



Request for Quotation of Goods

**Supply & delivery of Fasteners and Gaskets for Koichabpan –
Lüderitz booster stations upgrade.**

Procurement Reference No: G/RFQ/NW-012/2023

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

Documents must be posted / delivered to:

The Quotation/Bid Box

Att. Procurement Management Unit (bids@namwater.com.na)

Namibia Water Corporation Ltd.
Private Bag 13389
176 Iscor Street, Aigams Building
Windhoek

**Closing Date: Thursday, 02 June 2022 at 11h00
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-012/2021

12 May 2022

Dear Bidder,

Supply & delivery of Fasteners and Gaskets for Koichabpan – Luderitz booster stations upgrade.

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 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

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) 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.

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 a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963) as amended.

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be not more than **4 Weeks** 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 **02 June 2022 at 11h00**. 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 Securing Declaration, will be posted on the website of NamWater 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.

Bidder must comply to all the specification as indicated in Section V: Specifications and Compliance Sheet, failure to comply will result in disqualification.

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

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

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:	NamWater
Procurement Reference Number:	G/RFQ/NW-012/2023
Subject matter of Procurement:	Supply & delivery of steel pipe specials, flexible pipe couplings, and pipe supports for Koichabpan – Luderitz booster stations upgrade.

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:

Procurement Ref No.:

To: Namibia Water Corporation Ltd., 176 Iscor Street, Ai-//gams 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

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.

15	HDG M20 X 1000 TIE ROD	20	Each						
16	HDG M24 X 1000 TIE ROD	10	Each						
17	50 PN25 KLINGER GASKET	12	Each						
18	100NB PN25 KLINGER GASKET	6	Each						
19	150NB PN16 KLINGER GASKET	5	Each						
20	200NB PN16 KLINGER GASKET	30	Each						
21	200NB PN25 KLINGER GASKET	20	Each						
Sub-Total									
BOOSTER 5									
1	HDG M16X 50 BOLTS, NUTS & WASHERS	48	Each						
2	HDG M16X 65 BOLTS, NUTS & WASHERS	20	Each						
3	HDG M20 X 65 BOLTS	40	Each						
4	HDG M20 X 70 BOLTS	24	Each						
5	HDG M20 X 75 BOLTS	400	Each						
6	HDG M20 X 140 BOLTS	48	Each						
7	HDG M20 X 220 BOLTS	12	Each						
8	HDG M24 X 85 BOLTS	110	Each						
9	HDG M24 X 150 BOLTS	30	Each						
10	HDG M24 X 230 BOLTS	30	Each						
11	HDG M20 HEX NUTS	685	Each						
12	HDG M24 HEX NUTS	185	Each						
13	HDG M20 FLAT WASHERS	1370	Each						
14	HDG M24 FLAT WASHERS	370	Each						
15	HDG M20 X 1000 TIE ROD	20	Each						
16	HDG M24 X 1000 TIE ROD	10	Each						
17	50 PN25 KLINGER GASKET	12	Each						
18	100NB PN25 KLINGER GASKET	6	Each						
19	150NB PN16 KLINGER GASKET	5	Each						
20	200NB PN16 KLINGER GASKET	30	Each						
21	200NB PN25 Klinger Gasket	20	Each						

BOOSTER 3									
1	HDG M16X 50 BOLTS, NUTS & WASHERS	48	Each						
2	HDG M16X 65 BOLTS, NUTS & WASHERS	20	Each						
3	HDG M20 X 65 BOLTS	10	Each						
4	HDG M20 X 70 BOLTS	25	Each						
5	HDG M20 X 75 BOLTS	420	Each						
6	HDG M20 X 140 BOLTS	75	Each						
7	HDG M20 X 220 BOLTS	40	Each						
8	HDG M20 HEX NUTS	780	Each						
9	HDG M20 FLAT WASHERS	1560	Each						
10	HDG M20 X 1000 TIE ROD	22	Each						
11	50NB PN16 KLINGER GASKET	12	Each						
12	150NB PN16 KLINGER GASKET	12	Each						
13	200NB PN16 KLINGER GASKET	50	Each						
Sub-Total									
BOOSTER 4									
1	HDG M16X 50 BOLTS, NUTS & WASHERS	48	Each						
2	HDG M16X 65 BOLTS, NUTS & WASHERS	20	Each						
3	HDG M20 X 65 BOLTS	10	Each						
4	HDG M20 X 70 BOLTS	25	Each						
5	HDG M20 X 75 BOLTS	420	Each						
6	HDG M20 X 140 BOLTS	75	Each						
7	HDG M20 X 220 BOLTS	40	Each						
8	HDG M20 HEX NUTS	780	Each						
9	HDG M20 FLAT WASHERS	1560	Each						
10	HDG M20 X 1000 TIE ROD	22	Each						
11	50NB PN16 KLINGER GASKET	12	Each						
12	150NB PN16 KLINGER GASKET	12	Each						
13	200NB PN16 KLINGER GASKET	50	Each						
Sub-Total									

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 QUOTE

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

GENERAL

Fasteners

The bolts to be of **grade 4.8** unless stated otherwise. All fasteners where applicable shall be ISO metric according to SABS 135. All bolts, nuts, threaded rods and washers shall be hot dip galvanized as per SABS ISO 1461: 1999. Electroplated bolts, nuts and washers shall not be accepted.

Gaskets

The gasket OD should be dictated by the flange specifications. The gaskets shall be of non-asbestos compressed fiber or graphite type. The gaskets shall be suitable for potable and raw water at temperatures from 0°C to 60°C. The gaskets shall have a thickness of 3mm. **Full faced gaskets will not be accepted.**

NB: The packing of the materials shall be of sufficient quality and design to protect the equipment against any undue damage or stresses during transportation.

The fasteners and Gaskets shall be packaged in suitable woven bags with appropriate labelling. The bags shall then be crated for transport and delivery. Each **LOT** of fasteners and gaskets shall be crated separately and clearly marked.

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/NW-012/2021**

[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

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

Lot 1 & 2

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
1-16	All fasteners where applicable shall be ISO metric according to SABS 135		
	All fasteners hot dip galvanized as per SABS ISO 1461: 1999		
17 - 21	Suitable for potable and raw water at temperatures from 0°C to 60°C		
	3mm thickness		
	Ring Klinger gasket (not full faced)		

Lot 3 & 4

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
1-10	All fasteners where applicable shall be ISO metric according to SABS 135		
	All fasteners hot dip galvanized as per SABS ISO 1461: 1999		
11 - 13	Suitable for potable and raw water at temperatures from 0°C to 60°C		
	3mm thickness		

	Ring Klinger gasket (not full faced)		
--	--------------------------------------	--	--

All Tenders shall be accompanied by detailed supporting literature for the couplings to enable Namwater to evaluate the conformity to specification and include additional features.

Offers with insufficient details or information will be disqualified.

NOTE:

Bidders will be disqualified if this information is not included in the tender documents. Only original documentation is acceptable and faxed copies of literature are unacceptable. Information supplied in an electronic format will be accepted if in PDF format on a CD.

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. G/RFQ-GCC) www.namwater.com.na 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-000/2021**

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

Subject and GCC clause reference	Special Conditions
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is: NamWater Head Office, Windhoek
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.

Subject and GCC clause reference	Special Conditions
Notices GCC 8.1	<p>Any notice shall be sent to the following addresses:</p> <p>For NamWater, the address and the contact name shall be:</p> <p>Procurement Managemnt Unit E-mail: bids@namwater.com.na Private Bag 13389 Windhoek, Namibia.</p> <p>For the Supplier, the address and contact name shall be:</p> <p>_____</p>
Delivery and Documents GCC 13.1	<p>The Goods are to be delivered within 8 weeks 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>
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>NamWater shall make payments not later than thirty days after submission of an invoice and its certification.</p>
Terms of Payment GCC 16.4	<p>The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of Requirements.</p>
Performance Security GCC 18.1	<ul style="list-style-type: none"> (i) No performance security is required

Subject and GCC clause reference	Special Conditions
Packing GCC 23.2	<p>The packing, marking and documentation within and outside the packages shall be: NamWater ,Aigams Building .Northern Industrial Area Windhoek G/RFQ/NW-012/2021</p> <p>The packing of the materials shall be of sufficient quality and design to protect the equipment against any undue damage or stresses during transportation.</p> <p>The fasteners and Gaskets shall be packaged in suitable woven bags with appropriate labelling. The bags shall then be crated for transport and delivery.</p> <p>FASTENERS AND GASKETS FOR EACH BOOSTER STATION SHALL BE CRATED SEPARATELY AND CLEARLY MARKED.</p>
Transportation GCC 25	<p>The Goods shall be delivered: DDP – Delivered Duty Paid</p>
Inspection and Test GCC 26.1	<p>The inspection and tests shall be to ensure conformance to the specifications</p>
Location of Inspection and Tests GCC 26.2	<p>The inspections and tests shall be conducted at: NamWater Aigams Building Northern Industrial Area Windhoek</p>
Liquidated Damages GCC 27.1	<p>Liquidated damages for the whole contract are 0.5% per day. The maximum amount of liquidated damages for the whole contract is 10% of the final contract price.</p>
Warranty GCC 28.3	<p>The period of validity of the warranty shall be: Not applicable</p>
Repair and Replacement GCC 28.5	<p>The period for repair or replacement shall be: Not applicable</p>

Quotation Checklist Schedule

Procurement Reference No.: G/RFQ/NW-012/2022

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		
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		
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		
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;		