



**KAVANGO WEST REGIONAL COUNCIL**

**Request for Sealed Quotations  
For Works**

**ISSUED ON 18 APRIL 2024**

**INSTALLATION OF WATER PUMP SYSTEM, SUPPLY AND SET  
UP MEMBRANE AND PLUMBING WORKS AT TJIRAKANA  
FISH FARM**

**Procurement Reference No: W/RFQ/KWRC-02/2024**

**Purchaser: Kavango West Regional Council**

**Bidder: .....**

**Address: .....**

**Tel/Cell phone No.: .....**

**Email address: .....**

**Bidder price: .....**



**KAVANGO WEST REGIONAL COUNCIL**

**Letter of Invitation**

**18 April 2024**

**TO:** .....

**Procurement Reference No: W/RFQ/KWRC-02/2024**

Dear Sir/ Madam

**INSTALLATION OF WATER PUMP SYSTEM, SUPPLY AND SET UP OF MEMBRANE AND PLUMBING WORK AT TJIRAKANA FISH FARM**

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 **H. M. Hamanyami / R. Mbumba @ 066-264 962.**

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 split the contract as per the lowest evaluated cost per lot, or
- (b) to accept or reject any quotation or to cancel the quotation process; and

### 2. Preparation of Quotations

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 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 company registration certificate (Business principle must be in line with the required work);
- (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 certified indicating SME status;
- (f) an undertaking on part of the bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and award, where applicable and that it will abide to sub-clause 4.6 of the General Condition of Contract if it is awarded the contract or part thereof; and;
- (g) bidder must be in compliance with section 66 of the Public Procurement Act 15 of 2015
- (h) Certified ID copy of the Owner



**Other additional eligible criteria**

1. Documents to be fully completed with black ink
2. No eraser fluid (tippex) to be used
3. All pages to be initialized and signed where applicable
4. All corrections to be initialized
5. Bill of quantity to be completed fully

**5. Bid Securing Declaration**

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

**6. Work Completion Period**

The contract shall be on fixed rate for a period of **90 days (3 months)** after acceptance and issue of Purchase Order. Deviation in completing 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 Public Entity with the Bidder's name at the back of the envelope.

**8. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at **Kavango West Regional Council–Procurement Management Unit, Nkurenkuru Plaza Office No.7, Nkurenkuru** not later than **21 May 2024 at 12h00**. Quotations by post or hand delivered should reach **Kavango West Regional Council–Procurement Management Unit, Nkurenkuru Plaza Office No.7** by the same date and time at latest. Late quotations will be rejected.

**9. Opening of Quotations**

Quotations will be opened internally by the **Kavango West Regional Council–Procurement Management Unit**, immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid Security/Bid-Securing Declaration will be put on the website of the **Kavango West Regional Council – Procurement Management Unit**, and available to any bidder on request within three working days of the Opening.

**10. Evaluation of Quotations**

The **Kavango West Regional Council - Procurement Management Unit** 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. 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. 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. Margin of Preference**

N/A

**15. 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. The bidding document consists of three (3) sites, each site will be awarded to one bidder. 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.

**16. 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 award 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)**

[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: [ name of Public Entity]	
Procurement Reference Number:	
Subject matter of Procurement:	

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 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 [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	

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 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: .....

Capacity of:.....

Name: .....

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_

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**

**Witten 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 .....  
owner/representative

of .....

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.

**A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS**

INSTALLATION OF WATER PUMP SYSTEM, SUPPLY AND SET UP MEMBRANE AND PLUMBING WORK AT TJIRAKANA FISH FARM.

**B. WORK EXPERIENCE**

BIDDERS TO ATTACH PROOF OF AT LEAST ONE (1) SUCCESSFUL PROJECT COMPLETED OF A SIMILAR NATURE.

**C. FINANCIAL EVALUATION**

THE LOWEST SUBSTANTIALLY RESPONSIVE BIDDER WILL BE EVALUATED BASE ON THE 5% BELOW/ABOVE COST ESTIMATE



## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: \_\_\_\_\_

[Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below.]

The quantities shown below are approximate and not subject to re-measurement for payment purposes.

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (NS)	Total Price (NS)
A*	B*	C*	D*	E	F
	<b>NB: SEE ATTACHED DRAWING</b>				
1.0	<b>Transportation and Logistics</b>	SUM	1		
2.0	<b>Earth Works</b>				
2.1	Excavation including backfill to excavation not exceeding 4m depth	m3	288.77		
3.0	<b>Manhole</b>				
3.1	excavate for and build Manhole structure(1.5 m × 1.8 - 2.5 m deep)	m3	9.6		
3.2	450 × 600 mm single seal manhole cover and frame type 9c(45kg)	no	8		
5.0	<b>Mebrame(Pond lining)</b>				
	supply, lay:				
5.1	HDPE Pond Liner, 1000 micron - Pond A	m2	2,160		
5.2	HDPE Pond Liner, 1000 micron - Pond B	m2	705		



5.3	HDPE Pond Liner, 1000 micron - Pond C	m2	700		
5.4	HDPE Pond Liner, 1000 micron - Pond D	m2	700		
6.0	<b>UPVC pipes</b>				
6.1	lay;				
6.2	110 mm inlet pipe (Pond A,B,C,D) (Labour rate only for this item)	m	153.1		
6.3	160 mm outlet pipe(Pond A,B,C and D)	m	114.8		
6.4	110 mm 90° uPVC bend	no	6		
6.5	110 mm uPVC T-Junction	no	3		
6.6	160 mm 90° uPVC bend	no	3		
6.7	160 mm uPVC T-Junction	no	1		
7.0	<b>HdPE pipes</b>				
7.1	supply and lay 50 mm HDPE Pipe	m	70		
8.0	<b>Gate Values</b>				
8.1	Gate Value for UPVC pipes 110 mm	no	4		
8.2	Gate Value for UPVC pipes 160 mm	no	4		
9.0	<b>Eletrical installation(provisional sum)</b>	sum	1		
10.0	<b>Supply, erect floater solution</b>	no	1		





11.0	<b>Erect Cage to House Water Pump</b>				
11.1	50 mm× 6 M square tube	no	4		
11.2	25 mm × 6 Msquare tube	no	6		
12.0	Supply and Install Control Unit for the Pump	sum	1		
13.0	<b>External Works</b>				
13.1	Digging up and removing rubbish,debris, hedges,shrubs and tree not exceeding 200mm girth,bush,etc.	m <sup>2</sup>	600		
Enter 0% VAT rate if VAT exempt.				<b>Subtotal</b>	
				<b>VAT @ 15 %</b>	
				<b>Total</b>	

\*Columns A to D to be completed as applicable by the Public Entity



**Priced Activity Schedule Authorised By:**

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

**SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET**

Procurement Reference Number: **W/RFQ/KWRC – 02/2024**

[Bidders should complete columns C and D with the specifications and performance of the Works offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications offered in the signature block below]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	Installation of water pump system, supply and set up membrane and plumbing work at Tjirakana fish farm.		

\* Columns A and B to be completed by Public Entity.

**Specifications and Compliance Sheet Authorised By: .....**

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



## SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods – Ref. **W/RFQ/KWRC -02/ 2024**

## SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/KWRC – 02/2024**

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract.

GCC Clause Reference	Special Conditions
<b>Employer GCC 1.1(r)</b>	<b>Kavango West Regional Council</b>
<b>Intended Completion Date GCC</b>	The intended completion date is: <b>01 July 2024.</b>
<b>Project Manager GCC 1.1(y)</b>	The Project Manager is: <b>Mr. M. Kasera</b>
<b>Site GCC 1.1(aa)</b>	The Site is located at Tondoro Constituency.
<b>Start Date GCC 1.1(dd)</b>	The Start Date shall be: <b>02 May 2024.</b>
<b>The Works GCC 1.1(hh)</b>	<b>The Works consist of:</b> Installation of water pump system, supply and set up membrane and plumbing work at Tjirakana fish farm.
<b>Interpretation GCC 2.2</b>	The project will be completed in <b>TWO (2) MONTHS.</b>
<b>Interpretation GCC2.3</b>	The following additional documents shall form part of the contract: <b>Bill of quantity</b> <b>Purchase Order</b>
<b>Language and Law GCC 3.1</b>	The language of the contract is English The law that applies to the Contract is the law of Namibia.
<b>Project</b>	The Project Manager shall obtain specific approval from the Employer before

GCC Clause Reference	Special Conditions
<b>Manager's Decisions 4.1</b>	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.
<b>Delegation GCC 5.1</b>	The Project Manager <b>may</b> delegate his/her duties.
<b>Notices GCC 6</b>	<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><b>Mr. Matheus K. Singambwe</b>  <b>Private Bag 6294</b>  <b>Nkurenkuru</b></p> <p>For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be</p> <p>_____</p> <p>.....</p>
<b>Insurance GCC 13.1</b>	<b>Not applicable</b>
<b>Site Date GCC 14.1</b>	<b>Not applicable</b>
<b>Possession of the Site GCC 20.1</b>	The Site Possession Date shall be: <b>30 April 2024.</b>
<b>Procedure for Disputes GCC 24</b>	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.
<b>Program GCC 25.1</b>	The Contractor shall submit for approval a Program for the Works within <b>5 days</b> from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
<b>GCC 25.3</b>	Program updates <b>shall</b> be required.
<b>Defects Liability Period GCC 33.1</b>	The Defects Liability Period is: <b>12 Months.</b>
<b>Payment</b>	



GCC Clause Reference	Special Conditions
Certificates GCC 39.7	Payment shall be made as per per the completion of the project.
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: (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (l)	Not applicable
Price Adjustment GCC 44.	The Contract is <b>not</b> subject to price adjustment.
Retention GCC 45.	10% of the quoted amount shall be retained
Liquidated Damages GCC 46.1	Not applicable
Bonus GCC 47.1	Not applicable
Advance Payment GCC 48.1	No advance payment shall be made
Performance Security GCC 49.1	Not applicable
GCC 56.1	Not applicable
GCC 59.1	Not applicable

## SCHEDULE 2

## QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: W/RFQ/KWRC – 02/2024

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		

**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.

TJIRAKANA FISH FARM  
POND LAYOUT

