

BIDDING DOCUMENTS

for

REQUEST FOR SEALED QUOTATIONS (GOODS)



SUPPLY & DELIVERY OF PIPES & PIPES FITTINGS TO ONGWEDIVA TOWN COUNCIL

Procurement Reference No: G/RFQ/OngweTC – 15/2021/22

Name of Bidder		
Contact person		
E-mail Address		
Postal Address		
Total Amount (Vat Inclusive)	Lot No. 1:	
	Lot No. 2:	
Total Amount, Lot No.1&2, (Vat Inclusive)		
Contact phone number	Work:	Mobile:

Private Bag 5549, Ongwediva; Tel: 065-233700; Fax: 065-230521

jhainana@otc.com.na (Administrative)

dmulokoshi@otc.com.na (Technical)

Due date: 14th December 2021

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.

Letter of Invitation

Name of Bidder:.....

Address of Bidder:.....

W/RFQ/OngweTC-15/2021/22

30 November 2021

Dear Sir,

Request for Quotations for – Supply & Delivery of Pipes and Pipes Fittings to Ongwediva town Council

Ongwediva Town Council invites you to submit your best quote for the goods 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 *Josephine Hainana, Ongwediva Town Council, 065-233700.*

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 and Name of Head of Procurement Management Unit

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

Ongwediva Town Council reserves the right:

- (a) to split the contract as per the lowest evaluated bid; 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 with its annex for Bid Securing Declaration, where applicable;
- (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 180 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 certified copy of the company Registration Certificate;
- (b) have a valid original or certified copy of a good Standing Tax Certificate;
- (c) have a valid original or certified copy of a 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 valid certified copy of Fitness Certificate issued by any Local Authority/Ministry.
- (f) Submit signed Bid-securing Declaration.

5. Bid Security/Bid Securing Declaration

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

6. Delivery Period

The completion period for works shall be 30 days after acceptance and issue of Purchase Order. Deviation in completion 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, addressed to the Public Entity with the Bidder's name at the back of the envelope.

8. Submission of Quotations

Quotations should be hand delivered to Ongwediva Trade Fair Centre not later than 14 December 2021, 14h30. Quotations by post or hand delivered should reach Ongwediva Town Council 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 Public Entity 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 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.

10. 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 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 supply of goods shall be fixed in Namibian Dollars as quoted.

Quotations shall cover all costs of supply and delivery.

13. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply goods 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. 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:	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to supply goods detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your request for sealed quotations procurement 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 Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could disqualification on the grounds mentioned in the BDS.

The validity period of our Quotation is 60 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.

The supply of goods will commence within 14 days from date of issue of Purchase Order/ Letter of Acceptance.

The supply of goods will be completed within 30 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:.....

Proc. Ref. No:

To:.....

Address:.....

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.]

****delete if not applicable / appropriate***

Qualification Information

*[The information to be filled in by **bidder**s in the following pages shall be used for purposes of post-qualification or for verification of prequalification. This information shall not be incorporated in the Contract. Attach additional pages as necessary. Pertinent sections of attached documents should be translated into English. (NONE)]*

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

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

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

LOT NO. 1					
OKANDJENGEDI SETTLEMENT AREA					
Item	Description	Unit	QTY	Unit Price	Amount
1	Supply uPVC Medium Pressure Pipes Class 9				
1.1.	160 mm diameter	m	2280		
	SUBTOTAL				
	15 % VAT				
	TOTAL				

LOT NO. 2					
MANDUME SETTLEMENT AREA					
Item	Description	Unit	QTY	Unit Price	Amount
1	Supply uPVC Medium Pressure Pipes Class 9				
1.1.	160 mm diameter	m	600		
	SUBTOTAL				
	15 % VAT				
	TOTAL				

Priced Activity Schedule Authorised By:

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

SCOPE OF SUPPLYING & DELIVERY, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

PROJECT SPECIFICATIONS

The successful bidder shall be expected to carry out the Supply & Delivery of Pipes and Pipes Fitting at Ongwediva Town Council.

All pipes and fittings should conform to:

- SABS 966
- SABS 533
- SABS 62
- SABS 763
- SABS 719

All pipes and fittings will be required to be delivered simultaneously.

DESCRIPTION OF SERVICE AREA

The site is at Ongwediva Town Council at the corner of Mandume Ndemufayo road and Dr. Libertine Amathila Street.

EVALUATION CRITERIA AND COMPLIANCE

This section contains supplementary criteria that the Employer shall use to evaluate bids.

1. Evaluation

In addition to the criteria listed in ITB 4 the following criteria shall apply:

(a) Eligibility and legal admissibility: The bidder will be evaluated on the legal admissibility as per ITB 4

(b) Technical capacity:

Evaluation of the Bidder's Technical Proposal will include an assessment of the Bidder's technical capacity to deliver. The bidders is expected to provide reference details (one- name of an entity/ company and contact number)of where they have supply goods (pipes and fittings).

(c) Financial admissibility

The lowest evaluated bid shall be the bid offering better economic advantage ascertained on the basis of The factors affecting the economic value of the bid.

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/OngweTC – 15/2021/22**) available on the website of the Public Entity (www.ongwediva.com.na) 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 General Conditions of Contract. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	Ongwediva Town Council
Intended Completion Date GCC	The intended delivery date is: 30 January 2022
Project Manager GCC 1.1(y)	The Project Manager is: Mr. David Mulokoshi
Site GCC 1.1(aa)	The Site is located at Ongwediva Town Council, Oshana Region
Start Date GCC 1.1(dd)	The Start Date shall be: 21 December 2021
The Goods GCC 1.1(hh)	The Goods consist of: Refer to SECTION III: STATEMENT OF REQUIREMENTS PAGE 9

GCC Clause Reference	Special Conditions
Interpretation GCC 2.2	The project will be completed in the following sections: _____
Interpretation GCC 2.3	The following additional documents shall form part of the contract: _____
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 Decisions 4.1	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 Contract to exceed the Contract Price or will give entitlement to extension of time
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 Ms. Josephine Hainana 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: (a) for the Works, Plant and Materials: <i>(for the full amount of the works including removal of debris, professional fee etc...)</i> (b) for loss or damage to Equipment: <i>(for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer.)</i> (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well).</i> (d) for personal injury or death: (i) of the Contractor's employees: <i>[The Contractor shall</i>

GCC Clause Reference	Special Conditions
	<p><i>take an adequate insurance cover for its employees for any claim arising in the execution of the works].</i></p> <p>(ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i></p> <p>(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable.</p> <p>The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the Contractor's All Risks coupled with the Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.</p>
Site Date GCC 14.1	The site Data shall be: N/A
Possession of the Site GCC 20.1	The Site Possession Date shall be: N/A
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	N/A
GCC 25.3	Program updates <i>shall</i> 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.
Payments GCC 40	<p>The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer supported by:</p> <p>(a) Tax Invoice; and</p>

GCC Clause Reference	Special Conditions
	(b) a Purchase order; and (c) Signed agreement; and (d) Award Letter; and (e) Acceptance Letter.
Price Adjustment GCC 44.	The Contract is not subject to price adjustment.
Retention GCC 45.	N/A
Advance Payment GCC 48.1	No advance payment shall be made
Performance Security GCC 49.1	No Performance Security is required
GCC 56.1	N/A
GCC 59.1	N/A

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.:

Description	Attached	Not Attached
A Valid certified copy of company Registration Certificate		
An original valid or certified copy of Good Standing with the Receiver of Revenue		
An original valid or certified copy of Good Standing Social Security Certificate		
A valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that the bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998.		
A valid certified copy of Fitness Certificate issued by a Local Authority/Ministry.		
Price Activity Schedule		
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.