



Office of the Prime Minister

PRIVATE BAG 13338
Windhoek
Love Street, Parliament Garden

Tel: (061) 2879111

Fax (061) 224910

20 September 2023

BID INVITATION

Dear Sir/Madam,

Procurement Ref No: NCS/RB/02 -10/2023: Invitation for Bids for the Upholstery and Repairing of Chairs for various offices at Office of the Prime Minister:

NB: The Office of the Prime Minister Invites Upholstery companies to submit your best bid for the services described in detail hereunder. **The Bid is restricted to Upholstery bidders and proof of similar work done should be attached, at least one (1) reference letter.** Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to: *Jesaya Kangandjo Tel: 061 287 2093/ Aleta Katondoka Tel: 061 287 2160*

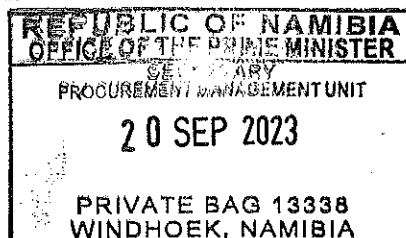
Please prepare and submit your bid in accordance with the instructions given or inform the undersigned if you will not be submitting a bid.

NB: COMPULSORY SITE VISITS TO TAKE PLACE ON TUESDAY, 26 SEPTEMBER AT 11H00, OPM HEAD OFFICE.

Yours faithfully,


Brian Mungunda

Chairperson: Procurement Management Unit





Office of the Prime Minister

Restricted Bidding Non-Consultancy Services

Procurement Reference No: NCS/RB/02-10/2023

**UPHORSTERY AND REPAIR OF CHAIRS FOR OFFICE OF
THE PRIME MINISTER'S VARIOUS OFFICES**

COMPUSORY SITE VISIT: 26 September 2023 at
11H00 am, OPM Head Office.

DUE DATE: 29 September 2023 at 10H00am.

NB: The bid is restricted to Upholstery companies and
proof of similar work done should be attached, at least
one (1) reference letter.

SECTION I: INVITATION FOR BIDS

1. Preparation of Bids

You are requested to quote for the services mentioned in section III, by completing, signing and returning:

- (a) the Bid 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 Performance Standards in Section V; and
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Invitation for Bids document, including the Contract Data Sheet in Section VII, before preparing your bid. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

2. Documents to be submitted

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 certificate indicating SME Status (for Bids reserved for SMEs);**
- (f) **Complete, Signed and Submit a signed Bid-securing Declaration.**
- (g) **Complete, signed and Submit a signed written undertaking in terms of Labour Act, 2007.**
- (h) **Attach letter as Authorised reseller of Manage Engine Products;**
- (i) **As per Section 2.b.) Objects of the Act. Companies are required to be 100% Namibian owned Companies. Companies are required to provide proof of 100% Namibian ownership by attaching certified copies of ID/Passport of members or shareholders.**

NB Please note that a valid certified copy of an original document, are also acceptable;

3. Validity of Bids

The Bid validity required is 45 days from the date of submission deadline.

4. Contract Period for Services

The contract shall be on fixed rate for an initial period of bid validity.

5. Sealing and Marking of Bids

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

6. Submission of Bids

Bids should be deposited in the Bid Box located at **Parliament Gardens, Head Office, ground Floor, Bid Box, Office Room 39, not later than 29 September 2023, at 10H00.**

Bids by post or hand delivered should reach the above mentioned address by the same date and time at latest. Late submissions will be rejected

Bids received by fax or e-mail will not be considered.

7. Opening of Bids

Bids will be opened at **Office of the Prime Minister, Main Building, Ground Floor, Room 39, not later than 29 September 2023, at 10H05** Bidders or their representative may attend the Bid Opening, if they choose to do so.

8. Evaluation of Bids

The Public Entity shall have the right to request for clarifications during evaluation. Bids that have been found to be substantially responsive subject to the bidder having performed satisfactorily during the last twelve months, shall be subject to a marking system consisting of a technical evaluation to compare their technical capacity, quality of service and past performance as well as a marking system to rate their financial proposals.

The marks scored for the technical and financial assessment shall be lumped and the bid scoring the highest marks shall be considered as the lowest evaluated bid based on the technical and financial proposals.

8.2 Financial Evaluation

The Financial Evaluation shall be based on marks, the lowest quote scoring the highest marks. The marks scored by any other bidder shall be the lowest quoted price divided by the said Bidder's price times the maximum allocated marks for the financial proposal.

9. Eligibility Criteria

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

- (a) have the legal capacity to enter into a contract to execute the services;
- (b) not be insolvent, in receivership, bankrupt, subject to legal proceedings for any of these circumstances or in the process of being wound up;
- (c) not have had your business activities suspended;
- (d) not have a conflict of interest in relation to this procurement requirement;
- (e) a permit from the Police to provide security services if procurement is for security services.

The Bid submitted by the Bidder shall comprise the following:

- (a) The Form of Bid (in the format indicated in Section III);
- (b) Bid Security or Bid Securing declaration (where applicable);
- (c) Priced Activity Schedule;
- (d) Qualification Information Form and Documents;
- (e) Alternative offers where invited;

10. Technical Criteria

The Specifications and Compliance Sheet details the minimum specifications of the services required. The services offered must meet these specifications, but no credit will be given for exceeding the specification.

11. Currency of Bid

Bids shall be priced in Namibian Dollars and all payments will be made in this currency.

12. Bid Security/Bid-Securing Declaration

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

13. Labour clause

In order to qualify for award of the Contract, Bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive bid and qualified to perform the service 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.

15. Notification of Award and Debriefing

The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

Furthermore, The Purchaser shall promptly attend to all debriefing for the contract made in writing and within 30 days from the date of the publication of the award or date the unsuccessful bidders are informed about the award.

16. Rights of Public Entity

The **Office of the Prime Minister** reserves the right:

- (a) to split the contract as per the lowest evaluated cost per site, and
- (b) to accept or reject any bid or to cancel the bidding process and reject all bids at any time prior to contract award.

SECTION II: BID LETTER

(to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your Bid with the documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of this RB prevail over any attachments. **If your Bid is not authorised, it may be rejected.**]*

Bid Addressed to <i>[Public Entity]</i> :	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to supply the services detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Invitation for bids referenced above.

We confirm that we are eligible to participate in this Bid Exercise and meet the eligibility criteria specified in Part 1: Bid Procedures of your Invitation for bids.

We undertake to abide by the Conduct for Bidders and Contractors as provided under section 67 of Public Procurement Act, 2015 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 shall be construed as a Bid Securing Declaration which could lead to disqualification on the grounds mentioned in the BSD.

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

The validity period of our Bid is _____ days from the time and date of the submission deadline.

We confirm that the prices quoted in the List of Services and 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 Bid validity.

Bid 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:[Day/month/year].....

Procurement Ref No.:

To:[insert complete name of Public Entity and 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*



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:.....

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 IV: PRICED ACTIVITY SCHEDULE

**Procurement Reference Number: NCS/RB/02-10/2023 - REPAIR OF CHAIRS FOR OPM
VARIOUS OFFICES SPECIFICATIONS**

[Complete the unit and total prices for each item listed below. Authorize the prices quoted in the signature block below. The table shown hereunder may be redesigned and customized as per the type of services required].

** Columns A to D to be completed as applicable by Public Entity*

Item no.	Brief Description of Services	Quantity	Unity of Measure	Unit price	Total price
A	B	C	D	E	F
	ALL CHAIRS TO BE COVERED WITH BLACK GENUINE LEATHER				
Site	OPM-HEAD OFFICE: OUTSIDE STOORE ROOM				
1.	REPLACEMENT OF LEGS/WHEELS ON OFFICE CHAIRS	5			
2.	REPLACEMENT OF BASES ON OFFICE CHAIRS	4			
3.	REPLACEMENT OF MISSING ARMS REST ON OFFICE CHAIRS	2			
4.	UPHOLSTERY OF OFFICE CHAIRS – BLACK GENUINE LEATHER	15			
SITE	INSIDE MAIN STORE ROOM				
5.	REPLACEMENT OF LEGS ON OFFICE CHAIRS	4			
6.	REPLACEMENT OF BACKREST ON OFFICE CHAIRS	1			
7.	REPLACEMENT OF BASES ON OFFICE CHAIRS	7			
8.	REPLACEMENT OF MISSING SCREW, CREEPER ON OFFICE CHAIRS	9			
9.	UPHOLSTERY OF OFFICE CHAIRS - BLACK GENUINE LEATHER	6			
SITE	DPSITM-BRENDAN SIMBWAYE SQUARE-STORE ROOM				
10.	REPLACEMENT OF MISSING ARMS REST ON OFFICE CHAIRS	5			
11.	REPLACEMENT OF LEGS ON OFFICE CHAIRS	3			
12.	UPHOLSTERY OF OFFICE CHAIRS – BLACK GENUINE LEATHER	5			
13.	REPLACEMENT OF BASES ON OFFICE CHAIRS	1			
14.	CLEANING OF OFFICE CHAIRS	27			
15.	UPHOLSTERY OF OFFICE CHAIRS - BLACK GENUINE LEATHER	4			
SITE	BOARD ROOM. 01ST FLOOR				
16.	UPHOLSTERY OF OFFICE CHAIRS – BLACK GENUINE LEATHER	20			
SITE	DDRM-PROSPERITA				
17.	UPHOLSTERY OF OFFICE CHAIRS – BLACK GENUINE LEATHER	9			

18.	UPHOLSTERY OF OFFICE CHAIRS - BLACK GENUINE LEATHR	3			
19.	CLEANING OF OFFICE CHAIRS	6			
20.	REPLACEMENT OF BACKREST ON OFFICE CHAIRS	3			
21.	VARNISHING OF OFFICE CHAIRS	3			
22.	REPLACEMENT OF LEGS/WHEELS ON OFFICE CHAIRS	3			
SITE	BOARD ROOM-PROSPERITAS				
23.	UPHOLESTERY OF OFFICE CHAIR- BLACK GENUINE LEATHER. REPLACEMENT OF LEGS/WHEELS ON OFFICE CHAIRS	11			
SITE	OPM-ALEXANDER FORBES				
24.	REPLACEMENT OF MISSING SCREW, CREEPER ON OFFICE CHAIRS	2			
25.	UPHOLSTERY OF OFFICE CHAIRS – BLACK GENUINE LEATHER	3			
26.	CLEANING OF OFFICE CHAIRS	3			
27.	REPLACEMENT OF MISSING ARMS REST ON OFFICE CHAIRS	3			
28.	REPLACEMENT OF BASES ON OFFICE CHAIRS	2			
SITE	OPM-BPI HOUSE				
29.	UPHOLSTERY OF OFFICE CHAIRS - BLACK GENUINE LEATHER	5			
30.	UPHOLSTERY OF OFFICE CHAIRS – BLACK GENUINE LEATHER	6			
31.	REPLACEMENT OF LEGS/WHEELS ON OFFICE CHAIRS	4			
32.	TRANSPORT	2			
33.	TOTAL NUMBER OF CHAIRS	186			
34.	Contingency fee (10% of total amount)				
Subtotal					
VAT @ 15%					
Grant Total					

- **CHAIRS TO BE FURNISHED WITH BLACK GENUINE LEATHER GRADE 4 COVERS ONLY.**
- **SAMPLE OF THE COVERS TO BE USED ON THE CHAIRS WILL BE AVAILABLE FOR VIEWING AT OFFICE OF THE PRIME MINISTER, ON THE SITE VISIT DAY, OR MINISTRY OF INTERNATIONAL RELATIONS AND COOPERATION, 5TH FLOOR, OFFICE NO. 511**

List of Services and Priced Activity Schedule Authorised By:

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

NB: Please attached the quotation on company's letterhead.

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: **NCS/RB/02-10/2023**

[Bidders should complete columns C and D with the specification of the services offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification 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	Upholstery and Repairing of Chairs at Office of The Prime Minister Various Offices		

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

Specifications and Performance Standards Compliance Sheet Authorised By:

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

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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), Ref: **NCS/RB/02-10/2023 for the Procurement for upholstery and repair of chairs for OPM Various Offices.**

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: NCS/RB/02-10/2023

The Conditions of Contract shall be subject to the following:

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract to come into effect as from with five days upon accepting of PO.
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by Within 4 weeks.
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is: Esther Amwaalwa @ 287 2052/ Jesaya Kangandjo at 061 -298 2093 The Authorized Representative of the Service Provider is:
GCC 2.6 Insurance and liabilities to Third Party	The Employer's and Workmen's Compensation, Third Party and Professional(for security services only) Liabilities insurance covers shall be prorated to the contract amount if award is made on a split basis with reference to limits indicated in ITB 13.1 (e).
GCC 2.7 Reporting Obligations	The Service Provider shall report to: Esther Amwaalwa/Jesaya Kangandjo Control Administrative Officers 061 – 287 2052/2093
GCC 2.10 Performance Security	The Performance Security shall be for an amount (None) of the Contract Price or part thereof if the contract is awarded on a split basis.

SCHEDULE 3: BID CHECKLIST SCHEDULE

Procurement Reference No.: NCS/RB/02 -10/2023.

Description	Attached (please tick if submitted and cross if not)
Bid Submission Sheet	
List of Services and Priced Activity Schedule	
Specification and Compliance Sheet	
Bid Security (if applicable)	
Documents evidencing Eligibility/ Mandatory documents	
Documents related to the company profile, past experience, experience for similar services and the other documents requested to assess the qualification of the Bidder.	

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.

MARGINS OF PREFERENCES WHEN EVALUATING BIDS FOR EXCLUSIVE PREFERENCES AS PER PARAGRAPH 9 (2) OF CODE OF GOOD PRACTICES ON PREFERENCES

CATEGORY	MARGIN OF PREFERENCE	DOCUMENTARY EVIDENCE
Manufacturer	2 %	-Certificate of registration from a registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant
MSME	1%	SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership.
Women owned enterprise	1%	- IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian female ownership
Youth owned enterprise	2%	IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian Youth ownership
PDP owned enterprise	2%	IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificates - declaration indicating the percentage of Namibian PDPs ownership
Supplier promoting Environmental protection	1%	- Declaration and proof that the bidder meets the requirements set out in the bidding document.
Service rendered by Namibian citizens	1%	- declaration that the bidder employs 50% or more Namibian
TOTAL	10%	