



Request for Quotations Of Goods

**SUPPLY AND DELIVERY OF LABORATORY EQUIPMENT TO
NAMWATER FOR THE VON BACH WATER TREATMENT PLANT**

Procurement Reference No: G/RFQ/NW-007/2023

Name of Bidder		
Contact Person		
E-mail Address		
Postal Address		
Total Amount (Excl. VAT)		
Discount		
Contact Phone number	Work:	Mobile:

Documents must be posted / delivered to:

The Quotation/Bid Box

Att: Procurement Management Unit (+264 61 71 2081, bids@namwater.com.na)

Namibia Water Corporation Ltd.

Private Bag 13389

176 Iscor Street, Aigams Building

Windhoek

Closing Date: Thursday, 19 May 2022 at 11:00

NO LATE BIDS WILL BE ACCEPTED!



Namibia Water Corporation Ltd.
 Private Bag 13389, Windhoek, Namibia
 Tel: +264 61 71 2066
 Fax: +264 61 21 0741

Letter of Invitation

[Name and Address of Bidder _____]

Procurement Reference Number: G/RFQ/NW-007/2023

28 April 2021

Dear Bidder,

SUPPLY AND DELIVERY OF LABORATORY EQUIPMENT TO NAMWATER FOR THE VON BACH WATER TREATMENT PLANT

NamWater 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 Procurement Management Unit (Tel: +264 61 71 2081, E-mail: bids@namwater.com.na) Private Bag 13389 Windhoek, Namibia.

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

Procurement Management Unit

PMU

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

NamWater 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 Bids

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

- (a) The List of Goods and Price Schedule;
- (b) The Specifications and Compliance Sheet; and
- (c) Any other attachment deemed appropriate.

You are advised to carefully read the complete Request for bids document, including the Special Conditions of Contract Section, before preparing your offer. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

3. Validity of Bids

The offer validity period shall be **90** 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) submit signed Bid-securing Declaration;
- (f) **This form must be completed in full** to 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.
- (g) have a certificate indicating SME Status (for Bids reserved for SMEs);

The obligatory documents indicated above, are acceptable as follows:

- A valid original document; or
- A valid certified copy of an original document, as certified by the Namibia Police.

5. Bid Security/Bid Securing Declaration

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

6. Delivery

Delivery shall be 2-3 months after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted.

7. Sealing and Marking of Bids

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

8. Submission of Bids

Quotations should be deposited in the Quotation/Bid Box located at Namibia Water Corporation Ltd Head office, Private Bag 13389, 176 Iscor Street, Aigams Building, Windhoek, not later than **19 May 2022 at 11:00**. Offers by post or hand delivered should reach Private Bag 13389 by the same date and time at latest. Late Offers will be rejected.

Quotations received by e-mail will not be considered.

9. Opening of Bids

Bids will be opened internally by NamWater representatives 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, 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.

10. Evaluation of Bids

NamWater 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 NamWater's requirements. A method statement should be accompanying the document on the installation and maintenance procedure.

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

Not applicable

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.

No Partial award. Offers that only quote for some of the items will not be considered.

15. Notification of Award and Debriefing

NamWater 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 days. Furthermore, NamWater 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 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:	Namibia Water Corporation Ltd (NamWater)
Procurement Reference Number:	G/RFQ/NW-007/2023
Subject matter of Procurement:	Supply and delivery of laboratory equipment to NamWater for the Von Bach Water Treatment Plant

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 Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to disqualification on the grounds mentioned in the BSD.

The validity period of the Quotation is **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.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./Fax	

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

Date: /Day|month|year/.....

Procurement Ref No.:

To: Namibia Water Corporation Ltd., 176 Iscor Street, Aigams Building, Windhoek

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

(TO BE COMPLETED IN FULL)

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number:.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tel 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 III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Supply and Delivery of Laboratory Equipment to NamWater for the Von Bach Water Treatment Plant

Procurement Ref No: G/RFQ/NW-007/2023

INSTRUCTIONS TO THE PUBLIC BODY					INSTRUCTIONS TO BIDDERS				
At time of preparation of the RFQ, Columns A to I shall be filled in by the Public Entity. [To be filled by the Public Entity]					<u>Bidders shall fill-in columns F, G & H and fill the total</u> E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) <ul style="list-style-type: none"> 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	Laboratory Stirrer, programmable 6 paddle stirrer	1	Each						
2	Laboratory Scale Balance	1	Each						
3	Portable Turbidity Meter with Calibration standards	1	Each						
4	pH and Conductivity Meter with Calibration standards	1	Each						
5	1000 mL Graduated Glass Beaker (Tall form)	12	Each						
6	500 mL Polypropylene Beaker	12	Each						

7	100 mL Polypropylene beaker	12	Each						
8	250 mL Graduated glass Erlenmeyer flask	12	Each						
9	500 mL Glass bottle with stopper	12	Each						
10	Syringes (1mL, 3 mL and 5 mL) package	1	Each						
	TOTAL								
NAME:		POSITION:		SIGNATURE			DATE		
NAME OF BIDDER:		ADDRESS:							

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 QUOTE

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

1.1. GENERAL

The Von Bach Water Treatment Plant intends to acquire new and additional laboratory instruments for the laboratory in order to effectively provide accurate analysis for decision-making and to ensure optimisation of the treatment plant performance.

USER REQUIREMENT SPECIFICATIONS

Jar stirrer (tester)

- 6-Paddle programmable stirrer
- Should be able to run on sequential setting through all memory bank and independently in any one mode or manually at a selected speed
- Build in LED illumination and dust cover
- Stainless paddles, evenly spaced and able to rotate simultaneously
- Regulated variable speed that can rotate at about 1300 rpm

Laboratory Scale Balance

- Benchtop laboratory scale balance, accurate and readability at 0.01 mg up Max 500g
- GLP/GMP/ISO Standards approved

Turbidity meter

- Portable type (AC/DC and battery operation options)
- Calibration standards

pH and Conductivity Meter

- Multi parameter will be ideal
- pH buffer solutions (4.01; 7.01 and 10.01)

Beakers, flasks and syringes

- Twelve (12) Graduated glass beakers 1000 ml (tall form; with spout)
- Twelve (12) Polypropylene beakers 500 mL
- Twelve (12) Polypropylene beakers 100 mL
- Twelve (12) Graduated glass Erlenmeyer flask 250 mL
- Twelve (12) Glass bottles with stoppers 500 mL (Dark amber/brown colour)
- Package of syringes luer lock tip 1 mL; 3 mL and 5 mL (25/pk of each)

It should be noted that the supplier is not limited to the specification above and newer and advance equipment are welcome provided they offer accurate reading and durability of the equipment.

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Bidders should complete columns C and D with the specification of the goods 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.

Procurement Reference Number: **G/RFQ/NW-007/2023**

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	Laboratory Stirrer, programmable 6 paddle stirrer		
2	Laboratory Scale Balance		
3	Portable Turbidity Meter		
4	pH and Conductivity Meter		
5	1000 mL Graduated Glass Beaker (Tall form)		
6	500 mL Polypropylene Beaker		
7	100 mL Polypropylene beaker		
8	250 mL Graduated glass Erlenmeyer flask		
9	500 mL Glass bottle with stopper		
10	Syringes (1 mL, 3 mL and 5 mL) package		

Specifications and Compliance Sheet Authorised By:

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

Deviation from specification:

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (Ref. **G/RFQ-GCC**) available at Namibia Water Corporation Ltd., physical address, 176 Iscor Street, Aigams Building, Windhoek, except where modified by the Special Conditions below.

SECTION VI: 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 except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/NW-007/2023**

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Namibia Water Corporation (NamWater)
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is NamWater, Central Stores, Okahandja
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	<p>Any notice shall be sent to the following addresses:</p> <p>For the NamWater, the address and the contact name shall be:</p> <p>Accounting Officer (Tel: +264 61 71 2081), E-mail: bids@namwater.com.na Private Bag 13389 Windhoek, Namibia</p> <p>For the Supplier, the address and contact name shall be:</p>
Disputes GCC 10.2	<p>The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows:</p> <p>_____</p>

Subject and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	<p>The Goods are to be delivered within 90 days from the date of Purchase Order or Letter of Acceptance.</p> <p>The documents to be furnished by the Supplier are:</p> <ul style="list-style-type: none"> (a) signed delivery note; (b) Invoice
Price Adjustment GCC 15.1	<p>The price charge for the Goods supplied and the related Services performed shall not be adjustable.</p> <p>If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used</p>
Terms of Payment GCC 16.1	<p>The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1</p>
Terms of Payment GCC 16.3	<p>Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.</p>
Terms of Payment GCC 16.4 (a)	<p>The price shall not be adjustable to the fluctuation in the rate of exchange.</p>
Payment Period GCC 16.5	<ul style="list-style-type: none"> i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.
Performance Security GCC 18.1	<ul style="list-style-type: none"> (i) No performance security is required

Subject and GCC clause reference	Special Conditions
Discharge of Performance Security GCC 18.4	Not applicable
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: G/RFQ/NW-007/2023 - Supply and delivery of laboratory equipment to NamWater for the Von Bach Water Treatment Plant
Insurance GCC 24.1	Not applicable
Transportation GCC 25	The Goods shall be delivered: DDP – Delivered Duty Paid
Inspection and Test GCC 26.1	Instrument will be inspected and tested to determine the suitability of their use. Instrument will also be checked against other calibrated instruments
Location of Inspection and Tests GCC 26.2	NamWater, Okahandja Store office
Liquidated Damages GCC 27.1	Not applicable
Warranty GCC 28.3	The period of validity of the warranty shall be: 1 year on equipment
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 14 day(s)

1 Cost Structure For Value Added Calculation Per Product

<u>COST STRUCTURE FOR VALUE ADDED CALCULATION</u>		
<u>PER PRODUCT</u>		
	N\$	N\$
Raw Materials, Accessories & Components		
• Imported (CIF)	
• Local (VAT & Excise Duty Fee)
Depreciation	
Interest on Loans	
Rent
Other (please specify)		
•	
•	
•
TOTAL COST		

$$\text{Local Value Added} = \frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$$

NB! The cost structure should be certified by a Certified Accountant

Quotation Checklist Schedule

Procurement Reference No.: G/RFQ/NW-007/2023

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Evidences for conformity of Goods		
Valid company Registration Certificate Copy from Ministry of Trade and Industry (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)).		
Original valid good standing Tax Certificate from Inland Revenue or a valid certified copy of an original certified by the Namibian Police of good standing Tax Certificate or (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)).		
Original valid good Standing Certificate from Social Security Commission or a valid certified copy of an original certified by the Namibian Police of good standing Tax Certificate or (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)).		
Valid 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; (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)).		