



REPUBLIC OF NAMIBIA

**OFFICE OF THE VICE PRESIDENT
VETERANS AFFAIRS**

**Request for Sealed Quotations
for**

***SUPPLY AND INSTALLATION OF
ELECTRICAL GEYSERS ON 22 VETERANS'
HOUSES***

Procurement Reference No: W/RFQ/31-4/2020



**OFFICE OF THE VICE-PRESIDENT
VETERANS AFFAIRS**

*Enquiries: Mr. JM Shaanika
Tel: (061) 2963047*

*Private Bag 13407
134 Robert Mugabe Avenue*

Letter of Invitation

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W/RFQ/31-4/2020

03 February 2020

Dear Sir/Madam

**REQUEST FOR SUPPLY AND INSTALLATION OF ELECTRICAL GEYSERS ON 22
VETERANS' HOUSES**

The Veterans Affairs 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 Mr. Shaanika at 061 296 3047.

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,


Hamukoto Pohamba

Head of Procurement Management Unit

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Veterans Affairs reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or
- (b) to accept or reject any quotation; and
- (c) 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 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. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- (a) have a valid company Registration Certificate;
- (b) have an original valid good Standing Tax Certificate;
- (c) have an original 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 written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- (f) Submit signed Bid-securing Declaration.
- (g) 2 Years of experience in construction industry

5. Bid Securing Declaration

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

Delivery

Delivery shall be within 7 working days after acceptance/issue of Purchase Order. Deviation in delivery period *shall not be accepted*. The tests and inspections will be conducted on the goods at delivery.

6. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name and contact information at the back of the envelope.

7. Submission of Quotations

Quotations should be deposited in the Bid Box located at 2nd floor or not later than 14 February 2020, 10h00. Quotations by post or hand delivered should reach Veterans Affairs by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

8. Opening of Quotations

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

9. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

10. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's 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.

12. Margin of Preference

12.1. The applicable margins of preference and their application methodology are as follows: N/A

12.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: N/A

13. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services 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.

14. Performance Security :N/A**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 seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

If your quotation is not authorised, it will be rejected.]

Quotation addressed to:	
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, and, 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:

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.]

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

Procurement Ref No.

QUOTATION FOR:

INSTRUCTIONS TO THE PUBLIC ENTITY		INSTRUCTIONS TO BIDDERS						
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.		Bidders shall fill-in columns E - I and fill the total						
A	B	C	D	E	F	G	H	I
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month
1.	REQUEST FOR SUPPLY AND INSTALLATION OF ELECTRICAL GEYSERS ON 5 VETERANS' HOUSES IN HARDAP REGION (GEYSERS WITH A CAPACITY OF 100 LITERS)	5	Each					
2	REQUEST FOR SUPPLY AND INSTALLATION OF ELECTRICAL GEYSERS ON 2 VETERANS' HOUSES IN OMAHEKE REGION (GEYSERS WITH A CAPACITY OF 100 LITERS)	2	Each					
3	REQUEST FOR SUPPLY AND INSTALLATION OF ELECTRICAL GEYSERS ON 1 VETERAN'S HOUSES IN OMUSATI REGION (GEYSERS WITH A CAPACITY OF 100 LITERS)	1	Each					
4	REQUEST FOR SUPPLY AND INSTALLATION OF ELECTRICAL GEYSERS ON 2 VETERANS' HOUSES IN OSHIKOTO REGION (GEYSERS WITH A CAPACITY OF 100 LITERS)	2	Each					

E= mark with a *if an equivalent is quoted

F= Rate per unit

G=Total price for one item (C x F)

• If an equivalent is quoted, please attach to your quote appropriate technical information & specification

• Bidders shall fill in and sign the bottom section of this page

5	REQUEST FOR SUPPLY AND INSTALLATION OF ELECTRICAL GEYSERS ON 7 VETERANS' HOUSES IN KHOMAS REGION (GEYSERS WITH A CAPACITY OF 100 LITERS)	7	Each				
6	REQUEST FOR SUPPLY AND INSTALLATION OF ELECTRICAL GEYSERS ON 1 VETERAN'S HOUSES IN KUNENE REGION (GEYSERS WITH A CAPACITY OF 100 LITERS)	1	Each				
7	REQUEST FOR SUPPLY AND INSTALLATION OF ELECTRICAL GEYSERS ON 3 VETERANS' HOUSES IN KAVANGO WEST REGION (GEYSERS WITH A CAPACITY OF 100 LITERS)	3	Each				
8	REQUEST FOR SUPPLY AND INSTALLATION OF ELECTRICAL GEYSERS ON 1 VETERAN'S HOUSES IN OSHANA REGION (GEYSERS WITH A CAPACITY OF 100 LITERS)	1	Each				
				TOTAL			
NAME:		POSITION:		SIGNATURE		DATE	
NAME OF BIDDER:		ADDRESS:					

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

Currency : Exchange Rate:

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 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. G/RFQ-GCC on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

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: _____

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Veterans Affairs
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is Various regions
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the Veterans Affairs, the address and the contact name shall be: For the Supplier, the address and contact name shall be: _____
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____

Subject and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	The Goods are to be delivered within 30 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed "shall not" be adjustable. If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price "shall not be" adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) On Acceptance: 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. ii) An interest rate of <i>[insert percentage]</i> is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
Performance Security GCC 18.1	(i) No performance security is required*or
Discharge of Performance Security GCC 18.4	The performance security will be discharged and returned to the supplier not later than 30 days following completion date.
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: _____

Subject and GCC clause reference	Special Conditions
Insurance GCC 24.1	N/A
Transportation GCC 25	The Goods shall be delivered: Various regions as per attached list
Inspection and Test GCC 26.1	The inspection and tests shall be at Delivery
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at delivery
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are 1% per day. The maximum amount of liquidated damages for the whole contract is 4% of the final contract price.
Warranty GCC 28.3	<p>The period of validity of the warranty shall be: 120 day(s)</p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be: <i>location(s)</i></p> <p>For item 1, the minimum period of warranty/shelf life shall be ____</p> <p>For item 2, the minimum period of warranty/shelf life shall be ____</p> <p>For item 3, the minimum period of warranty/shelf life shall be ____</p>
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 30 day(s)

SCHEDULE 2

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE**Procurement Reference No.:**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Bid Securing Declaration		