



**KAVANGO WEST REGIONAL COUNCIL**

Tel. No.:066 – 264875/6

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*E-mail: pmukwrc@gmail.com*

Private Bag 6294

NKURENKURU

Namibia

23 April 2024

**Request  
For  
Sealed Quotation**

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**REPLACEMENT OF CAR PARTS ON GRN81494  
FOR NCUNCUNI CONSTITUENCY**

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**Procurement Reference No: NCS/RFQ/KWRC-09/2024**



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**Letter of Invitation**

**Procurement Reference No: NCS/RFQ/KWR-09/2024**

To: .....  
.....  
.....

Dear Sir/Madam

**REPLACEMENT OF CAR PARTS ON GRN81494 FOR NCUNCUNI CONSTITUENCY**

The Kavango West Regional Council invites you to submit your best quote for the items 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 **L. Kamukwanyama**.

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 reserves the right:

- (a) To accept or reject any quotations; and
- (b) To cancel the quotation process and reject the all quotations at any time prior to contract award.

### 2. Preparation of Quotations

You are requested to quote for the items 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 List of Goods and Price Schedule Section III;
- (c) The Specifications and Compliance Sheet in Section V; and
- (d) Any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed 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 submission deadline.

### 4. Bid Securing Declaration

You are required to submit subscribe to a Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation.

### 5. Delivery

Delivery shall be **15 days** after acceptance/issue of Purchase Order. Deviation in delivery period *shall not be accepted*.

### 6. Sealing and Marking of Quotations

Quotation should be sealed in a single envelope, **clearly marked** with the Procurement Reference Number, addressed to **the Head of PMU, Procurement Committee, Kavango West Regional Council, Private Bag 6294, Nkurenkuru, Namibia** with the **Bidder's name and contact information at the back of the envelope**.

### 7. Submission of Quotations

Quotation should be handed in sealed envelope at Kavango West Regional Council, not later than **14 May 2024 at 11h00 AM**. **Quotation by post or hand delivered should reach the Head of PMU, Kavango West Regional Council, Private Bag 6294, Nkurenkuru, Namibia** by the same date and time at latest. Late quotations will be rejected. Quotation received by e-mail will not be considered.

**8. Opening of Quotation**

Quotations will be opened internally by the Kavango West Regional Council, Procurement Unit immediately after the closing time referred to in instruction 7 above. Opening stating the amount quoted, the presence or absence of a Bid Securing Declaration, will be available on request within three working days of the Opening.

**9. Evaluation of Quotations**

Kavango West Regional Council shall have the right to request for clarifications in writing during evaluation.

**10. Technical Compliance**

Your bid shall be submitted along with the quotation with substantiate compliance with the required specifications and to qualify deviations if any with respect to Kavango West Regional Council requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

**11. Prices and Currency of Payment**

Prices shall be fixed in Namibian Dollars.

**13. Margin of preferences**

Not applicable

**14. 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

## SECTION II: QUOTATION LETTER

Quotation addressed to: <i>[name of Public Entity]</i>	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, in accordance with 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: Instruction to Bidders.

We undertake to abide ethical conduct 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.

The validity period of the Quotation is **60** days from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price 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.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

### Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./Fax	

**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: .....  
[signature of person whose name and capacity are shown]

Capacity of: .....  
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name: .....  
[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 \_\_\_\_\_, \_\_\_\_\_  
[date of signing]

Corporate Seal (where appropriate)



**Republic Of Namibia**

**Ministry of Labour, Industrial Relations and Employment Creation**

**Written undertaking in terms of section 138 of the Labour Act, 2007 and section 50(2)(D) of the Public Procurement Act, 2015 as amended**

**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: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Kavango West Regional Council      Procurement Ref No. NCS/RFQ/KWRC-09/2024

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
	<b>VIN NO.:</b> <b>AHTDR22G205533311</b>				
1	Replacement of tie rod end	2	Each		
2	Replacement of upper bull joint	2	Each		
3	Replacement of lower bull joint	2	Each		
4	Replacement of shaft Assy (complete)	2	Each		
5	Replacement of rack end	2	Each		
6	Replacement of stabilizer link	2	Each		
7	Replacement of shocks absorbers	4	Each		
8	Replacement of reverse light bulb	2	Each		
9	Replacement of shoe brake	a set	Each		
10	Replacement of fan belt	1	Each		
11	Wheel alignment	1	Each		
				<b>Other additional cost</b>	
				<b>Total</b>	
				<b>Vat@15%</b>	
				<b>Grand total</b>	

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency N/A      Exchange Rate: N/A

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

## SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

### SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

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

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

**Specifications and Compliance Sheet Authorised By:**

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	Replacement of tie rod end		
2	Replacement of upper bull joint		
3	Replacement of lower bull joint		
4	Replacement of shaft Assy (complete)		
5	Replacement of rack end		
6	Replacement of stabilizer link		
7	Replacement of shocks absorbers		
8	Replacement of reverse light bulb		
9	Replacement of shoe brake		
10	Replacement of fan belt		
11	Wheel alignment		

Section VII Special Conditions of Contract 10

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. **NCS/RFQ/KWRC-09/2024** of the Kavango West Regional Council.

## SECTION VI: 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 except where modified by the Special Conditions below.

## SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/KWRC-09/2024**

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

Subject and GCC clause reference	Special Conditions
<b>Purchaser GCC 1.1(h)</b>	The purchaser is: <i>Kavango West Regional Council</i>
<b>Site GCC 1.1(m)</b>	The Site/final destination for delivery of the services / goods is on the said official vehicle
<b>Incoterms Edition GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.

Section VII Special Conditions of Contract 11

Subject and GCC clause reference	Special Conditions
<p><b>Notices</b> <b>GCC 8.1</b></p>	<p>Any notice shall be sent to the following addresses: For The Secretariat, Procurement Committee, Kavango West Regional Council, Private Bag 6294, Nkurenkuru, the address and the contact name shall be: Mr. Joseph K. Kandjimi For the Supplier, the address and contact name shall be: _____ .....</p>
<p><b>Disputes</b> <b>GCC 10.2</b></p>	<p>The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____</p>
<p><b>Delivery and Documents</b> <b>GCC 13.1</b></p>	<p>The Goods are to be delivered within 10 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;</p>
<p><b>Price Adjustment</b> <b>GCC 15.1</b></p>	<p>The price charge for the Goods supplied and the related Services performed shall not be adjustable.</p>
<p><b>Terms of Payment</b> <b>GCC 16.1</b></p>	<p>The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause</p>
<p><b>Terms of Payment</b> <b>GCC 16.3</b></p>	<p>Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.</p>
<p><b>Terms of Payment</b> <b>GCC 16.4 (a)</b></p>	<p>The price shall not be adjustable to the fluctuation in the rate of exchange.</p>
<p><b>Payment Period</b> <b>GCC 16.5</b></p>	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>i) <b>On Acceptance:</b> The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.</p>

Section VII Special Conditions of Contract 12

Subject and GCC clause reference	Special Conditions
<b>Performance Security GCC 18.1</b>	(i) No performance security is required.
<b>Discharge of Performance Security GCC 18.4</b>	Not applicable
<b>Packing GCC 23.2</b>	The supplier shall provide such packing of the goods/services as is required to prevent their damage or deterioration during transit to Kavango West Regional Council
<b>Insurance GCC 24.1</b>	<i>Not applicable</i>
<b>Transportation GCC 25</b>	The services shall be delivered to the said official vehicle
<b>Inspection and Test GCC 26.1</b>	The supplier shall at its own expenses and no cost to the Kavango West Regional Council carry out all such test and/ or inspection of the goods and related services.
<b>Location of Inspection and Tests GCC 26.2</b>	The inspections and tests shall be conducted at the site.
<b>Liquidated Damages GCC 27.1</b>	Applicable
<b>Warranty GCC 28.3</b>	N/A
<b>Repair and Replacement GCC 28.5</b>	The bidder should bear the cost for repair and replacement of defective goods or parts thereof, at no cost to Kavango West Regional Council.

**SCHEDULE 1****QUOTATION CHECKLIST SCHEDULE**Procurement Reference No.: **NCS/RFQ/KWRC-09/2024**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
Evidences for conformity of Goods		
Specifications completed		
Obligatory documents		

**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.*