



REPUBLIC OF NAMIBIA
Office of the Prime Minister

PRIVATE BAG 13338
Windhoek

Office of the Prime Minister
Love Street, Parliament Garden
Windhoek

Tel: (061) 2879111
Fax (061) 224910

13 February 2024

Procurement Management Unit

Request for Sealed Quotations

(Works)

**REPAIRING OF BROKEN DESKS, TABLES AND CUPBOARD
AT OPM HEAD OFFICE.**

Procurement Reference No: **W/RFSQ/02-07/2023**

NB: Bidders should take note that, document should be submitted at Office of the Prime Minister Ministry of International Relations and Cooperation 5th floor, Room 511. **NB: All bidders must attend the compulsory site visit on 19 February 2024 @ 11H00**

Due Date: 23 February 2024 @10H00.



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Letter of Invitation

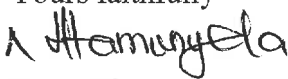
Dear Sirs/Madams

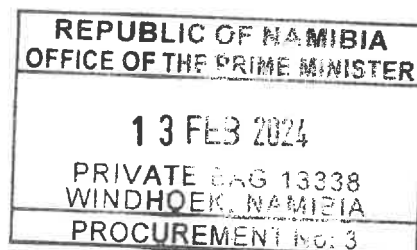
Request for Sealed Quotation for repairing of broken desks, tables and cupboard at OPM head office.

The **Office of the Prime Minister** 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 *Nikanor Ekandjo, at 061 – 287 2421.*

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

Brian Mungunda
Head of PMU



SECTION I: INSTRUCTIONS TO BIDDERS

1. 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 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 Security/Bid Securing Declaration [Public Entity to select as appropriate];***
- (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 *30 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 certificate indicating SME Status.**
- (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) **Bidder should be in line with business principle**

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

1. Bid Security/Bid Securing Declaration

Bidders are required to submit a Bid Security/subscribe to a Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation, a Bid Security as per the format contained in Schedule/ or signed the Bid Securing Declaration attached.

2. Works Completion Period

The completion period for works shall be completed within 3 weeks *after* acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable *to the Office of the Prime Minister*.

3. 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.

4. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Office of the Prime Minister Ministry of International Relations and Cooperation not later than **23 February 2024 at 10H00, Office no. 511, 5th floor, OPM Head Office**. Late quotations will be rejected. Quotations received by e-mail will not be considered.

5. 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 Security/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.

6. 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.

7. 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.

8. 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.

9. Margin of Preference

9.1. The applicable margins of preference and their application methodology are as follows:

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	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%	

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

10. 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.

11. Performance Security

[This paragraph shall be deleted if Performance security is not applicable]

The successful bidder shall upon acceptance of its offer submit a Performance Security as per the format contained in the Schedule for an amount of *[insert percentage between the following range: 10 to 15 %]* of the contract price.

12. 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: <i>[name of Public Entity]</i>	
Procurement Reference Number:	
Subject matter of Procurement:	

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	

[This form is to be deleted if Bid Securing Declaration is not applicable.] **Appendix to Quotation Letter**

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

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

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/RFSQ/02-07/2023**

[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	DESCRIPTION	UNIT	QTY	RATE (N\$)	AMOUNT (N\$)
1.		01			
2.	NB: Kindly see Annexure A for specifications		03		
3.					
4.					
5.					
6.					
7.					
8.					
9.					
	SUB TOTAL				
	VAT @15%				
	Grand Total				

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]

Procurement Reference Number: **W/RFSQ/02-07/2023**

[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.	Kindly see Annexure A for specifications.		
2.			

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

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RSQ/02-07/2023**

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)	<i>Office of the Prime Minister</i>
Intended Completion Date GCC	The intended completion date is: 12 March 2024
Project Manager GCC 1.1(y)	The Project Manager is: Mr. Jesaja Kangandjo
Site GCC 1.1(aa)	The Site is located at: Office of the Prime Minister Head Office
Start Date GCC 1.1(dd)	The Start Date shall be: Within 3 days after their received the Purchase Order
The Works GCC 1.1(hh)	The Works consist of: as specified in the BOQ and Drawings.
Interpretation GCC 2.2	The project will be completed in the following sections: N/A
Interpretation GCC2.3	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.

GCC Clause Reference	Special Conditions
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. 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/] delegate his/her duties.
Notices GCC 6	<p>Any notice shall be sent to the following addresses: Office of the Prime Minister, Contact: Nikanor Ekandjo/ Lonia Hamunyela at 287 2421/2418.</p> <p>For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be</p> <p>_____</p> <p>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</p> <p>_____</p>
Insurance GCC 13.1	<p>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:</p> <ul style="list-style-type: none"> (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: <ul style="list-style-type: none"> (i) of the Contractor's employees: <i>[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</i> (ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i>

GCC Clause Reference	Special Conditions
	<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: No compulsory site visit arranged, bidder whose willing to see the site, should go on their own.
Possession of the Site GCC 20.1	The Site Possession Date shall be:
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..... Days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates [<i>shall</i>] be required..
Defects Liability Period GCC 33.1	The Defects Liability Period is: [10 days] days. 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	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	[Namibia weather conditions]

GCC Clause Reference	Special Conditions
GCC 41.1 (l)	
Price Adjustment GCC 44.	The Contract [is not] subject to price adjustment.
Retention GCC 45.	(i) no proportion of any payments shall be retained* or * Delete as appropriate
Liquidated Damages GCC 46.1	<p>The liquidated damages for the whole of the Works are <i>[1%]</i> per day.</p> <p>The maximum amount of liquidated damages for the whole of the Works is <i>[5 days]</i>.</p> <p><i>[Usually liquidated damages are set between 0.05 per cent and 0.10 per cent per day, and the total amount is not to exceed between 5 per cent and 10 per cent of the Contract Price. Alternatively, the daily rate could reflect the actual prejudice that the procuring entity may claim to suffer as direct cost, where applicable or a nominal value taking into consideration the size of the building, nature of construction and the incidence due to non-availability of the building as from the intended completion date. If Sectional Completion and Damages per Section have been agreed, the latter should be specified here.]</i></p>
Bonus GCC 47.1	The rate for the Bonus per calendar day is: _____
Advance Payment GCC 48.1	(i) No advance payment shall be made* or (* Delete as appropriate)
Performance Security GCC 49.1	(i) No Performance Security is required* or * Delete as appropriate
GCC 56.1	“As built” drawings or operating and maintenance manuals, drawings are included.
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: <i>[10%</i>

SCHEDULE 2**QUOTATION CHECKLIST SCHEDULE**

[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

Procurement Reference No.: W/RFSQ/02-07/2023

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Security		
Company Registration		
Good Standing Tax Certificate		
Good Standing Social Security Certificate		
Employment Equity		

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.*

NB ANNEXURE A

The offices are indicated as follows:

1st Floor, Main Building

No	Description of Repair	Quantity	Room No
	Private Secretary Office		
↓ 1.	Repair Mobile Drawer four (4) doors and replace lock	1	119
↓ 2.	Repair Mobile Drawer two (2) doors and replace lock	1	119
	Main Office (Kitchen)		
× 3.	Repair and Re-Install Wooden Cupboard two (2) doors and lock	2	119
	Room 133A		
4.	Re-Install Table Edge Stripe	1	113A

2nd Floor, Main Building

No	Description of Repair	Quantity	Room No
5.	Repair Cupboard Shelf four (4) doors and replace lock	1	Kitchen
6.	Repair and Re-Install Table Edge Stripe	1	221
	PM's Office		
7.	Repair Wooden Cupboard with two (2) doors and a lock	1	PM

2nd First Floor, Finance Division

No	Description of Repair	Quantity	Room No
8.	Repair and Re-Install Table Edge Stripe	2	225
↘ 9.	Repair Mobile Drawer four (4) doors and replace lock	1	230
10.	Install New Panels under the table and Edge Stripe	1	233
11.	Repair Mobile Drawer	1	233
12.	Install New Panels under the table and Edge Stripe	5	234
13.	Install New Panels under the table and Edge Stripe	2	239
14.	Repair Desk with Drawer	1	239
15.	Repair Chair Leg	1	226

5th First Floor, Finance Division

No	Description of Repair	Quantity	Room No
16.	Repair and Re-Install Table Edge Stripe	5	514
17.	Repair and Re-Install Table Edge Stripe	5	519
18.	Repair and Re Install Table Edge Stripe	2	511
19.	Repair and Re-Install Table Edge Stripe	2	506

