

## Request for Quotations Of Goods

### Supply and Delivery of Mechanical Domestic Water Meters

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**Procurement Reference No: G/RFQ/NW-014/2023**

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

**Documents must be posted / delivered to:**

**The Quotation/Bid Box**

**Att: Procurement Management Unit (PMU) ([bids@namwater.com.na](mailto:bids@namwater.com.na))**

Namibia Water Corporation Ltd.

Private Bag 13389

176 Iscor Street, Aigams Building

Windhoek

**Closing Date: Thursday, 30 June 2022 at 11h00**  
**NO LATE BIDS WILL BE ACCEPTED!**

**Letter of Invitation**

[Name and Address of Bidder \_\_\_\_\_]

**Procurement Reference Number: G/RFQ/NW-014/2023**

**14 June 2022**

Dear Bidder,

**Supply and Delivery of Mechanical Domestic Water Meters**

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 (PMU) E-mail:

[bids@namwater.com.na](mailto: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

The NamWater Ltd reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or
- (b) to accept or reject any quotation; and
- (c) to cancel the quotation process and reject all quotations at any time prior to contract award.

## 2. Preparation of Quotations

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

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and

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 **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; this forms must be completed in full.
- (e) have a certificate indicating SME Status (for Bids reserved for SMEs); **NOT APPLICABLE**
- (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;
- (h) Manufacturers Authorization letter

**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 or Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)

**5. Bid Securing Declaration**

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

**6. Delivery**

Delivery shall be **2 weeks** after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted.

**7. Sealing and Marking of Quotations**

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

**8. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at Namibia Water Corporation Ltd Head office, Private Bag 13389, 176 Iscor Street, Ai-//gams Building, Windhoek, not later than **30 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 Quotations**

Quotations will be opened internally by NamWater Ltd 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 Ltd and available to any bidder on request within three working days of the Opening.

**10. Evaluation of Quotations**

NamWater Ltd 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 Ltd'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:

Preference will be given to bidders, who can offer fastest deliveries of meters.

**Not Applicable**

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

**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 Ltd 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:	<b>Namibia Water Corporation Ltd</b>
Procurement Reference Number:	<b>G/RFQ/NW-014/2023</b>
Subject matter of Procurement:	<b>Supply and Delivery of Mechanical Domestic Water Meters</b>

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 BD.**

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	

**Appendix to Quotation Letter**

**BID SECURING DECLARATION**

**(Section 45 of Act)**

**(Regulation 37(1)(b) and 37(5))**

**Date:** .....

**Procurement Ref No.:** G/RFQ/NW-014/2023

**To:** NamWater Ltd

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: **G/RFQ/NW-014/2023**

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.*

## Manufacturer's Authorization

*[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the BDS.]*

Date:

Procurement Ref. No.: **G/RFQ/NW-014/2023**

**To: Namibia Water Corporation Ltd (NamWater)**

WHEREAS

We *[insert complete name of Manufacturer]*  
 \_\_\_\_\_, who are official manufacturers of *[insert type of goods manufactured]* \_\_\_\_\_, having  
 factories at *[insert full address of Manufacturer's factories]*  
 \_\_\_\_\_, do hereby authorize *[insert complete name of Bidder]* \_\_\_\_\_ to submit a bid the  
 purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]* \_\_\_\_\_, and to subsequently  
 negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 28 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

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Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

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Title: *[insert title]* \_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

**Appendix to Bid Submission Form**





## SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

**1. Lot 1: Threaded Connection Semi-Positive Rotary Type Domestic Output (Standard water meter 15/20/25mm with brass tail piece connectors Multi-Jet)**

Prices will **include** a set of 2-off brass tailpiece connectors, comprising of brass tailpieces, brass nuts and fibre washers for each of the domestic water meters

Table 1: Meters ‘Lengths

A	B	C	D
Item no.	Description of Goods	Meter Length (Excluding Connectors)	Make & Model
1.1	Standard <b>Multi-Jet</b> Water Meter 15mm With Brass Tail Piece connectors	165mm	Standard
1.2	Standard <b>Multi-Jet</b> Water Meter 20mm With Brass Tail Piece connectors	195mm	Standard
1.3	Standard <b>Multi-Jet</b> Water Meter 25mm With Brass Tail Piece connectors	225mm	Standard

- These specifications are a supplement to the SABS 1529-1:2006 standard mechanical water meters for cold portable water **up to 50°C** (unless stated otherwise) and will in no way relieve the supplier of the requirements of the relevant specifications.
- These specifications are for the **Supply and Delivery of Mechanical Water Meters.**
- Considering that, the same make and model of items will not necessarily be offered for the same listed item across all size, Bidders shall complete a Technical Compliance Sheet for every different Model of items offered. Supporting literature for every Model of items offered shall therefore also be attached.
- Bidders are requested not to submit offers for items not complying with the technical specifications or where supporting literature cannot be supplied to verify compliance, specifically with regards to coating requirements, drinking water certifications / approvals, and construction / operational specifications.
- The meters must be suitable for horizontal or vertical installation, whichever installation position must not affect metrological performance.
- The design of the meter must be very compact and robust.

- The meter's material of construction should be as follows: brass for the body, while both plastic and metal being acceptable for internal parts.
- The threaded connections of the meters must be positioned against the meter body in such a manner that the possibility of it breaking off is prevented.
- These meters shall perform to accuracy of better than  $\pm 2\%$  error over the meter's operating range; i.e. between the nominal flow rate ( $Q_n$ ) and the maximum flow rate ( $Q_s$ ).
- The domestic water meters must meet or exceed Metrological Class "C".
- The design of the meter shall dictate that the piston axis of the meter be positioned in the vertical plane (when the meter is installed horizontally) to ensure superior starting flow and low flow measuring characteristics.
- The registers must be protected from the water being measured, must be lubricant filled to prevent condensation from forming under the register lens and to ensure ease of reading.
- The register lenses must be made from a thick, transparent polycarbonate material to prevent cracking or discolouring, designed to withstand harsh environmental conditions and to facilitate ease of reading. This lenses must have a protective cover.
- The meter must have an internal disc-type reverse flow restrictor (non-return) to be included to prevent the possibility of water running back.
- The meter fitted with a built-in strainer to prevent some solids from clogging the meter. The strainers of mm size
- Measuring cartridge must replaceable without removing the body of the meter from the pipework for maintenance purposes on the field.
- The serial number of the meter must be clearly visible from the position that the meters are normally read.
- Meters offered shall not be affected by outside magnetic influences.
- Preference will be given to meter types offering very low friction loss characteristics at the nominal flow rate( $Q_n$ ).
- No requirement of straight pipe at inlet and outlet for these specific water meters will be allowed.
- Meters must be designed for use in a cold water up to safe up to  $50^\circ\text{C}$  and a working pressure of PN16.

## 2. Lot 2: Elster Kent H4000 Woltmann-type Flanged mechanical water meters and measuring inserts

- Bidders are requested not to submit offers for items not complying with the technical specifications or where supporting literature cannot be supplied to verify compliance, specifically with regards to coating requirements, drinking water certifications / approvals, and construction / operational specifications.
- The meters must be suitable for horizontal or vertical installation, whichever installation position must not affect metrological performance.
- These meters shall perform to accuracy of better than  $\pm 2\%$  error over the meter's operating range; i.e. between the nominal flow rate ( $Q_n$ ) and the maximum flow rate ( $Q_s$ ).
- The water meters must meet or exceed Metrological Class "B".
- The design of the meter shall dictate that the piston axis of the meter be positioned in the vertical plane (when the meter is installed horizontally) to ensure superior starting flow and low flow measuring characteristics.
- The registers must be protected from the water being measured, must be lubricant filled to prevent condensation from forming under the register lens and to ensure ease of reading.
- The register lenses must be made from a thick, transparent polycarbonate material to prevent cracking or discolouring, designed to withstand harsh environmental conditions and to facilitate ease of reading. These lenses must have a protective cover.
- The meter fitted with a built-in strainer to prevent some solids from clogging the meter. The strainers of mm size
- Measuring cartridge must replaceable without removing the body of the meter from the pipework for maintenance purposes on the field.
- The serial number of the meter must be clearly visible from the position that the meters are normally read.
- Meters offered shall not be affected by outside magnetic influences.
- Preference will be given to meter types offering very low friction loss characteristics at the nominal flow rate( $Q_n$ ).
- No requirement of straight pipe at inlet and outlet for these specific water meters will be allowed.

- Meters must be designed for use in a cold water up to safe up to 50°C and a working pressure of PN16.

### ***SUPPORTING LITERATURE***

All offers shall be accompanied with detailed supporting literature for all meters to enable NamWater to evaluate the conformity to specification and include additional features.

### **Offers with insufficient details or information will not be considered.**

The following minimum information, where applicable, is required:

- Minimum straight pipe lengths required
- Sectional drawing indicating parts, materials of construction and dimensions
- Make, model and country of manufacture
- Meter friction losses and accuracy across the metering range
- Operating and Test pressure

**Offers will be disqualified if the required supporting literature is not submitted. Only original documentation will be accepted. Supporting literature supplied on a compact disk, flash drive in electronic format (PDF only) or hard copy (attached to the Bid document) will be acceptable.**

### ***TRANSPORT, STORAGE & HANDLING***

The items shall be adequately packaged and supported during transit to ensure the items are not subjected to undue damages or stress during transportation.

The manufacturer shall indicate any special requirements with regard to the handling and installation of the water meters.

Delivery will only be deemed complete if NamWater received the following documentation, certified by the manufacturer:

- A complete operating manual including technical information supplied
- A workshop/maintenance manual containing detail on servicing

The above data shall be submitted in PDF format and one hard copy for each unit.

No payment will be made unless all documentation has been received.



*WARRANTY*

**The bidder must provide a warranty of minimum 18 months on performance and mechanical wear from the day of delivery as a commitment on quality of offered items.**

All water meters and equipment will be tested and inspected prior to despatch. In the event of defects resulting from faulty workmanship or materials, such goods will be replaced/repared at the bidder's discretion, free of charge at the factory.

## **SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET**

Bidders should complete columns B and C with the specification of the goods offered. Also state “comply” or “not comply” and give details of any non-compliance. **Failure to comply may result in disqualification from the bidding process.**

<i>Technical Specification Required</i>	<i>Compliance and Substantiating Annexure Number</i>	<i>Details of Non-Compliance or Relevant Annexure Number</i>
<i>A</i>	<i>B</i>	<i>C</i>
<b>1. Mechanical Water Meters: General Requirements</b>		
<b>1.1 Standard Multi-Jet Water Meter 15mm With Brass Tail Piece connectors</b>		
Metter offered is of multi-jet type?	Yes/No	
Nominal flow rate(Qn) of meter (m <sup>3</sup> /h)	.....	N/A
Meters accuracy are within ±2% error at nominal flow rate (Qn)?	Yes/No	
Maximum flow rate (Qs) of meter (m <sup>3</sup> /h)	.....	N/A
Meters accuracy are within ±2% error at maximum flow rate (Qs)?	Yes/No	
2-Off Tail pieces, nuts & washers included for each meter	Yes/No	
Maximum Working Pressure is 1600kPa (16 bar) – PN16	Yes/No	
Body length 165 mm	Yes/No	
15mm (BSPT) thread connection	Yes/No	
Material construction of the meter's body	.....	N/A
Material construction of the meter's body	.....	N/A
Meters confirm to specifications of SABS 1529-1:2006. (Includes supporting literature)	Yes/No	

Meters are tested & sealed in compliance with SANS 10378:2005 in a SANS approved laboratory in South Africa (Includes supporting literature)	Yes/No	
Meters are suitable for Horizontal & Vertical installation	Yes/No	
Meters meet or exceed Metrological Class C	Yes/No	
Meters registers protected from the water being measuring, are lubricant filled	Yes/No	
Meter fitted with a built-in non-return valve?	Yes/No	
Meter fitted with a built-in strainer for maintenance in the field?	Yes/No	
Measuring cartridge is replaceable without removing the body of the meter from the pipework?	Yes/No	
Serial numbers will be clearly visible?	Yes/No	
Meters will not be affected by outside magnetic influences?	Yes/No	
<b>1.2 Standard Multi-Jet Water Meter 20mm With Brass Tail Piece connectors</b>		
Metter offered is of multi-jet type?	Yes/No	
Nominal flow rate(Qn) of meter (m <sup>3</sup> /h)	.....	N/A
Meters accuracy are within ±2% error at nominal flow rate (Qn)?	Yes/No	

Maximum flow rate (Qs) of meter (m <sup>3</sup> /h)	.....	N/A
Meters accuracy are within ±2% error at maximum flow rate (Qs)?	Yes/No	
2-Off Tail pieces, nuts & washers included for each meter	Yes/No	
Maximum Working Pressure is 1600kPa (16 bar) – PN16	Yes/No	
Body length 195 mm	Yes/No	
20mm (BSPT) thread connection	Yes/No	
Material construction of the meter's body	.....	N/A
Material construction of the meter's body	.....	N/A
Meters confirm to specifications of SABS 1529-1:2006. (Includes supporting literature)	Yes/No	
Meters are tested & sealed in compliance with SANS 10378:2005 in a SANS approved laboratory in South Africa (Includes supporting literature)	Yes/No	
Meters are suitable for Horizontal & Vertical installation	Yes/No	
Meters meet or exceed Metrological Class C	Yes/No	
Meters registers protected from the water being measuring, are lubricant filled	Yes/No	

Meter fitted with a built-in non-return valve?	Yes/No	
Meter fitted with a built-in strainer for maintenance in the field?	Yes/No	
Measuring cartridge is replaceable without removing the body of the meter from the pipework?	Yes/No	
Serial numbers will be clearly visible?	Yes/No	
Meters will not be affected by outside magnetic influences?	Yes/No	
<b>1.3 Standard Multi-Jet Water Meter 25mm With Brass Tail Piece connectors</b>		
Metter offered is of multi-jet type?	Yes/No	
Nominal flow rate(Qn) of meter (m <sup>3</sup> /h)	.....	N/A
Meters accuracy are within ±2% error at nominal flow rate (Qn)?	Yes/No	
Maximum flow rate (Qs) of meter (m <sup>3</sup> /h)	.....	N/A
Meters accuracy are within ±2% error at maximum flow rate (Qs)?	Yes/No	
2-Off Tail pieces, nuts & washers included for each meter	Yes/No	
Maximum Working Pressure is 1600kPa (16 bar) – PN16	Yes/No	
Body length 225 mm	Yes/No	

25mm (BSPT) thread connection	Yes/No	
Material construction of the meter's body	.....	N/A
Material construction of the meter's body	.....	N/A
Meters confirm to specifications of SABS 1529-1:2006. (Includes supporting literature)	Yes/No	
Meters are tested & sealed in compliance with SANS 10378:2005 in a SANS approved laboratory in South Africa (Includes supporting literature)	Yes/No	
Meters are suitable for Horizontal & Vertical installation	Yes/No	
Meters meet or exceed Metrological Class C	Yes/No	
Meters registers protected from the water being measuring, are lubricant filled	Yes/No	
Meter fitted with a built-in non-return valve?	Yes/No	
Meter fitted with a built-in strainer for maintenance in the field?	Yes/No	
Measuring cartridge is replaceable without removing the body of the meter from the pipework?	Yes/No	
Serial numbers will be clearly visible?	Yes/No	

Meters will not be affected by outside magnetic influences?	Yes/No	
<b>1.4 Standard Mechanical Water Meter 40mm With flange connectors</b>		
Meter offered is of Woltmann Type.	Yes/No	
Nominal flow rate(Qn) of meter (m <sup>3</sup> /h)	.....	N/A
Meters accuracy are within ±2% error at nominal flow rate (Qn).	Yes/No	
Maximum flow rate (Qs) of meter (m <sup>3</sup> /h)	.....	N/A
Meters accuracy are within ±2% error at maximum flow rate (Qs).	Yes/No	
Maximum Working Pressure is 1600kPa (16 bar) – PN16	Yes/No	
Epoxy Powder Coated Body & Cover	Yes/No	
Material construction of the meter's body	.....	N/A
Meters confirm to specifications of ISO4064. (Includes supporting literature)	Yes/No	
Meters are tested & sealed in compliance with SANS 10378:2005 in a SANS approved laboratory (Includes supporting literature)	Yes/No	
Meters are suitable for Horizontal & Vertical installation	Yes/No	



Meters meet or exceed Metrological Class C	Yes/No	
Meters registers protected from the water being measuring, are lubricant filled	Yes/No	
Measuring cartridge is replaceable without removing the body of the meter from the pipework.	Yes/No	
Serial numbers will be clearly visible.	Yes/No	
Meters will not be affected by outside magnetic influences.	Yes/No	
<b>1.5 Standard Mechanical Water Meter 50mm With flange connectors</b>		
Meter offered is of Woltmann Type.	Yes/No	
Nominal flow rate(Qn) of meter (m <sup>3</sup> /h)	.....	N/A
Meters accuracy are within ±2% error at nominal flow rate (Qn).	Yes/No	
Maximum flow rate (Qs) of meter (m <sup>3</sup> /h)	.....	N/A
Meters accuracy are within ±2% error at maximum flow rate (Qs).	Yes/No	
Maximum Working Pressure is 1600kPa (16 bar) – PN16	Yes/No	
Epoxy Powder Coated Body & Cover	Yes/No	

Material construction of the meter's body	.....	N/A
Meters confirm to specifications of ISO4064. (Includes supporting literature)	Yes/No	
Meters are tested & sealed in compliance with SANS 10378:2005 in a SANS approved laboratory (Includes supporting literature)	Yes/No	
Meters are suitable for Horizontal & Vertical installation	Yes/No	
Meters meet or exceed Metrological Class B	Yes/No	
Meters registers protected from the water being measuring, are lubricant filled	Yes/No	
Measuring cartridge is replaceable without removing the body of the meter from the pipework.	Yes/No	
Serial numbers will be clearly visible.	Yes/No	
Meters will not be affected by outside magnetic influences.	Yes/No	
<b>1.5 Elster H4000 50mm Mechanical Water Meter inner mechanism</b>		
Measuring Mechanism is for Elster Kent H4000 Woltmann type 50mm flanged water meter	Yes/No	
Nominal flow rate(Qn) of meter measuring mechanism (m <sup>3</sup> /h)	.....	N/A

Meter measuring Mechanism accuracy are within $\pm 2\%$ error at nominal flow rate ( $Q_n$ ).	Yes/No	
Maximum flow rate ( $Q_s$ ) of meter ( $m^3/h$ )	.....	N/A
Meter measuring Mechanism accuracy are within $\pm 2\%$ error at maximum flow rate ( $Q_s$ ).	Yes/No	
Maximum Working Pressure is 1600kPa (16 bar) – PN16	Yes/No	
Epoxy Powder Coated Body & Cover	Yes/No	
Material construction of the meter's Mechanism body	.....	N/A
Meter measuring Mechanism confirm to specifications of ISO4064. (Includes supporting literature)	Yes/No	
Meters are tested & sealed in compliance with SANS 10378:2005 in a SANS approved laboratory (Includes supporting literature)	Yes/No	
Meters are suitable for Horizontal & Vertical installation	Yes/No	
Meter measuring Mechanism meet or exceed Metrological Class B	Yes/No	
Meter registers protected from the water being measuring, are lubricant filled	Yes/No	
Serial numbers will be clearly visible.	Yes/No	

Meters will not be affected by outside magnetic influences.	Yes/No	
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<b>2. General Requirements</b>		
Warranty Period of Meters is 18 months from delivery date.	Yes/No	
Warranty Conditions: faulty workmanship and/or materials	Yes/No	
Warranty Conditions (Any other)	..... ..... .....	

**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** on the website of NamWater Ltd ([www.namwater.com.na](http://www.namwater.com.na)) except where modified by the Special Conditions below.

## **SECTION VII: 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-014/2023**

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

Subject and GCC clause reference	Special Conditions
<b>Purchaser</b> GCC 1.1(h)	The purchaser is: <b>Namibia Water Corporation Ltd</b>
<b>Site</b> GCC 1.1(m)	The Site/final destination for delivery of the Goods is: <ul style="list-style-type: none"> <li>• <b>LOT 1: NamWater, Windhoek</b></li> <li>• <b>LOT 2: NamWater, Keetmanshoop</b></li> </ul>
<b>Incoterms Edition</b> GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices</b> GCC 8.1	<p>Any notice shall be sent to the following addresses:            The Accounting Officer            Private Bag 13389            Windhoek, Namibia.</p> <p>For NamWater Ltd, the address and the contact name shall be:</p> <p><b>Att: Procurement Management Unit (PMU)</b>  <b>Namibia Water Corporation Ltd.</b>  <b>176 Iscor Street, Aigams Building</b>  <b>Windhoek</b>  <b>E-mail: <a href="mailto:bids@namwater.com.na">bids@namwater.com.na</a></b></p> <p>For the Supplier, the address and contact name shall be:</p> <p>_____</p>

Subject and GCC clause reference	Special Conditions
<b>Disputes</b> <b>GCC 10.2</b>	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: In the case of a dispute between the Purchaser and a Supplier who is a national of Namibia, the dispute shall be referred to adjudication or arbitration in accordance with the laws of Namibia.
<b>Delivery and Documents</b> <b>GCC 13.1</b>	The Goods are to be delivered within 2 <b>weeks</b> from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note; (b) Invoice
<b>Price Adjustment</b> <b>GCC 15.1</b>	The price charge for the Goods supplied and the related Services performed <b>shall not</b> be adjustable.  If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used
<b>Terms of Payment</b> <b>GCC 16.1</b>	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
<b>Terms of Payment</b> <b>GCC 16.3</b>	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment</b> <b>GCC 16.4 (a)</b>	The price <b>shall not be</b> adjustable to the fluctuation in the rate of exchange.
<b>Payment Period</b> <b>GCC 16.5</b>	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:  i) <b>On Acceptance:</b> 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.
<b>Packing</b> <b>GCC 23.2</b>	The packing, marking and documentation within and outside the packages shall be:  <b>Procurement Ref No. G/RFQ/NW-014/2023</b>  <b>Supply and Delivery of Mechanical Domestic Water Meters</b>

Subject and GCC clause reference	Special Conditions
<b>Insurance GCC 24.1</b>	The insurance should be covered as described in <b>Delivery Duty Paid (DDP)</b>
<b>Transportation GCC 25</b>	The Goods shall be delivered: <b>DDP.</b>
<b>Inspection and Test GCC 26.1</b>	The inspection and tests shall be: <b>Physical inspection will be conducted at delivery</b>
<b>Location of Inspection and Tests GCC 26.2</b>	The inspections and tests shall be conducted at: <ul style="list-style-type: none"> <li>• <b>LOT 1 NAMWATER WINDHOEK</b></li> <li>• <b>LOT 2: NAMWATER KEETMANSHOOP</b></li> </ul>
<b>Liquidated Damages GCC 27.1</b>	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.
<b>Warranty GCC 28.3</b>	The period of validity of the warranty shall be: <b>18 months</b>  For the purpose of the Warranty, the place(s) of the final destination(s) shall be: <ul style="list-style-type: none"> <li>• <b>LOT1(9×20mm and 11×25mm): NAMWATER KEETMANSHOOP</b></li> <li>• <b>LOT 1 (Remainder): NAMWATER OSHAKATI</b> <b>LOT 2: NAMWATER KEETMANSHOOP</b></li> </ul>
<b>Repair and Replacement GCC 28.5</b>	The period for repair or replacement shall be: <b>30 day(s)</b>



**SCHEDULE 1**

**COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT**

<b>COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT</b>		
	<b>N\$</b>	<b>N\$</b>
<b>Raw Materials, Accessories &amp; Components</b>		
• Imported (CIF)	.....	
• Local (VAT & Excise Duty Fee)	.....	.....
<b>Labour Cost</b>		
• Direct Labour	.....	.
• Clerical Wages	.....	.
• Salaries to Management	.....	.....
<b>Utilities</b>		
• Electricity	.....	
• Water	.....	
• Telephone	.....	.....
<b>Depreciation</b>	.....	
<b>Interest on Loans</b>	.....	
<b>Rent</b>	.....	.....
<b>Other (please specify)</b>		
• .....	.....	
• .....	.....	
• .....	.....	.....
<b>TOTAL COST</b>		

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

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

**SCHEDULE 2****QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: G/RFQ/NW-014/2023**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Evidences for conformity of Goods		
Bid securing declaration		
Manufacturers Authorization letter		
Valid company Registration Certificate Copy from <b>Ministry of Trade and Industry</b>		
Original valid good standing Tax Certificate from <b>Inland Revenue</b> or a valid certified copy of an original certified by the Namibian Police of good standing Tax Certificate		
Original valid good Standing Certificate from <b>Social Security Commission</b> 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 <b>Employment Equity Commissioner</b> that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		
Supporting Literature for the meter: lengths, losses, accuracy, flow rates, pressure, etc.		

**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.