



# 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:**

**G/RFQ/OTRCMT-01/2024/2025**

### **DESCRIPTION OF GOODS**

**SUPPLY AND DELIVERY OF MECHANICAL MATERIALS AND MACHINERY TO  
DIVISION OF MAINTENANCE AND TECHNICAL SERVICES - OTJOZONDJUPA  
REGIONAL COUNCIL**

Name of Bidder:.....

Contact Number of Bidder:.....

Email Address of Bidder: .....

Authorized Representative: .....

Total price: .....

Signature: .....

***Closing Date & Time: 13<sup>th</sup> March 2025; 10h00***

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



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## Letter of Invitation

**Bidder's name** .....  
**Contact number** .....

**Procurement Reference Number: G/RFQ/OTRCMT-01/2024/2025**

Dear Sir/Madam,

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

### **Supply and Delivery of Mechanical Materials and Machinery to Division of Maintenance and Technical Services - Otjozondjupa Regional Council**

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

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

Queries, if any, should be addressed to **Mr. Luther Tjivikua** via email: [ltjivikua@otjozondjuparc.gov.na](mailto:ltjivikua@otjozondjuparc.gov.na)

Yours Faithfully

**MRS S.M.K. TUAHUKU**

**HEAD: PROCUREMENT MANAGEMENT UNIT.**

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

**Otjzondjupa 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 **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 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;

from Employment Equity Commissioner that bidder is not a relevant employer or exemption issued in terms of Section 42 of the Affirmative Action

- (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) Sign/Initial the whole document.

## 5. Bid Securing Declaration

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

## 6. Delivery

Delivery shall be **7 days** after acceptance/issue of Purchase Order. Deviation in delivery period **shall not be accepted**

The following test/s and inspections will be conducted on the goods at delivery:

- a) **Inspect goods according to technical specifications; and**
- b) **Verification of quantities.**

All products that do not meet the standard shall be returned and be replaced at the cost of the supplier.

## 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 **13<sup>th</sup> March 2025 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 internally by the OTRC immediately 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 Good, 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**

Otjozondjupa 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 Otjozondjupa 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 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 will be rejected***

Quotation addressed to:	<b>Otjozondjupa Regional Council</b>
Procurement Reference Number:	<b>G/RFQ/OTRCMT-01/2024/2025</b>
Subject matter of Procurement:	<b>SUPPLY AND DELIVERY OF MECHANICAL MATERIALS AND MACHINERY TO DIVISION OF MAINTENANCE AND TECHNICAL SERVICES - OTJOZONDJUPA REGIONAL COUNCIL</b>

I/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.

I/We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instructions to Bidders

I/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.

I/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. I/We further understand that this subscription will lead to the 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.

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 quotation validity.

Works will commence within \_\_\_\_\_ *[insert number]* days from date of issue of Purchase Order/ Letter of Acceptance and signing the contract agreement.

**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:** -----[Day | month | year].....

**Procurement Ref No.: G/RFQ/OTRCMT-01/2024/2025**

**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**

Procurement Reference Number: **G/RFQ/OTRCMT-01/2024/2025**

*[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	R134a Disposal Refrigeration Gas	5	Each		
2	R600 Refrigeration Gas	5	Each		
3	R417 Refrigeration Gas	5	Each		
4	R404 Refrigeration Gas	5	Each		
5	R410 Refrigeration Gas	5	Each		
6	16W Motor Fan	6	Each		
7	25W Motor Fan	6	Each		
8	35W Motor Fan	6	Each		
9	Solenoid valve flare 1/2	5	Each		
10	Solenoid valve flare 3/8	5	Each		
11	32 Amp contactor with overloads	6	Each		
12	Isolators 4x4 60A	6	Each		
13	Manifold gauges R600a, R134a, R417a, R410a	4	Each		
14	Leak detector electrical and flames one	2	Each		
15	Electrical scale small one 100m	100m x 5	Each		
16	Silver solder 1.5mm Matweld	100m x 5	Each		
17	Copper rods 3.0 mm Pinnacle	6 box	Each		
18	Welding rods 2.5 mm 5kg	5 box			
19	Welder Inventor 200A	1	Each		
20	Welder Inventor 120Amp	5	Each		
21	Clamp on Tester	6	Each		

23	Concrete Drill Machine 840w	5	Each		
24	Drill bits short 6x5,8x5,10x5,12x5, 14x5mm	25	Each		
25	Long drill bits 10x5,16x5,20x5mm	25	Each		
26	Big Grinder 230mm	5	Each		
27	Cutting Disk Big 230 x 322,2 Steel	10	Each		
28	Cutting Disk Big 230 x 322,2 Concrete	10	Each		
29	Drill Point Long 6x2,8x2,10x2,12x2,14x2,16 mm x 2	12	Each		
30	Tap re-seater kit 3-in-1	6	Each		
31	Solder Wire 500g	10	Each		
32	Solder Flux 200g	10	Each		
33	Cut rush Gas	20	Each		
34	Pipe Wrench 900mm	2	Each		
35	R air vacuum 3.0	5	Each		
36	STD MANIFORD SET-2way for R22,R134,R410. Allubody,80mm gauges with protector.2 adaptor 5/16" to SAE M to 1/4" SAE F + STD 900mm	5	Each		
37	Flaring and swaging set – expander heads 3/16" to 3/4" + square ratchet wrench 1/4" to 5/16 + tubes cutter 1/8" to 1 1/8"	5	Each		

**Contingency @ 10%**

**Subtotal**

**VAT @ 15 %**

**Total**

*Enter 0% VAT rate if VAT exempt.*

**Priced Activity Schedule Authorised By:**

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

**SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS**

*Not Applicable*

**SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET**

Procurement Reference Number: **G/RFQ/OTRCMT-01/2024/2025**

*[Bidders should complete columns C and D with the specification of the goods 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>Technical Specification Required</b>	<b>Compliance of Specification Offered</b>	<b>Details of Non-Compliance/ Deviation (if applicable)</b>
<b>A*</b>	<b>B*</b>	<b>C</b>	<b>D</b>
1	R134a Disposal Refrigeration Gas		
2	R600 Refrigeration Gas		
3	R417 Refrigeration Gas		
4	R404 Refrigeration Gas		
5	R410 Refrigeration Gas		
6	16W Motor Fan		
7	25W Motor Fan		
8	35W Motor Fan		
9	Solenoid valve flare 1/2		
10	Solenoid valve flare 3/8		
11	32 Amp contactor with overloads		
12	Isolators 4x4 60A		
13	Manifold gauges R600a, R134a, R417a, R410a		
14	Leak detector electrical and flames one		
15	Electrical scale small one 100m		
16	Silver solder 1.5mm Matweld		
17	Copper rods 3.0 mm Pinnacle		
18	Welding rods 2.5 mm 5kg		

20	Welder Inventor 120Amp		
21	Clamp on Tester		
22	Finger Tester		
23	Concrete Drill Machine 840w		
24	Drill bits short 6x5,8x5,10x5,12x5,14x5mm		
25	Long drill bits 10x5,16x5,20x5mm		
26	Big Grinder 230mm		
27	Cutting Disk Big 230 x 322,2 Steel		
28	Cutting Disk Big 230 x 322,2 Concrete		
29	Drill Point Long 6x2,8x2,10x2,12x2,14x2,16 mm x 2		
30	Tap re-seater kit 3-in-1		
31	Solder Wire 500g		
32	Solder Flux 200g		
33	Cut rush Gas		
34	Pipe Wrench 900mm		
35	R air vacuum 3.0		
36	STD MANIFORD SET-2way for R22, R134, R410. Allubody,80mm gauges with protector.2 adaptor 5/16" to SAE M to 1/4" SAE F + STD 900mm		
37	Flaring and swaging set – expander heads 3/16" to 3/4" + square ratchet wrench 1/4" to 5/16 + tubes cutter 1/8" to 11/8"		

**Specifications and 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), **Ref: G/RFQ/OTRCMT-01/2024/2025**

**SECTION VII: CONTRACT DATA SHEET**

**Procurement Reference Number: G/RFQ/OTRCMT-01/2024/2025**

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 <b>7 days</b> of the Purchase Order or by an additional period of <b>10 days</b> .
<b>GCC 1.6.1 Issue of notices</b>	<p>The Authorized Representative of the Employer is :</p> <p><b><i>Mrs. S.M.K Tuahuku, Secretary to the Procurement Committee: <a href="mailto:stuahuku@otjozondjuparc.gov.na">stuahuku@otjozondjuparc.gov.na</a></i></b></p> <p>The Authorized Representative of the Service Provider is:</p> <p>.....</p>
<b>GCC 2.6 Insurance and liabilities to Third Party</b>	<p>The amount of the Professional Indemnity Insurance Cover shall be at least:</p> <p><b><i>Not applicable</i></b></p>
<b>GCC 2.7 Reporting Obligations</b>	The Service Provider shall report to: <b><i>Mr. Luther Tjivikua at <a href="mailto:ltjivikua@otjozondjuparc.gov.na">ltjivikua@otjozondjuparc.gov.na</a></i></b>
<b>GCC 2.10 Performance Security</b>	<b><i>Not applicable</i></b>
<b>GCC 4.2 Contract Price</b>	<b><i>Not applicable</i></b>
<b>GCC 4.3 Terms of Payment</b>	Payments shall be made to the Service Provider within 14 days after <b><i>delivery of the correct verified ordered goods and receipt of original invoice.</i></b>
<b>GCC 4.5 Price Adjustment</b>	Price <b><i>shall not be</i></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.: G/RFQ/OTRCMT-01/2024/2025**

<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.*