



**Supply, Delivery and Installation of Precast Fencing for Hostel
Blocks at Sam Nujoma Campus – Henties Bay**

Procurement Reference No: W/RFQ/UNAM- 04/2024

BIDDER'S NAME: _____

PHYSICAL ADDRESS: _____

TEL/CELL NO: _____

CONTACT PERSON: _____

E-MAIL: _____

Closing Date: 08 May 2024 May– 12h00

**To be deposited in the Tender Box located at Administration
Building, Ground Floor.**



Letter of Invitation

W/RFQ/UNAM-04/2024

08 April 2024

Dear Prospective Suppliers

Request for Quotations: Supply, Delivery and Installation of Precast Fencing for Hostel blocks at Sam Nujoma Campus

The University of Namibia invites you to submit your best quote for the works described in detail in the scope of work section.

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

Queries, if any, should be addressed to Mr. Martin Dominicus, Infrastructure Officer, Sam Nujoma Campus, Tel: 065-502627, Email: mdominicus@unam.na

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,

Ms Wendy Iyambo

Procurement Officer

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The University of Namibia reserves the right:

- (a) to split the contract as per the lowest evaluated cost per lot; 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
- (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 company Registration Certificate;
- (b) have an original or certified valid good Standing Tax Certificate;
- (c) have an original or 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 certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Submit signed Bid-securing Declaration.
- (g) An undertaking on the 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 conditions of Contract if it is awarded the contract or part thereof; and;

4.1 Completion Certificates & Reference Letters

- (a) Have two or more relevant Completion Certificate/s or Reference letters.

5. Bid Securing Declaration

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

6. Works Completion Period

The completion period for works shall be **30** days after acceptance and issue of Purchase Order. Deviation in completion period 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 **University of Namibia** with the Bidder's name at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Tender Box located at **University of Namibia, Administration Building Main Campus, Ground Floor, 08 May 2024 at 12h00**. Quotations by post or hand delivered should reach the University of Namibia by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the **University of Namibia** immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Bid Securing Declaration, will be posted on the website of the **University** and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

The **University of Namibia** 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

13.1. Preference should be given to companies from the region (see attached letter)

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. Notification of Award and Debriefing

The Public Entity 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.

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:	University of Namibia
Procurement Reference Number:	W/RFQ/UNAM-04/2024
Subject matter of Procurement:	Supply, Delivery and Installation of Precast Fencing for Hostel blocks at Sam Nujoma Campus

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	

BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1) (b) and 37(5))

Date:

Procurement Ref No.: .W/RFQUNAM-04/2024

To: The University of Namibia, Private Bag 13301, Mandume Ndemufayo Avenue, Pionierspark

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.]



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

Iinsert full name, owner/representative

ofinsert 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: STATEMENT OF REQUIREMENTS

The Scope of Work includes:

- Supply, Deliver and Installation and Painting of 2.4m high precast fencing
- Supply, delivery and Install new Security Gates (Anodized Aluminium)
- Construction of 2m Wide Paved Walkways from hostels to Lecture halls and from Lecture Halls to DFAS AND Main Administration building including entrance ramps.
- Paint entire precast fence inside and outside with NEO PVA paint

The proposed materials to be used are as per the table below, However, the bidder is encouraged to visit the site and ascertain the exact requirement.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/RFQ/UNAM-04/2024**

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 HOSTEL – BLOCK A - C	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
	Sam Nujoma Campus – Hostels Blocks (A, B, C) <u>Specifications</u>				

1	<p>Supply, Deliver and Installation and Painting of 2.4m high precast fencing (25 MPa) consisting of:</p> <p><u>Concrete Main Posts</u> (3000x90/140x230mm)</p> <p><u>Concrete Horizontal Rails</u> (1.44 x130/145x70mm)</p> <p>Inclusive all Reinforcement and Consumables.</p>	227	Each		
2.	<p>Foundations 20MPa (450x450x600mm) inclusive excavations.</p>	348	M		
3.	<p>Fill in eroded areas with G5 fill Materials</p>	20	M3		
4.	<p>Supply, delivery and Install new Security Gates (Anodized Aluminium) 4m x 2.4m High AND including concrete footings, rails, lock and keys. NB: (<i>Gates to be</i></p>	1	Each		
5.	<p><i>manufactured as follows: The bottom Half of the Gate to be completely closed off with cladding and the upper part with spaced rectangle tubes).</i></p> <p>Construction of 3mx3mx2.8 high Precast Guardhouse covered with fibre cement roof sheets, including 1 x double LED Fluorescent light, 1 standard wall mounted light, a double Switch and a double plug AS well as Paved floor and standard Wrot Meranti door (Treated with XYLADDECOR Wood stain) and complete with door frame, Union Lock and keys.</p>	1	Each		
6	<p>Supply, delivery and Install new Security Gates (Anodized Aluminium) 1.5m x 2.4m High AND including concrete footings, rails, lock and keys. NB: (<i>Gates to be manufactured as</i></p>	2			
7	<p>Supply, delivery and Install new Security Gates (Anodized Aluminium) 1.5m x 2.4m High AND including concrete footings, rails, lock and keys. NB: (<i>Gates to be manufactured as</i></p>				

8	<p><i>follows: The bottom Half of the Gate to be completely closed off with cladding and the upper part with spaced rectangle tubes).</i></p> <p>Construction of 2m Wide Paved Walkways from hostels to Lecture halls and from Lecture Halls to DFAS AND Main Administration building including entrance ramps.</p> <p>NB: The following materials will be supplied by the contractor:</p> <ul style="list-style-type: none"> • 60mm Interlocks • Cement • Kerbs • Gypsum sand G5 • Unshifted sand 	360M			
9	<p>Paint entire precast fence inside and outside with NEO PVA paint: NB: Colour codes will be provided to successful bidder.</p>	1670	M2		
Enter 0% VAT rate if VAT exempt.				Subtotal	
				VAT @ %	
				Total	

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/UNAM-04/2024**

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	Supply, Delivery and Installation of Precast Fencing for Hostel blocks at Sam Nujoma Campus as outlined in the scope of work		

* 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 Works (Ref. W/RFQ-GCC) available on the website of the Public Entity www.unam.edu.na except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/UNAM-04/2024**

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
Employer GCC 1.1(r)	The University of Namibia Private Bag 13301 Windhoek
Intended Completion Date GCC	The intended completion date is: _____
Project Manager GCC 1.1(y)	The Infrastructure Officer: Mr Martin Dominicus
Site GCC 1.1(aa)	The Site is located at University of Namibia – Sam Nujoma Campus
Start Date GCC 1.1(dd)	The Start Date shall be: _____
The Works GCC 1.1(hh)	The Works consist of: Supply, Delivery and Installation of Precast Fencing for Hostel blocks at Sam Nujoma Campus
Interpretation GCC 2.2	The project will be completed in the following sections: Not applicable.
Interpretation GCC2.3	The following additional documents shall form part of the contract: Not applicable
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	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

GCC Clause Reference	Special Conditions
Decisions 4.1	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.
Delegation GCC 5.1	The Project Manager may not delegate his/her duties.
Notices GCC 6	Any notice shall be sent to the following addresses: For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be _____ 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 _____
Insurance GCC 13.1	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: Insurance cover is not applicable
Site Date GCC 14.1	The site Date shall be at Sam Nujoma Campus, Henties bay.
Possession of the Site GCC 20.1	The Site Possession Date shall be within 7 days after acceptance of purchase order.
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	The Contractor shall submit for approval a Program for the Works within 7 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates shall be required.
Defects Liability Period GCC 33.1	The Defects Liability Period is: 12 months.
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.

GCC Clause Reference	Special Conditions
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.
Adverse weather Conditions GCC 41.1 (I)	<ul style="list-style-type: none"> • Continuous fog and mist of more than 8 hours
Price Adjustment GCC 44.	The Contract <i>is not</i> subject to price adjustment.
Retention GCC 45.	(i) no proportion of any payments shall be retained
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are 1% per day. The maximum amount of liquidated damages for the whole of the Works is 4%.
Bonus GCC 47.1	The rate for the Bonus per calendar day is: Not applicable
Advance Payment GCC 48.1	(i) No advance payment shall be made.
Performance Security GCC 49.1	No Performance Security is required
GCC 56.1	“As built” drawings or operating and maintenance manuals are not required.
GCC 59.1	The percentage to apply to the value of the work not completed, representing the Employer’s additional cost for completing the Works, is: 10%

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: W/RFQ/UNAM-04/2024

Description	Attached	Not Attached
Quotation letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Valid Company Registration Certificate		
Valid Company Good Standing Social Security Certificate		
Valid Company Good Standing Tax Certificate (Receiver of Revenue)		
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 Affirmative Action Act, 1998		
Relevant Completion Certificate/s or Reference letters		

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.