

ONGWEDIVA TOWN COUNCIL
BIDDING DOCUMENTS

Issued on: Friday, 07 March 2025

for

Request for Quotations
For Goods:

PROJECT: SUPPLY, DELIVERY AND INSTALLATION OF CCTV IP CAMERAS
PROCUREMENT REFERENCE NO: G/RFQ/OngweTC-15/2024/25



Name of Bidder		
Contact person		
E-mail Address		
Postal Address		
Total Amount (Vat Inclusive)		
Contact phone number	Work:	Mobile:

Private Bag 5549, Ongwediva; Tel: 065-233700
jhainana@otc.com.na

INFORMATION TO THE BIDDER

The original document, fully completed, initialled and signed where applicable, shall be placed in a sealed envelope, marked,

PROCUREMENT REFERENCE NO: G/RFQ/OngweTC-15/2024/25,
SUPPLY, DELIVERY AND INSTALLATION OF CCTV IP CAMERAS.

All pages that form part of the bid document **must be initialled** and must be delivered unopened and deposited in the Biding Box, at Ongwediva Town House in Ongwediva not later than the closing date and time. *Bid documents will be opened and read out to the public in the Board Room as from Tuesday, 01 April 2025, at 14H30.*

Company Name:

Company

All official correspondence must be addressed to the Chief Executive Officer

Our Vision: To be a leading urban centre in Namibia that is built on quality municipal services and promotes sustainable local economic development.

Tel:

Email:

Procurement Ref. No. G/RFQ/OngweTC-15/2024/25

Friday, 07 March 2025

Company

Supply, Delivery and Installation of CCTV IP cameras

The **Ongwediva Town 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 Ms. Josephine Hainana at procurement management unit (Administrative) or Mr. Ujama Uamburu (Technical) at Ongwediva Town Council

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,

Signature:

Name: ...Ujama Uamburu.....

Position: ICT Officer.....

Price Schedule Forms

PROCUREMENT REF. NO: G/RFQ/OngweTC-15/2024/25

Bidder's name and address:		Prices to be in Namibian dollars		Date:..... Procurement Ref. No:
ITEM	DESCRIPTION	QTY	UNIT PRICE (N\$)	TOTAL PRICE (N\$)
1	IP Bullet 4MP 2.8mm-3mm Lens Camera With build in mic and Night light	4		
2	IP Domes 4MP 2.8mm-3mm Lens With in-build mic and Night light	4		
3	4TB Surveillance Drive	1		
4	40" TV including TV, wall mount bracket and license fee	1		
5	Sundries and Consumables (Trucking, Screws, Cable Ties, RJ45 and 500m LAN Wire)	1		
6	Labour	1		
			SUBTOTAL	
			15% VAT	
			TOTAL	

- (a) The **ONGWEDIVA TOWN COUNCIL** requests delivery within 30 days as from the date of placement of order.
- (b) Delivery Date: within 30 days from date of placement of order.
- (c) Validity of offer: 180 days as from closing date set for submission of quotations.

Appendix to Bid Submission Form

Appendix to Bid Submission Form

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:

[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

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:.....

Corporate Seal (where appropriate)

1. Purchaser

The Public Entity inviting the Informal Quotation is the Purchaser for the purpose of entering into contract with the successful bidder.

2. Supplier

The Bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award of contract and referred to as the Supplier.

3. Rights of the Public Entity

The Purchaser shall have the right to

- (a) Ask for clarifications at time of evaluating quotations,
- (b) Split the contract on an item basis or
- (c) Reject all quotations.

A Purchaser shall not be bound to accept the lowest or any quotation.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise:

- I. submit an original or certified copy of a valid good Standing Tax Certificate, which must be valid by the date of bid closure;
- II. submit an original or certified copy of a valid good Standing Social Security Certificate, which must be valid by the date of bid closure.

A printout of a valid electronic or online document issued in terms of the Electronic Transactions Act, 2019 (Act No 4 of 2019), subjected the authentication or validation of such printout by a public entity during the bid evaluation process, in accordance with the authentication or validation guidelines of the issuing authority.

- III. Submit a valid certified copy of an Affirmative Action Compliance Certificate, and in the event that the Affirmative Action Compliance Certificate is over 12 months from the date of issue, a confirmation letter from the Employment Equity Commission indicating that the employer did submit the report for the period following from the date when the certificate was issued, or proof from the Employment Equity Commission that the bidder is not the relevant employer; or an exemption was issued in terms of Section 42 of the Affirmative Action Act, 1998 (which must be valid by the date of bid closure).
- IV. An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant with the relevant laws,

- Remuneration Order, and Award, where applicable.
- V. Submit signed Bid-securing Declaration.

5. Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in Schedule 1 of this document.

6. Prices

Prices shall be quoted in Namibian dollars. Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

7. The Contract

The letter of Acceptance/Purchaser Order Form together with this Informal Quotation form shall constitute the contract between the Public Entity and the Supplier.

8. Purchase order

A supplier to whom a purchase order is issued must confirm the purchase order within three days of receipt of the purchase order and;

- (a) may not change or alter the terms of the purchase order; and
- (b) must undertake to deliver the goods or services on or before the date set in the purchase order for delivery of the goods or services.
- (c) the purchase shall be valid for **180 days** only and will be cancelled thereafter.

9. General Conditions of Contract

The general terms and conditions shall be as per the General Conditions of Contract (Services) Ref. No. G/RFQ/OngweTC-15/2024/25 posted in the website of the Policy Unit and on the Ongwediva Town Council subject to the data provided hereunder.

10. Warranty

- (a) The Supplier warrants that the goods shall conform to the standards, specifications and related services as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the Supplier in its response to the Purchaser's Invitation for Informal Quotation.
- (b) The Supplier undertakes to make good, at its own cost and promptly, any deficiency in the supply of goods items and related services.
- (c) The Supplier warrants that the goods items to be supplied are new and unused and that it shall attend promptly to any defect in the good items as per the warranty conditions mentioned in its offer.

11. Payment

The Purchaser undertakes to effect payment within **30** days after supply of the goods items to the satisfaction of the Purchaser, and receipt of invoice and subject to the Supplier submitting all required documents. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

Ongwediva Town Council shall not pay any deposit and the bid shall not be qualified by the bidders own conditions in respect of payment.

Contract Forms

Table of Form

1. Contract Agreement

[The successful Bidder shall fill in this form in accordance with the instructions indicated]

THIS CONTRACT AGREEMENT is made

On this date.....

BETWEEN

(1) **Name of Purchaser**.....

Address of purchaser.....

(2) **Name of Supplier**.....

Address of Supplier.....

WHEREAS the Purchaser invited bids for certain SUPPLY, DELIVERY AND INSTALLATION OF CCTV IP CAMERAS **Procurement Reference No: G/RFQ/OngweTC-15/2024/25** in the sum of N\$ _____ of (VAT Inclusive)

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement
 - (b) Special Conditions of Contract
 - (c) General Conditions of Contract
 - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications)

- (e) The Supplier's Bid and original Price Schedules
 - (f) The Purchaser's Notification of Award
3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.
 4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
 5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Namibia on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed:.....

in the capacity of :.....

Co - Signed:.....

in the capacity of :.....

For and on behalf of the Supplier

Signed:.....

in the capacity of :.....

Co - Signed:.....

in the capacity of :.....