

Request for Sealed Quotation For Goods

Supply and delivery of Filter Sand for the Hardap Purification Plant

Procurement Reference No: G/RFQ/NW-015/2023

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 (+264 61 71 2015, bids@namwater.com.na)

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

Closing Date: Thursday, 16 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 21 074

Letter of Invitation

[Name and Address of Bidder _____]

[Procurement Reference Number: G/RFQ/NW-015/2023

24 May 2022

Supply and delivery of Filter Sand for the Hardap Purification Plant

Dear Bidder,

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 2015, 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

The 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 Section
- (b) The Specifications and Compliance Sheet in Section and
- (c) The Bid Securing Declaration

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 Bids

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; or where certificate has expired bidder should submit a confirmation letter from the Employment Equity Commission indicating that the employer did submit the report for the period following.;
- (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.
- (g) Submit Datasheets that indicate the compliance of the sand to the specifications outlined in Section IV and Section V.

The obligatory documents indicated above, are acceptable as follows:

- A valid original document; or
- 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 within **4-6 weeks** after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted.

7. Sealing and Marking of Quotations

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 Quotations

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 **Thursday, 09 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

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 of the NamWater and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

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, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements. 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

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.

Partial award is not allowed.

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 – 015/2023
Subject matter of Procurement:	Supply and delivery of Filter Sand for the Hardap Purification 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	

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:[insert complete name of Public Entity and address]

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.*

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Filter Sand

The filter sand is to have the below specifications as minimum:

- Suitable for raw water filter bed applications in a purification plant

Effective grain size: 1.25mm

Sand type: Silica

Uniformity Coefficient: Approximately 1.47

1. SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/NW-015/2023

Bidders should complete column B with the specification of the goods offered and **attach annexures with detailed Relevant technical literature substantiating compliance and refer to such annexures in column B.** Offers of equipment failing to comply with one or more of the specifications shall be disqualified. **Failure to complete column B of the Technical Compliance Sheet shall result in disqualification.**

Technical Specification	Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B</i>	<i>C</i>
Filter Sand		
Effective Grain size 1.25mm		
Silica Sand type		
Approximately 1.47 Uniformity coefficient		

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 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 VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/NW- 015/2023**

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
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is NamWater Hardap Purification Plant
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For NamWater, the address and the contact name shall be: Mr. Abraham Nehemia (Tel: +264 61 71 2225, E-mail: NehemiaA@namwater.com.na Private Bag 13389 Windhoek, Namibia. For the Supplier, the address and contact name shall be:
Delivery and Documents GCC 13.1	The Goods are to be delivered within 4-6 weeks 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
Price Adjustment GCC 15.1	The price charge for the Good supplied and related Services performed shall not be adjustable.
Terms of Payment GCC 16.1	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

Subject and GCC clause reference	Special Conditions
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	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.
Performance Security GCC 18.1	Not Applicable
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: Not applicable
Insurance GCC 24.1	The insurance coverage shall be as specified in the Incoterms 2010
Transportation GCC 25	The Goods shall be delivered: DDP – Delivered Duty Paid
Inspection and Test GCC 26.1	The inspection and tests shall be to ensure conformance to the specifications
Location of Inspection and Tests GCC 26.2	<p>The inspections and tests shall be conducted at:</p> <p>NamWater Hardap Purification Plant Mariental District</p> <p>NamWater will inspect all items upon delivery to ascertain if sizes and specifications meet the requirement. NamWater will not send a technical person to go inspect the items at the factory, the onus thus rest with the supplier to ensure that all items are to specifications before delivery is made to NamWater.</p> <p>Payment will only be made if all the delivered items are to specifications.</p>
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract is 0.5% per week or part thereof The maximum amount of liquidated damages for the whole contract is 10% of the final contract price.
Warranty GCC 28.3	The warranty period for the items shall be 12 months from date of delivery. The Supplier shall rectify, free of charge, any defects developing under proper use and arising solely from faulty materials, faulty designs, faulty workmanship and unacceptable deviation from performance criteria as specified in this document.
Repair and Replacement GCC 28.5	The period for repair or replacement shall take place as soon as is reasonably practicable, but shall not shall not exceed the offered delivery period.

SCHEDULE 2
QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/NW-015/2023

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Submit Datasheets		
Warranty certificate		
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;		