- Securing Declaration
- (f) Bidder must comply with section 66 of the Public Procurement Act 15 of 2015 as amended

N.B Additional Requirements:

1. Documents to be fully completed with black ink.
2. No eraser fluid (Tippex) to be used
3. All pages to be 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 and/or attaching company documents 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 20 March 2025 at 10H00 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

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.

11. Evaluation of Quotations

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, following 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 by 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 to 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 **before the expiry date** of the bid validity.

The service will commence within 7(seven) days from the date of issue of the Purchase Order/Letter of Acceptance.

The services will be completed within 7 (Seven) days from the date of issue of the 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 by the terms and conditions outlined 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 the 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 the 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*

SECTION III: SCOPE OF SERVICES

Rental of the house for the Inter Team Development Worker for the period of

- ❖ **Thirty five (35) Months from 01 April 2025 to 29 February 2028**
- ❖ **Thirty Six (36) Months from 01 July 2025 to 30 June 2028**

NB: THE HOUSE/ FLAT SHOULD HAVE:

- Wall fence/electrical fence with a proper gate
- Burglar bars on windows and doors

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/KWRC-DOEAC-29/2024**

[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].

LOT 1

Currency of Quotation: Namibian Dollars

Item No	Brief Description of Services	Period	QTY	# of Months	Unit Price (per month)	Total
1	Two Bedroom House or Flat (with toilet and shower)	01/04/2025 To 28/02/2028	1	35		
					Subtotal	
					VAT	
					Total	

** 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 IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/KWRC-DOEAC-29/2024

[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].

LOT 2

Currency of Quotation: Namibian Dollars

Item No	Brief Description of Services	Period	QTY	# of Months	Unit Price (per month)	Total
2	Two Bedroom House or Flat (with toilet and shower)	01/07/2025 To 30/06/2028	1	36		
					Subtotal	
					VAT	
					Total	

* 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-DOEAC-29/2024**

[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 from the specification required. Attach detailed technical literature if required. Authorize 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	Two Bedroom House or flat (with toilet and shower)		
2	the bedroom/ flat should have: -wall fence/electrical fence -burglar bars on windows and doors		

* 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 using a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC), Ref: **NCS/RFQ/KWRC-DOEAC-29/2024** 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-DOEAC-29/2024

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

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	01 April 2025 to 28 February 2028. 01 July 2025 to 30 June 2028
GCC 1.3.1 Intended Completion date	Unless terminated earlier according 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: Matheus K. Singambwe 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: P.M. Tjavhu @ 264 66 2642000 , 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 the invoice.
GCC 4.5 Price Adjustment	Prices shall not be adjustable for the term of the contract.