



Otjozondjupa Regional Council

Tel: (067) 303702/303719
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P.O. Box 1682
Otjiwarongo
NAMIBIA

BIDDING DOCUMENTS

For

Procurement of Works

Procurement Reference No: W/RFQ/OTRCMT-O7/2023/2024

Description: Supply and installation of CCTV cameras at
Otjozondjupa Regional Council
Division of Maintenance and Technical Services
Grootfontein Sub Office

Name of Bidder:

Contact Number of Bidder:

Email Address of Bidder:

Authorized Representative:

Total price:

Signature:

Closing Date & Time: 13 November 2023; 10h00

Standard Bidding Document

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Letter of Invitation

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

Dear Bidder

**RE: PROCUREMENT REFERENCE NO: W/RFQ/OTRCMT-07/2023/2024
Supply and installation of CCTV cameras at Grootfontein Sub Office**

The Otjozondjupa Regional Council invites you to submit your best quote for the supply and installation of CCTV cameras at the Grootfontein sub office.

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

Technical Queries, if any, should be addressed to **Mr S. I. Hatutale-Control Works Inspector** via email at shatutale.maint@otjozondjuparc.gov.na and **Administrative** queries to **Mr. L. Tjivikua-Administrative Office** via email to ltjivikua.maint@otjozondjuparc.gov.na

Please prepare and submit your quotation on or before **13th November 2023; 10h00** in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,



Ms S.M.K. Tuahuku
Head: Procurement Management Unit

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The *Otjozondjupa Regional Council* reserves the right:

- (a) to split the contract as per the lowest evaluated cost per offer 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 **60** days from the date of bid submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- (a) have a valid certified copy of Founding Statement for any of the followings:
 - i. *an entity incorporated or registered under the company or close corporation laws in Namibia;*
 - ii. *co-operative registered under the laws regulating co-operatives in Namibia;*
 - iii. *document serving as of registration as a Trust and Trust deed for a trust registered under laws regulating trusts in Namibia;*
- (b) have valid original or certified copy of Good Standing Tax Certificate;
- (c) have valid original or certified copy of Good Standing Social Security Certificate;
- (d) have a valid certified copy of Affirmative Action Compliance Certificate or 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 or sign a written undertaking as contemplated in section 138(2) of the Labour Act, 2007

- (f) sign the Bid Securing Declaration
- (g) original or certified copy of partnership agreement in the case of partnership, a valid joint venture agreement in the case of a joint venture or valid agreement in case of other similar arrangement, but a bidder or supplier who is a sole proprietor only needs to comply of (a) to (d)
- (h) have two or more relevant, contactable and certified reference letters from reputable organisation for similar supply for the last five years (5). The letter must be on the Letterhead of the company providing reference and must be signed and stamped.
- (i) Bank rating letter with a C or better rating
- (j) Reference letters for at least two successfully completed projects of the same magnitude

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 120 days after acceptance of offer and signing of contract. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the **Procurement Reference Number**, addressed to **The Secretary; Otjozondjupa Regional Council; Procurement Committee; P.O. Box 1682; Otjiwarongo**; with the Bidder's name and contact information at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Bid Box located at **Otjozondjupa Regional Council's head Quarters at 22 Henk Willems Street, Otjiwarongo; New Building on the Ground Floor, Block B** not later than **13 November 2023 at 10h00**. Bids by post should reach **Otjozondjupa Regional Council**; by the same date and time at latest. Late bids will be rejected and returned to the bidder unopened. Bids received by e-mail or fax 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 will be available to any bidder on request within three working days of the Opening.

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

None

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. 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

Otjozondjupa 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 on its website within 7 days. 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.

17. Payment terms:

Payment will be made within thirty days (30) days after completion or partial completion of work and receipt of the correct invoice.

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: | The Secretary Procurement Committee Otjozondjupa Regional Council: P.O. Box 1682 22 Henk Willems Street Otjiwarongo |
| Procurement Reference Number: | W/RFQ/OTRCMT-07/2023/2024 |
| Subject matter of Procurement: | Supply and installation of CCTV cameras at Grootfontein Sub-Office |

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 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: [Day | month | year]

Procurement Ref No: W/RFQ/OTRCMT-07/2023/2024

To: Otjozondjupa Regional Council

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(Act No. 11 of 2007) and Section 50(2)(d) of the Public Procurement Act, 2015(Act No. 15 of 2015)

1. EMPLOYER’S 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: **Grootfontein**

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(Act No. 11 of 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 cont*

SECTION III: LIST OF GOODS AND PRICE SCHEDULE:

QUOTATION: SUPPLY AND INSTALLATION OF CCTV CAMERAS AT OTJOZONDJUPA REGIONAL COUNCIL-DIVISION OF MAINTENANCE AND TECHNICAL SERVICES-GROOTFONTEIN SUB-OFFICE

Procurement Reference Number: W/RFQ/OTRCMT-07/2023/2024

| Item No | Description | Quantity* | Unit Measure | of | Rate N\$ | Amount without VAT - NAD |
|------------------------|--------------------------|------------------|--------------|----|----------|--------------------------|
| 1 | 22'MONITOR | 1 | | | | |
| 2 | BULLET IP CAMARA OUTDOOR | 9 | | | | |
| 3 | DOME IP CAMERAS INDOOR | 3 | | | | |
| 4 | SMALL PLASTIC ENCLOSURE | 4 | | | | |
| 5 | 16 CH NVR | 1 | | | | |
| 6 | 4 TB HARD DRIVE | 1 | | | | |
| 7 | 8=1 POE SWITCH | 1 | | | | |
| 8 | 1.5M HDMI CABLE | 1 | | | | |
| 9 | 305M CAT 5 CABLE | 2 | | | | |
| 10 | RJ45 CONNECTORS | 30 | | | | |
| 11 | TRUCKING 40X40 | 1 | | | | |
| 12 | LIGHTS BEANS | 2 | | | | |
| 13 | RED LIGHT | 1 | | | | |
| 14 | CONSUMABLES(IF ANY) | | | | | |
| 15 | INSTALATION FEES | | | | | |
| Sub Total | | | | | | |
| VAT 15% | | | | | | |
| Grand Total | | | | | | |
| POSITION: | | SIGNATURE | | | | DATE |
| NAME: | | ADDRESS: | | | | |
| NAME OF BIDDER: | | | | | | |

NB: PRICES MUST BE QUOTED IN NAMIBIAN DOLLAR

SECTION IV - EVALUATION CRITERIA

This section contains supplementary criteria that the Employer shall use to evaluate bids.

1. Evaluation

THE BIDDERS ARE REQUIRED TO COMPLY WITH THE FOLLOWING CRITERIA:

1. The bid document completed in black ink and signed in full.
2. Certified copy of the Company registration documents relating to registration of Close Corporation or Defensive name must be attached to the bid document.
3. Original or certified copy of valid Good Standing Tax Certificate from the Receiver of Revenue.
4. Original or certified copy valid Good standing Certificate from Social Security Commission.
5. Valid certified copy of Certificate of Registration from Ministry of Trade and Industry stating the Bidder status as a Small Medium Enterprise (SME).
6. Valid certified copy of Affirmative Action Compliance Certificate in terms of Section 42 of the Employment Act 29 of 1998 as amended.
7. Letter of authority indicating the person authorized to sign and initial this bidding document.
8. Specification and Compliance sheet completed.
9. One bid per bidder including partnership.
10. Certified copy of owner/bidder Identification Document.
11. Qualifications of qualified Civil Artisans attached.
12. Written undertaking as contemplated in section 138(2) of the Labour Act, 2007 and section 50(2)(d) of the Public Procurement Act, 2015;
13. Reference letters for work successfully completed and Completion Certificates.
14. Bank Rating Letter with a C or better rating.
15. Proof of residence in the form of a Company Fitness Certificate or Owner's Utility Bill or Voter's Card

SECTION V: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be signed after acceptance of offer and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Works to be signed between Otjozondjupa Regional Council and the successful Bidder.

SECTION VI SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: W/RFQ/OTRCMT-07/2023/2024

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

| GCC Clause Reference | Special Conditions |
|---|---|
| Employer GCC 1.1(r) | Otjozondjupa Regional Council: P.O. Box 1682; Otjiwarongo 22 Henk Willems Street |
| Intended Completion Date GCC | The intended completion date is: as per contract |
| Project Manager GCC 1.1(y) | The Project Manager is: Ms. Hilde Mvula |
| Site GCC 1.1(aa) | The Site is located at: Grootfontein |
| Start Date GCC 1.1(dd) | The Start Date shall be: seven (7) Days after signing of contract |
| The Works GCC 1.1(hh) | The Works consist of: Supply and installation of CCTV cameras |
| Interpretation GCC 2.2 | The project will be completed in the following sections: Once off project |
| Interpretation GCC2.3 | The following additional documents shall form part of the contract: Schedule of Work |
| 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 requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property. |

| GCC Clause Reference | Special Conditions |
|-------------------------------------|---|
| Delegation GCC 5.1 | The Project Manager may not 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 :</p> <p>The Chief Regional Officer Otjozondjupa Regional Council: P.O. Box 1682 22 Henk Willems Street</p> <p>For the Contractor, the address shall be as given on the first page of the contract and the contact name shall be</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| Insurance GCC 13.1 | <p>Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be:</p> <ul style="list-style-type: none"> (a) for the Works, Plant and Materials: <i>(for the full amount of the works including removal of debris, professional fee etc...)</i> (b) for loss or damage to Equipment: <i>(for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer.</i> (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well).</i> (d) for personal injury or death: <ul style="list-style-type: none"> (i) of the Contractor’s employees:<i>[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</i> (ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i> (e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable. <p>The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the Contractor’s All Risks coupled with the Employer’s liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the</p> |

| GCC Clause Reference | Special Conditions |
|---|---|
| | minimum possible deductibles at sole expense of the contractor. |
| Intended completion Date GCC 14.1 | The intended completion date for the whole of the works shall be: as per contract |
| Possession of the Site GCC 20.1 | The Site Possession Date shall be: 7 days after signing of contract. |
| 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 | Work program: applicable |
| GCC 25.3 | Program updates shall not be required for this project. |
| Defects Liability Period GCC 33.1 | The Defects Liability Period is: 365 days |
| Payment Certificates GCC 39.7 | “ A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor”. |
| Payments GCC 40 | 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: <ul style="list-style-type: none"> (a) the payment certificate; and (b) a certificate of Completion of the Works. No partial payment |
| Adverse weather Conditions GCC 41.1 (I) | Any Delay caused by weather condition must be communicated to the Employer |
| Price Adjustment GCC 44. | The Contract is not subject to price adjustment. |
| Retention GCC 45. | (i) 5% of monies payable to the contractor shall be retained |
| Liquidated Damages GCC 46.1 | The liquidated damages for the whole of the Works are: N/A |

| GCC Clause Reference | Special Conditions |
|--|---|
| Bonus GCC 47.1 | The rate for the Bonus per calendar day is: N\$ 0.00 |
| Advance Payment GCC 48.1 | (i) No advance payment shall be made |
| Performance Security GCC 49.1 | (i) No Performance Security is required |
| GCC 56.1 | “As built” drawings or operating and maintenance manuals are required. <i>Diagram provided</i> |
| GCC 59.1 | The percentage to apply to the value of the work not completed, representing the Employer’s additional cost for completing the Work is: 10% |

SCHEDULE 2

QUOTATION CHECKLIST SCHEDULE

[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

PROCUREMENT REFERENCE NO.: W/RFQ/OTRCMT-07/2023/2024

| Description | Attached | Not Attached |
|--|----------|--------------|
| Quotation letter | | |
| List of Goods and Price Schedule | | |
| Specification and Compliance Sheet | | |
| Bid Securing Declaration | | |
| Evidence for conformity of Goods | | |
| Have a valid certified copy of company Registration Certificate | | |
| Have an original or certified copy of valid good Standing Tax Certificate | | |
| Have an original or certified copy valid Good Standing Social Security Certificate | | |
| 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 | | |
| Have a valid certified copy of certificate indicating SME Status | | |
| Owner Identification Document attached (Certified) | | |

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 responsibilities.*

D.O.W → GROOTFONTEIN

AUCTION YARD

Police
GATE

PLUMBING
WORKSHOP

ELECTRICAL
WORKSHOP

GARAGE

STORE
Room

BOARD
Room

CARPENTRY
WORKSHOP

ADMIN
BLOCK

PARKING
LOT

SECURITY
HOUSE

MAIN
GATE

SMALL
GATE

