



# Otjozondjupa Regional Council



**Tel:** (067) 303702/303619/304168  
**Fax:** (067) 302760/302742

**P.O. Box 1682**  
**Otjiwarongo**  
**NAMIBIA**

## Request for Sealed Quotations

**Procurement Reference No:**

***NCS/RFQ/OTRCED-23/2023/2024***

### DESCRIPTION OF SERVICES

**SERVICING OF GRN 81739 FOR DIRECTORATE OF EDUCATION, ARTS AND CULTURE**

Name of Bidder:.....

Contact Number of Bidder:.....

Email Address of Bidder: .....

Authorized Representative: .....

Total price: .....

Signature: .....

***Closing Date & Time: 15<sup>th</sup> March 2024; 10h00***

**Procurement Management Unit  
Otjozondjupa Regional Council  
P.O. Box 1682  
Otjiwarongo  
Namibia**

**Tel: +264-67-303025**

**Fax: +264-67-3033358**



# Otjozondjupa Regional Council



Tel: (067) 303702/303619/304168  
Fax: (067) 302760/302742

P.O. Box 1682  
Otjiwarongo  
NAMIBIA

Date: 14 February 2024

## Letter of Invitation

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

**Procurement Reference Number: NCS/RFQ/OTRCED-23/2023/2024**

Dear Sir/Madam,

**Otjozondjupa Regional Council** invites you to submit your best quotes for the items described in detail hereunder.

### **Servicing of GRN 81739 of Directorate of Education, Arts And Culture**

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

Queries, if any, should be addressed to **Ms L.N Engombe** @ [loise986@gmail.com](mailto:loise986@gmail.com)

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

**Date: 27<sup>th</sup> February 2024**

**Responsible Officer Signature**

**Title of Responsible Officer**



PMU Head

## **SECTION I: INSTRUCTIONS TO BIDDERS**

### **1. Rights of Public Entity**

**Otjozondjupa Regional Council** reserves the right:

- (a) To accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.
- (b) To return all the products that does not meet the standard and such products to be replaced at the cost of the supplier.

### **2. Preparation of Quotations**

You are requested to quote for the goods 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 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 Quotations**

The quotation validity period shall be for **30 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 Founding Statement;
- (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

## **5. Bid Securing Declaration**

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

## **6. Delivery**

Delivery shall be ..... **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** and addressed to **The Secretary; Otjozondjupa Regional Council Procurement Committee; P.O. Box 1682; Otjiwarongo**; with the Bidder's name and contact number 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 ground floor, block B not later than **15<sup>th</sup> March 2024 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**

Bids will be opened at **10h00** by the **Otjozondjupa Regional Council** after the closing time referred to in section **8** above. Bidders or their representatives may attend the Bid Opening if they choose to do so.

## **10. Evaluation of Quotations**

Otjozondjupa Regional Council 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 to determine the lowest evaluated quotation.

## **11. Scope of Goods and Performance Standards**

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

## **12. Price and Currency of Payments**

Quotations 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.

### **13. Labour Clause**

In order to qualify for award of the Contract, bidders 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.

### **14. Award of Contract**

The Bidder having submitted the substantially responsive bid and qualified to perform the service shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order

### **15. Notification of Award and Debriefing**

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

### **16. Terms of payment**

Payment will be made after delivery of goods and services upon presentation, by the supplier, of the signed Purchase Order and Invoice; within thirty (30) days.

## 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 may be rejected.**]*

Quotation Addressed to:	<b>Otjozondjupa Regional Council</b>
Procurement Reference Number:	<b>NCS/RFQ/OTRCED-23/2023/2024</b>
Subject matter of Procurement:	<b>Provision of Servicing GRN 81739 for Directorate of Education, Arts and Culture.</b>

I/We offer to provide the services detailed in the Scope of Services, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

I/We confirm that we are eligible to participate in this quotation exercise and meet the eligibility criteria specified in Section 1: Request for Quotations.

I/We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

I/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. I/We further understand that this subscription could lead to disqualification on the grounds mentioned in the BDS.

I/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 \_\_\_\_\_ days *[insert number of days]* from the date of the bid submission deadline.

I/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 bid validity.

The service will commence within \_\_\_\_\_ *[insert number]* days from date of issue of Purchase Order.

The services will be completed within \_\_\_\_\_ *[insert number]* days from date of issue of Purchase Order.

#### 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.: NCS/RFQ/OTRCED-32/2023/2024**

**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, 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 .....*[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, 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 III: SCOPE OF SERVICES**

**SECTION IV: PRICED ACTIVITY SCHEDULE**

Procurement Reference Number: **NCS/RFQ/OTRCED-23/2023/2024**

*[Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below.]*

**Currency of Quotation: Namibian Dollars**

<b>Item No</b>	<b>Brief Description of Services</b>	<b>Quantity</b>	<b>Unit of Measure</b>	<b>Unit Price</b>	<b>Total Price</b>
A*	B*	C*	D*	E	F
1.	Air Filter	1	Each		
2.	Fuel Filter	1	Each		
3.	Oil Filter	1	Each		
4.	Blub H11	1	Each		
5.	Air Refiner Element Filter	1	Each		
6.	Engine Oil 6.5 ltr	8	Each		
7.	Gasket Sump Plug	1	Each		
8.	Rear Brake Pads set	1	Each		
9.	Front Brake Pads set	1	Each		
10.	Labour		Hours		
				<b>Other additional costs</b>	
				<b>Subtotal</b>	
<i>Enter 0% VAT rate if VAT exempt.</i>				<b>VAT @</b>	<b>%</b>
				<b>Total</b>	

**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/OTRCED-23/2023/2024**

*[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 to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]*

<b>Item No</b>	<b>Specifications and Performance Required</b>	<b>Compliance of Specifications and Performance Offered</b>	<b>Details of Non-Compliance / Deviation (if applicable)</b>
<b>A*</b>	<b>B*</b>	<b>C</b>	<b>D</b>
1.	Air Filter		
2.	Fuel Filter		
3.	Oil Filter		
4.	Blub H11		
5.	Air Refiner Element Filter		
6.	Engine Oil 6.5 ltr		
7.	Gasket Sump Plug		
8.	Rear Brake Pads set		
9.	Front Brake Pads set		
10.	Labour		

**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 by means of a Purchase Order and shall be subject to the General Conditions of Contract (GCC), **NCS/RFQ/OTRCED-23/2023/2024**

## SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: **NCS/RFQ/OTRCED-23/2023/2024**

Clause	Contract Data
<b>GCC 1.1 Effectiveness of Contract</b>	The Contract <i>shall</i> come into effect as from date of issued Purchase Order
<b>GCC 1.3.1 Intended Completion date</b>	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities within 15 days of the Purchase Order or by an additional period of 10 days.
<b>GCC 1.6.1 Issue of notices</b>	The Authorized Representative of the Employer is : <b>Mrs S.M.K Tuahuku, Secretary to the Procurement Committee :</b> <a href="mailto:stuahuku@otjzondjuparc.gov.na">stuahuku@otjzondjuparc.gov.na</a>
<b>GCC 2.6 Insurance and liabilities to Third Party</b>	The amount of the Professional Indemnity Insurance Cover shall be at least: <b>Not applicable</b>
<b>GCC 2.7 Reporting Obligations</b>	The Service Provider shall report to: <b>Ms LN Engombe / Mr M. Nanyanga at</b> <a href="mailto:loise986@gmail.com">loise986@gmail.com</a>
<b>GCC 2.10 Performance Security</b>	<b>Not applicable</b>
<b>GCC 4.2 Contract Price</b>	<b>Not applicable</b>
<b>GCC 4.3 Terms of Payment</b>	Payments will be made to the Service Provider after <b>delivery of services and receipt of invoice.</b>
<b>GCC 4.5 Price Adjustment</b>	Price <b>shall not be</b> adjustable.

**QUOTATION CHECKLIST SCHEDULE**

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

**Procurement Reference No.: NCS/RFQ/OTRCED-23/2023/2024**

<b>Description</b>	<b>Attached (please tick if submitted and cross if not)</b>
Quotation Letter	
Priced Activity Schedule	
Performance Compliance Sheet	
Bid Securing Declaration	
Certified copy of the Company founding statement	
Original or certified copy of a valid good standing Tax Certificate	
Original or certified copy of a valid good standing Social Security Certificate	
Valid certified copy of Affirmative Action Compliance Certificate	
Signed written undertaking as contemplated in Section 138(2) of the Labour Act, 2007.	

**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.*

