



MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT CREATION

Procurement Management Unit

(Established under section 25 (1) (a) of the Public Procurement Act, 2015)

Procurement Ref: *W/RFQ/14-08/2022*

STANDARD BIDDING DOCUMENTS *for*

Request for Sealed Quotations

[Issued in terms of section 7(1)(1) of the Public Procurement Act, 2015]
(GOODS)

DESCRIPTION:

Request for Quotation: Alterations of the House at Okahandja – LMS

Procurement Management Unit
Ministry of Labour, Industrial Relations and Employment Creation
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**Ministry Of Labour, Industrial Relations And Employment Creation
Procurement Management Unit**

**Bidding document
Procurement Reference Number: W/RFQ/14-08/2022**

**Issued on 27 February 2023
Closing date, 03 March 2023@10H00**

Business Name:.....

Person Signing the document.....

Postal Address:.....

Contact Number:.....

Email Address:.....



REPUBLIC OF NAMIBIA

MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT CREATION

Tel.: (061) 206 6111

Private Bag 19005

Fax: (061) 212 323

32 Mercedes Street

Enquiries:..... E-mail:

Khomasdal

Our Ref: Your Ref:

WINDHOEK

27 February 2023

TO: Prospective Bidder

Dear Sir/Madam,

RE: REQUEST FOR QUOTATION: ALTERATIONS OF THE HOUSE AT OKAHANDJA – LMS

The *Ministry of Labour Industrial Relation and Employment Creation* 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.

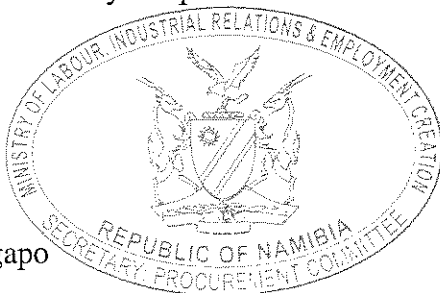
Queries, if any, should be addressed to Ms. Paulina Sheelongo at 061 2066239 *administration* or Mr. Abraham Kalunduka 061 2066414 *Technical*.

Please prepare and submit your quotation in accordance with the instructions given.

Yours faithfully

Joseph Mwanyangapo

Procurement Management Unit



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The [*Public Entity*] 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
- (b) to cancel the quotation process and reject all quotations at any time prior to contract award.

2. Preparation of Quotations

Compulsory site visit will be held at Okahandja Labour Office on 01 March 2023, at 10H00

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
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V;
- (d) any other attachment deemed appropriate.
- (e) Initialise bid pages including the attachments

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 (.....) days from the date of submission deadline.

4. Eligibility Criteria

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

- (a) have a certified copy of valid company Registration Certificate (Founding Statement);
- (b) have an original or certified copy of valid good Standing Tax Certificate;
- (c) have an original or certified copy of valid good Standing Social Security Certificate;
- (d) have a certified copy of valid affirmative action compliance certificate; in the event that the Affirmative Action Compliance Certificate is over 12 months from the date of issue, a confirmation letter from Employment Equity Commission indicating that did submit the report for the period following from the date when the certificate was issued, or proof from Employment equity Commission that the bidder is not relevant employer, or an exemption was 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) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;
- (g) All spaces must be filled

5. Bid Security/Bid Securing Declaration

N/A

6. Delivery

Delivery shall be done within **5** days after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted .

6.1. The following tests and inspections will be conducted on the goods at delivery:

- *Verify physical items with the quotation, purchase order and invoice*
- *Unit price in the quotation should correspond with the unit price in the invoice*

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, contact information and writing (*don't open before the closing date and time*) at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Block A** Room Number **A216** not later than, **03 March 2023 @ 10h00** Quotations by post or hand delivered should reach above address by the same date and time at latest. Late quotations will be rejected. **Quotations received by e-mail/fax 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 instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, will be 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 price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. 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.

12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

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

.....

13.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

.....

14. 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.

15. Performance Security

N/A.

16. 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)

[Complete this form with all the requested details and submit it as the first page of your quotation with the Price list 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 supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* 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 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 to *[forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

The validity period of the Quotation is 90 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.

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: W/RFO/14-08/2022

[Bidders should complete columns C and D with the specifications and Performance standards 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 Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	Alterations of the House at Okahandja		
2			
3			
4			
5			
6			
7			
8			
9			

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

Quotation Authorised by:

Name of Bidder:	Company's Address and seal
Contact Person:	
Name of Person Authorising the Quotation:	Signature:
Position:	Tel:
Date	Fax

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Request for quotation Procurement Ref No: **W/RFO/14-08/2022**

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. [To be filled by the Public Entity]				Bidders shall fill-in columns E - I and fill the total 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					
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	Country of Origin
1	<u>DEMOLITION AND ALTERATIONS</u> <u>Taking out and removing doors, windows sashes from frames, gates etc and prepare to receive new</u> I. aluminium sliding door, frame and prepare frame to receive new (elsewhere measured)								
2	<u>Taking out and removing sundry ironmongery items etc</u> 1.towel rails, rings, shower curtain rail, coat hook, door stop, mirrors, soap dishes, toilet roll holders and the like	1							
3	<u>Taking out and removing partitioning</u>								

[illegible]

[illegible]

[illegible]

	One layer of approved 375 micron embossed damp course	188m ²							
31	<u>ROOF COVERING</u> 0.58mm IBR profile full hard glavanised (z275spelter) steel troughed roofing with 0.8mm galvanised sheet steel accessories fixed in strict accordance with the manufactures instructions 1. roof sheeting single length sheets	180m ²							
32	<u>FLOOR COVERING</u> <u>Structural steel work, purlins and braces bolted to steel</u> 1. Lipped channel section purlins	1120kg							
33	<u>Sundry steelwork</u> 1. Rectangular or square hollow section posts or columns	10kg							
34	2. Rectangular or square hollow section posts or columns	180kg							
35	3. Tubular hollow section posts or columns								

[illegible]

[illegible]

44	<u>PLUMBING AND DRAINAGE</u> <u>0.8mm galvanised sheet iron in</u> 1. 100m half round eaves gutter fixed to edges roof sheeting and purlin with standard brackets	100m								
45	2. extra over gutter for stopped end	8								
46	3. 100x75mm rainwater down pipe fixed to walls with standard brackets	18m								
47	4. Extra over down pipe for swan neck 305mm projection	6								
48	<u>White virreous china or glazed fireclay</u> 1. Basin size 510x405mm with two tapholes bolted	3								
49	2. Wall hung flat back urinal complete with spreader and chromium plated domical grating fixed to walls	2								
50	<u>Polyethylene, duranite, etc</u> 1. Polyethylene water saving WC suite complete with wash down pan, low level 9 litre duranite cistern, flush pipe, flushing mechanism and double flap heavy duty plastic seat	3								
51	<u>Chromium plated brass</u> 1. 32mm basin waste union with vulcanite plug and chromium plated chain and stay	3								

52	<u>Gate valves, strainers etc</u> 1. 25mm brass fullway gate valve	3								
53	<u>Chrome plated brass taps and sundries</u> 1. 15mm angle regulating valve with 10mm chromium plated copper service pipe 300mm girth bent as required	12								
54	2. 20mm toilet bib tap	8								
55	3. 15mm pillar tap, sink mixer with overarm swivel outlet, pop up waste and angle regulating valves	1								
56	<u>THE SOLAR WATER GEYSERS AND PANELS MUST BE INSTALLED THE SPECIALIST SUPPLIER OF THE GEYSERS AND PANELS</u> <u>Extra over HDPE pipes for the following compression fittings</u> 1. 20mm fittings	60								
57	<u>Extra over pex/al/pex pipes for the following compression fitting</u> 1. 9kg carbon dioxide fire extinguisher fixed to and including 22x300x400mm hardgood backing board chamfered all round and plugged to walls, including painting with one coat primer, one coat	6								

	undercoat and two coats gloss enamel paint									
	<u>Glazing to steel with putty</u>									
58	1. Panes exceeding 0.5m ² and not exceeding 2m ²	10m ²								
59	<u>4mm silvered float glass copper backed mirrors with polished edges fixed to walls with double sided adhesive tape</u> 1. Mirror size 600x900mm high	3								
60	<u>PAINTWORK</u> <u>One coat alkali resistant plaster primer and two coats acrylic PVA paint</u> 1. On external smooth plastered ceilings and beams	400m ²								
61	<u>One coat alkali resistant plaster primer, one coat undercoat and two coats eggshell enamel paint</u> 1. On internal smooth plastered walls and columns	2800m ²								
62	<u>One coat sealer and two coats marble plaster textured paint coating</u> 1. On external smooth plastered walls	2300m ²								

63	<u>Touch up factory primer and one coat undercoat and two coats gloss enamel paint</u>	1. On door frames	35m ²							
64	2. On exposed truss members, purlins, etc		65m ²							
65	<u>Clean and prepare steel as defined in ISO 8501-1"</u> <u>1988 paint system for structural mild steel new steel to withstand climatic conditions of C5 marine as per interanational environmental specifications of ISO 12944abd/Geberuc specifications</u>									
	1. On gates, grilles,burglar screens, balustrades,etc (both sides measured flat)		250m ²							
66	<u>One coat oil based stain and two coats clear gloss polyurethane varnish</u>	1. On joinery fittings, shelving, slatted seating,etc	130m ²							
67	<u>EXTERNAL WORKS</u>	<u>Cutting down and removing, grubbing up rots and filling in holes</u>	4							
	1. Tree exceeding 1000mm and not exceeding 2000mm girth									
68	<u>Trimming and removal of tree branches</u>	1. Branch not exceeding 500mm girth								

[illegible]

74	100m wire used 2.5mm Red, Black, yellow and green	18							
75	Supply and wiring the 5 office ,1 kitchen,1 board room ,3 toilets and outside light	1							
76	Supply and install DB box Metal	1							
77	Supply and install all types of circuit breakers that recommended at SANS10124-1	1							
78	Supply the earthing systems as per recommended by SANS 10124-1	1							
79	Supply and install recommended wall plug	30							
80	Supply and install outside light	10							
81	Supply and install light switch	10							
82	Supply and install light at parking	4							
83	Supply and install daylight switch	2							
84	Laber the electrical box DB	1							
85	Supply and install the isolator for airconditional								

		6							
86	Supply and install shade car parking at back of the office that occupying 6 cars a	6							
87	Supply and install Air conditional 12000BTU	5							
88	Supply and install Air conditional 16000BTU	1							
									TOTAL
									VAT
									GRAND 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

BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))

Date:

Procurement Ref No.:

To: *Ministry of Labour, Industrial Relations and Employment Creation*

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

Witten 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.*

Qualification requirements attached	Mark	
	No/X	Yes/√
1. Certified copy of valid company registration certificate (Founding statement)		
2. Original or certified copy of valid good standing tax certificate		
3. Original or certified copy of valid good standing Social Security Certificate		
4. Certified copy of valid affirmative action compliance certificate; in the event that the Affirmative Action Compliance Certificate is over 12 months from the date of issue, a confirmation letter from Employment Equity Commission indicating that did submit the report for the period following from the date when the certificate was issued, or proof from Employment equity Commission that the bidder is not relevant employer, or an exemption was issued in terms of Section 42 of the Affirmative Action Act 1998;		
5. Written undertaking as contemplated in the section 138 (2) of Labour Act, 2007		
6. All Forms fully completed		