

KATIMA MULILO



TOWN COUNCIL

KATIMA MULILO TOWN COUNCIL
OFFICE OF THE CHIEF EXECUTIVE OFFICER

Tel: +264 66 261 500
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www.kmtc.org.na
Email: info@kmtc.org.na
Erf No: 1383, Lifasi Street

Private Bag 5009
Ngweze, Namibia

Request for Quotations for Works

RENOVATING THE EXISTING KMTC GUESTHOUSE

Procurement Reference No: [W/RFQ/KMTC-08/2024]

***RESERVED FOR SMALL & MEDIUM
ENTERPRISES***

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Letter of Invitation

Dear Bidders

W/RFQ/KMTC-08/2024

30 September 2024

Dear Sirs,

Request for Quotations for *Renovation of existing KMTC guesthouse*

The Katima Mulilo Town Council invites you to submit your best quote for the works 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 Ruth Sitengu at PMU.

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,

Ruth Sitengu

Head of Procurement Management Unit

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

KMTC reserves the right:

- (a) to split the contract as per the lowest evaluated cost per lot; 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) The Bill of quantities

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 90 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 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) Submit signed Bid-securing Declaration.
- (g) 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;

5. Bid Security/Bid Securing Declaration

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

6. Works Completion Period

The completion period for works shall be 120 days after acceptance and issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable.

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 deposited in the Quotation/Bid Box located at *the office of the CEO*¹, not later than 19 October 2024 at 12:00 am. Quotations by post or hand delivered should reach the address 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 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

¹ Insert number of fax machine secured for quotations not to be disclosed before the set date and time.

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.

13. Margin of Preference

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

Reserved for SMEs

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

SME status

14. 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.

15. 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:	Katima Mulilo Town Council
Procurement Reference Number:	W/RFQ/KMTC-08/2024
Subject matter of Procurement:	Renovating the KMTC guesthouse

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	

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:

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:.....

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.*

SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE

PROJECT: RENOVATIONS AND ALTERATION TO KATIMA MULILO GUEST HOUSE ON ERF 833

BLOCK A AND BLOCK B, EXISTING BUILDINGS (391.00 SQM)

Positions	Quantities	Units	Descriptions	Rate (N\$)	Total (N\$)
1.0			EARTHWORKS		
1.1	0.00	m ³	0.6m deep manual excavation of foundations in soft material less than 1m deep		
1.2	60.00	m ³	100mm thick G5 material to be filled under surface beds		
1.3	14773.00	No.	25 Mpa Interlocks Pavers (325 m ²)		
1.4	Lump Sum	Sum	Cutting and filling of the site		
1.5	Lump Sum	Sum	Soil and Wall Treatment from Termites		
2.0			CONCRTE WORKS		
2.1	9.00	m ³	20 Mpa Concrete for the Apron and Kitchen Counters		
2.2	8.00	m ³	Removal of Old Apron		
3.0			MASONRY AND CLADDING		
3.1	85.00	m ²	110mm Brickwall (7 Mpa + Motar)		
3.2	40.00	No.	75mm Brickforce, 15m Roll of 1.8mm dia.		
3.3	0.00	No.	110x75x900mm Precast Concrete Lintels		
	12.00	No.	110x75x1000mm Precast Concrete Lintels		
	11.00	No.	110x75x1200mm Precast Concrete Lintels		
	0.00	No.	110x75x1800mm Precast Concrete Lintels		
	0.00	No.	110x75x2100mm Precast Concrete Lintels		
	0.00	No.	110x75x2500mm Precast Concrete Lintels		

3.4	1.00 1.00	No. No.	DPC Gundle 225mmx40mmx250 micron Gunplas Plastic Black 250 micron 6mx30m		
3.5	Lump Sum	Sum	Garage and Veranda Beams		
3.6	81.54	m ²	Demolishing of existing walls and take off site		
4.0			ROOF WORK		
4.1	0.00	No.	Angle Iron 40mmx40mmx5mm @ 6.0m		
4.2	0.00	No.	Angle Iron 30mmx30mmx5mm @ 6.0m		
4.3	0.00	No.	CFLC 75mmx50mmx20mmx2.5mm @ 9.14m		
4.4	55.00	No.	SA Pine 50mmx38mm @ 6.6m		
4.5	0.00	No.	IBR Roofing Sheet 0.4mm @ 6.6m		
4.6	Lump Sum	Sum	Roofing Screws/Nails		
4.7	26	No.	PVC Ceiling Boards, 300x3900mm per 10 pieces in a box		
4.8	85.00	No.	Flexible Cornice @ 2.4m		
4.9	Lump Sum	Sum	Sealing of the roof leakages		
4.10			Removal of old ceiling materials and take off site		
5.0			DOORFRAMES, SLIDING DOORS, WOODEN AND GARAGE DOORS		
5.1	14.00	No.	Door Frames Steel Knock Down		
5.2	0.00	No.	4880x2100 Wooden Rolling Garage Door		
5.3	5.00	No.	6 Panel Door Swartland Steel Jamb RH SC-20		
5.4	16.00	No.	813x2032mm Swartland Interior Door Ivory		
5.5	6.00	No.	533x654mm NE1 with glass		
5.6	2.00	No.	1511x949mm NC4 with glass		
5.7	3.00	No.	1511x1245mm ND4 with glass		
5.8	0.00	No.	2000x1245mm ND11 with glass		
5.9	0.00	No.	1800x900mm Aluminium Window Top Hung		
5.10	0.00	No.	900x1500mm Aluminium Window Top Hung		
5.11	0.00	No.	1800x1200mm Aluminium Window Top Hung		
5.12	6.00	No.	2100x2100mm Aluminium Door		
6.0			TILING		
6.1	131	No.	430x430mm Shante Blue Floor Tiles 11 per Box		
6.2	398	No.	250x400mm Shante Avo Wall Tiles		

6.3	166.00	No.	20 Kg Tile Adhesive		
7.0			PLUMBING AND WATER WORKS		
7.1	1.00	No.	Sink D/I Double Bowl 1160x460mm		
7.2	13.00	No.	Basin Courier Delux White 550mm		
7.3	13.00	No.	Suit Toilet Astina Front Flush White		
7.4	0.00	No.	Corner Entry Shower Door (880x1850mm)		
7.5	13.00	No.	Shower Rose Chrome Plated (15x65mm)		
7.6	1.00	No.	Mixer Sink Mixed Solid Wall Type Offset		
7.7	13.00	No.	Tap Pillar Traditional 15mm PURA		
7.8	0.00	No.	Bath Corner Thena White 1350		
7.9	0.00	No.	Bath Channel Viking White 1700		
7.10	10.00	No.	110mm uPVC pipe @ 6m		
7.11	6.00	No.	110mm x 45 Underground Rodding Eye		
7.12	100.00	m	25 mm diameter HDPE pipe		
7.13	25.00	No.	15mm diameter Copper Wire @ 5.5m		
7.14	3.00	No.	150 L Electric Geyser Dual		
7.15	3.00	No.	12000 BTU Air Conditioners		
7.16	10.00	No.	Servicing of old Air Conditioners		
8.0			ELECTRICAL WORKS		
8.1	Lump Sum	Sum	All electrical materials required.		
9.0			PAINT WORKS		
9.1	11.00	No.	20 Litres Container 2nd Coat Neo Paint		
10.0			BUILT IN CUPBOARDS		
10.1	Lump Sum	Sum	BIC		
11.0			WALL FENCE BLOCKS		
11.1	0.00 Lump Sum	No. Sum	150mm Brickwork material for walls Decorative Slate stones		
TOTAL COST FOR MATERIALS					
12.0	UNCERTATAINTY				

	15 % of material cost		
		LABOUR	
	35 % of material cost		
BID SUM WITHOUT VAT			
15% VAT			
BID SUM FOR MATERIALS AND LABOUR			

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

[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 No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	Earthworks				
2	Concrete Works				
3	Mansory & Cladding				
4	Roof Works				
5	Doorframes, sliding doors, wooden and garage doors				
6	Tiling				
7	Plumbing and water works				
8	Electrical works				
9	Paint works				
10	Build in cupboards				
11	Uncertainties				
12	Labour				
				Subtotal	
Enter 0% VAT rate if VAT exempt.				VAT @ %	
				Total	

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

Priced Activity Schedule Authorised By:

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

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: _____

[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)
A*	B*	C	D
1	Earthworks		
2	Concrete Works		
3	Mansory & Cladding		
4	Roof Works		
5	Doorframes, sliding doors, wooden and garage doors		
6	Tiling		
7	Plumbing and water works		
8	Electrical works		
9	Paint works		
10	Build in cupboards		
11	Uncertainties		

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>
12	Labour		

* 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-KMTC-08/2024**) available on the website of the Public Entity *www.kmtc.org.na* except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ-KMTC-08/2024**

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>KATIMA MULILO TOWN COUNCIL</i>
Intended Completion Date GCC	The intended completion date is: February 2025
Project Manager GCC 1.1(y)	The Project Manager is: Nathaniel Anaene
Site GCC 1.1(aa)	The Site is located at ERF 833 ,Newlook
Start Date GCC 1.1(dd)	The Start Date shall be: November 2024
The Works GCC 1.1(hh)	The Works consist of: See BOQ
Interpretation GCC 2.2	The project will be completed in the following sections: See BOQ
Interpretation GCC2.3	The following additional documents shall form part of the contract: Award letter, Acceptance letter & Purchase order
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	The Project Manager shall obtain specific approval from the Employer

GCC Clause Reference	Special Conditions
Manager's Decisions 4.1	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 <i>may</i> delegate his/her duties.
Notices GCC 6	<p>Any notice shall be sent to the following addresses: The Accounting Officer, Katima Mulilo Town Council</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 : Raphael Liswaniso</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> <p style="text-align: center;">N/A</p>
Site Date GCC 14.1	The site Data shall be: See BOQ
Possession of the Site GCC 20.1	The Site Possession Date shall be: At contract signing and handover
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 7 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates shall be required.
Defects Liability	The Defects Liability Period is: 365 days.

GCC Clause Reference	Special Conditions
Period GCC 33.1	
Payment Certificates GCC 39.7	“Payment shall be made as per progress of works <i>with</i> payment for materials on site”.
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 GCC 41.1 (I)	<i>Heavy rains</i>
Price Adjustment GCC 44.	The Contract <i>is not</i> subject to price adjustment.
Retention GCC 45.	10% of the amount shall be retained from any payment. Half of the retention money will be released after formal taking over of the Works and the remaining shall be released after the Defect Liability Period subject to the Contractor making good all defects.
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are <i>0.5 %</i> per day.
Bonus GCC 47.1	The rate for the Bonus per calendar day is: N/A
Advance Payment GCC 48.1	(i) No advance payment shall be made
Performance Security GCC 49.1	(i) No Performance Security is required
GCC 56.1	“As built” drawings or operating and maintenance manuals <i>are not</i> required.
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: 0.5%

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.:

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bill of quantities		

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.*