



# Request for Sealed Quotations for Goods

## Supply and Delivery of Two (2) Shipping Dry Containers with Roof Structures for Mariental Prepaid Meter Installations

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**Procurement Reference No: G/RFQ/NW –027/2027**

|                                 |              |                |
|---------------------------------|--------------|----------------|
| <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 (+264 61 71 2041, [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, 23 July 2026 at 11h00  
NO LATE BIDS WILL BE ACCEPTED!**

## **NOTICE TO BIDDERS**

- ☐ **Please take note of initializing all pages of the standard bidding document and initial all the supporting documents including company profiles, brochures, etc.**
- ☐ **Take note to sign all relevant pages as stipulated in the bidding standard document.**

**Copies of documents not 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) will not 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-025/2027**

**16 July 2026**

Dear Bidder,

### **Request for Quotations for Supply and Delivery of Two (2) Shipping Dry Containers with Roof Structures for Mariental Prepaid Meter Installations**

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 [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**

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 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
- (d) any other attachment deemed appropriate.

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 120 days from the date of submission deadline.

### **4. Eligibility Criteria**

To be eligible to participate in this Quotation exercise, you should:

- (a) Have a certified copy (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)), of a company Registration Document;
- (b) Have an original or a certified copy (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)), of a valid Good Standing Tax Certificate, as certified by the Commissioner of Oath.
- (c) Have a valid good Standing Social Security Certificate,
- (d) Have a valid certified copy (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)), 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 a valid certified copy of the original document, as certified by the Commissioner of Oath;
- (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.

- (g) Supporting information/literature for all the items offered to substantiate compliance, where applicable.
- (h) A Bidder that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission or thereafter, shall be disqualified.

Bids from service providers appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.

Links for checking the ineligibility lists are available at:

- Republic of Namibia, Procurement Policy Unit

<https://egp2.gov.na/forms/SearchSuspendedBidders.jsf>

- African Development Bank

<https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures>

- Asian Development Bank

<http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenView&count=999>

- European Bank for Reconstruction and Development

<http://www.ebrd.com/pages/about/integrity/list.shtml>

- Inter-American Development Bank Group

<http://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals,1293.html>

- World Bank Group

<http://www.worldbank.org/en/projects-operations/procurement/debarred-firms>

## 5. Bid Securing Declaration

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

## 6. Delivery

Delivery shall be **6 weeks** after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable.

6.1. The following tests and inspections will be conducted on the goods at delivery:

- Testing of functionality

## 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 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, 23 July 2026 at 11h00**. Quotations by post or hand delivered should reach Private Bag 13389 by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

## 9. Opening of Quotations

Quotations will be opened internally by NamWater 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 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 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.

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.**

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 the contract shall be by the 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 awarding 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, NamWater 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-027/2027</b>                                                                                                     |
| Subject matter of Procurement: | <b>Supply and Delivery of Two (2) Shipping Dry Containers with Roof Structures for Mariental Prepaid Meter Installations</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 *[insert number of 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

**Witten undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015**

#### 1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number: .....

Industry/Sector: .....

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

#### 2. PROCUREMENT DETAILS

Procurement Reference No.: .....

Procurement Description: .....

.....

.....

Anticipated Contract Duration: .....

Location where work will be done, good/services will be delivered: .....

.....

### 3. UNDERTAKING

I ..... *[insert full name]*, owner/representative

of .....*[insert full name of company]*

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

**Signature:** .....

**Date:** .....

**Seal:**.....

*Please take note:*

1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

### SECTION III: LIST OF GOODS AND PRICE SCHEDULE

**QUOTATION FOR: Supply and Delivery of Two (2) Shipping Dry Containers with Roof Structures for Mariental Prepaid Meter Installations**

**Procurement Ref No. G/RFQ/NW-027/2026**

| INSTRUCTIONS TO THE PUBLIC ENTITY                                                                                                 |                                                                                |                      |                     | INSTRUCTIONS TO BIDDERS                                                                                                                                                                                                                                                                                                                                                                 |                                       |                                   |             |                                       |                         |
|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|----------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-----------------------------------|-------------|---------------------------------------|-------------------------|
| At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.<br>[To be filled by the Public Entity] |                                                                                |                      |                     | <u>Bidders shall fill-in columns E - I and fill the total</u><br>E= mark with a *if an equivalent is quoted<br>F= Rate per unit                                  G=Total price for one item ( C x F)<br>• If an equivalent is quoted, please attach to your quote appropriate technical information & specification<br>• Bidders shall fill in and sign the bottom section of this page |                                       |                                   |             |                                       |                         |
| A                                                                                                                                 | B                                                                              | C                    | D                   | E                                                                                                                                                                                                                                                                                                                                                                                       | F                                     | G                                 | H           | I                                     |                         |
| Ite<br>m<br>no.                                                                                                                   | Description of Goods                                                           | Quantity<br>required | Unit of<br>measures | *                                                                                                                                                                                                                                                                                                                                                                                       | Price per<br>unit<br>NAD <sup>1</sup> | Total price<br>without VAT<br>NAD | VAT:<br>NAD | Delivery<br>weeks)<br>(days/m<br>onth | Country<br>of<br>Origin |
| 1.                                                                                                                                | 3m Long Dry Shipping Container (Two Compartments) complete with Roof Structure | 2                    |                     |                                                                                                                                                                                                                                                                                                                                                                                         |                                       |                                   |             |                                       |                         |
|                                                                                                                                   |                                                                                |                      |                     |                                                                                                                                                                                                                                                                                                                                                                                         |                                       |                                   |             |                                       |                         |
|                                                                                                                                   |                                                                                |                      |                     |                                                                                                                                                                                                                                                                                                                                                                                         |                                       |                                   |             |                                       |                         |
|                                                                                                                                   |                                                                                |                      |                     |                                                                                                                                                                                                                                                                                                                                                                                         | <b>TOTAL</b>                          |                                   |             |                                       |                         |
| 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**

### **1. GENERAL**

This Bidding document calls for the supply and delivery of stand-alone, two and three compartment of fully insulated shipping dry containers with roof structures, purpose built for the housing of prepaid meter switchgear, pipework and Town Council access as part of the Prepaid Meter Installations projects.

All welding on containers will be in accordance with SANS 10044 for steel fusion welding.

### **2. Operational Environment**

The containers shall maintain their structural and weather-tight integrity in hot and wet environment with temperature ranging from -20°C to 50°C.

### **3. Handling**

The containers should be capable of being handled without distorting in shape and losing its structural integrity:

- i. Lifting full by its top corner castings by means of spreaders,
- ii. Lifting full by its bottom corner castings by means of fitting at a sling angle of 45°

### **4. Transportation**

The container should be constructed to be suitable for transportation on a truck. The chassis secured at its bottom corner castings.

### **5. Container Type**

Container Type: Dry Cargo/Steel Container with standard double doors

Description: General purpose steel container for dry cargo.

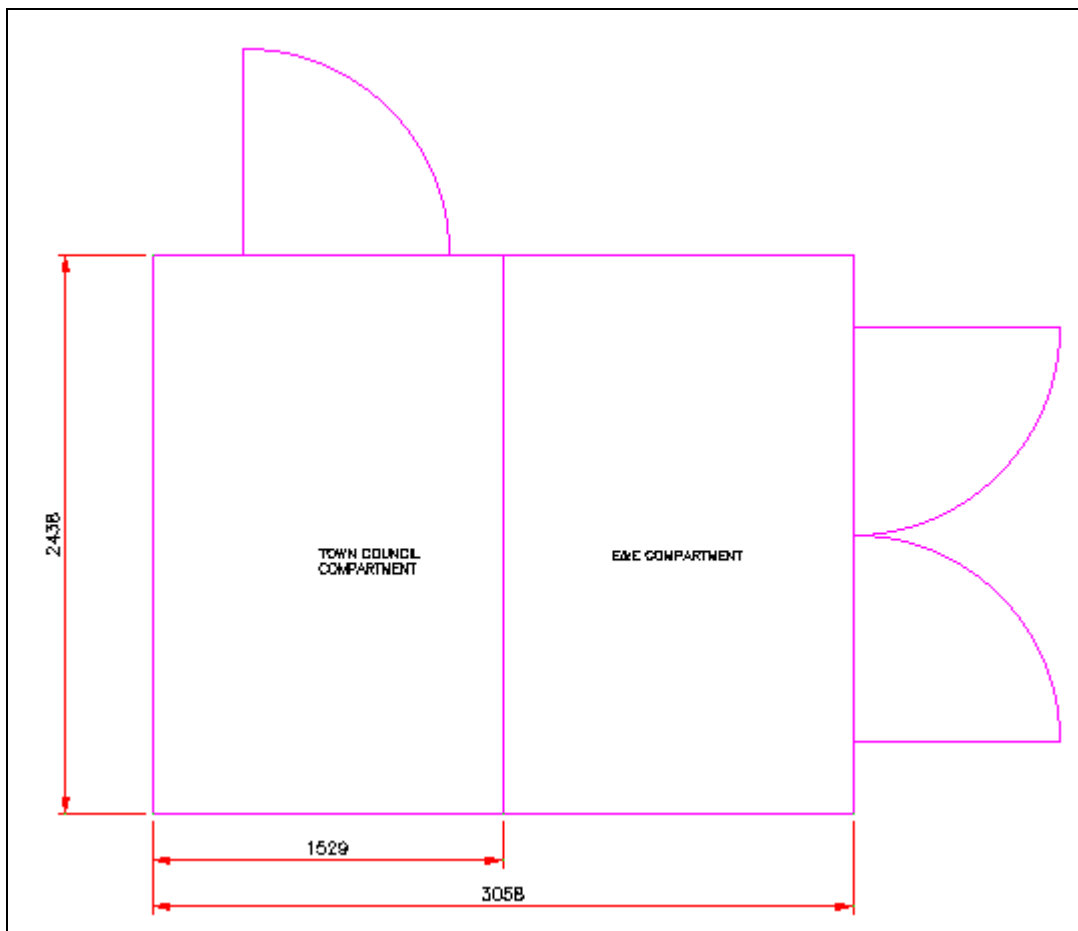
### **6. Delivery**

Delivery of the container should be done at NamWater Head Office, 176 Iscor Street, Northern Industrial Area, Windhoek.

## 7. Dimensions & DESIGNS

### i) Dimensions for 3m long, Two Compartment Container

| Parameter (Approx.)                   |        | Millimeters (mm) |
|---------------------------------------|--------|------------------|
| External Dimensions                   | Length | 3058             |
|                                       | Width  | 2438             |
|                                       | Height | 2591             |
| Compartment 1<br>(Town Council)       | Length | 1529             |
|                                       | Width  | 2438             |
|                                       | Height | 2340             |
| Compartment 2<br>(Mechanical and E&E) | Length | 1529             |
|                                       | Width  | 2438             |
|                                       | Height | 2340             |
| Additional Door (1x)                  | Width  | 900              |
|                                       | Height | 2100             |



**Fig 1. Proposed Design for 3m Long, Two Compartment Containers**

## 8. Modifications

### 8.1 Additional Steel Panel Doors on Containers complete with Handles and Lock-Sets

The shipping container standard double door shall be located on one end of the container. These standard double doors shall lead into one of the compartments.

Additional steel doors as indicated in Figure 1 & 2 shall be installed, leading into the compartments as indicated. The additional door for the two compartment containers shall be located on the side of the container. One of the two additional doors for the three compartment containers shall be fitted on the side of the middle compartment and the other additional door shall be fitted on the opposite end of the double doors as indicated in Fig. 2.

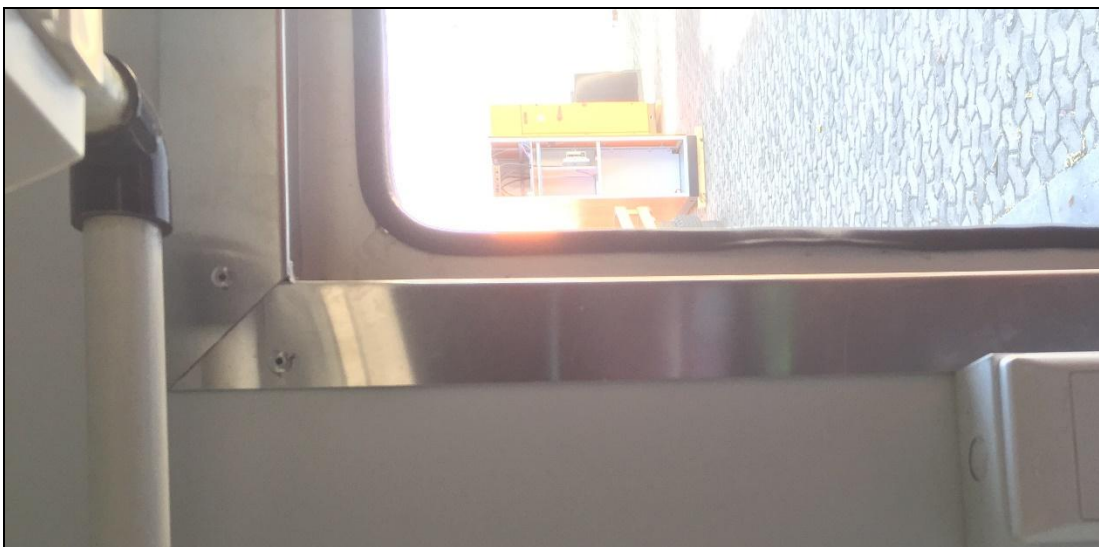
All additional steel doors shall be fitted to the container by very robust mild steel or stainless steel hinge pins, which do not restrict the door's movement. The door shall thus be able to open nearly 180° from the closed position.

Dimensions: 2100 mm high x 900 mm wide x 40mm thick.

The additional doors shall be manufactured from mild steel equivalent to that of standard container double doors.

### 8.2 Interior Walls

- All interior walls of the containers will be fitted with 40mm thick insulated Chromadek panels.
- Colour - White.
- Flooring - Standard container wood board floor shall be used for all compartments.
- All insulating panel edges shall be covered with aluminum strips as shown in Picture 1 below.



**Picture 1: Example of Aluminium strips for insulating panel edges**

### 8.3 Partition between Compartments (Divider Panel)

- The partition (divider panel) between each compartment will be constructed from 4mm thick reinforced (for stiffness) mild steel sheets.
- Both sides of the steel sheets will be insulated as described under Par 8.2 regarding the interior walls.

### 8.4 Exterior Surface

- Exterior surface of the containers will be wire-brushed cleaned, painted with two layers of zinc chromate primer to protect surfaces from corroding.
- A final layer of off-white (matt) enamel paint will be painted on top of the primer paint.

### 8.5 Roof Structure

- A roof structure for each container will be manufactured and supplied by the Tenderer, but not fitted/welded onto the containers. These structures with sheets will be supplied to NamWater separately from the containers. The reason for this is that transport of containers with the roof structures fitted will not legally be possible because of the height.
- The Klip-lock roof sheeting should also be removed from the roof structure frame after confirmation of fitment. The sheets will then also be transport separately to prevent any damages. NamWater will also then fit the sheets on the structure on-site as per design.
- The complete roof structures with sheets will be fitted/welded on top of the containers by NamWater on site.
- An A3 design drawing for the roof structures is attached in **Appendix A**. The Tenderer shall quote to manufacture and supply the exact structure as indicated in this drawing.
- The length of the roof structure should be adjusted according to the length of the different containers, with an overhang of 500 mm on the ends as indicated in the drawing.
- **NOTE:** The 3 m long container's roof structure shall be supplied with two trusses.

### INSPECTIONS

The manufacturer will notify Namwater at least **14 days** in advance when the containers will be ready for inspections. Furthermore, the manufacturer is required to submit a quality management plan before commencing with manufacturing to be signed by NamWater.

Namwater may send at least two technical personnel for the inspections. The travel expenses will be for Namwater's own account.

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/NW-027/2027**

*[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.]*



| 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>                                             |
| <b>1.</b> | <b>GENERAL</b>                                                                                         |                                     |                                                      |
|           | Containers with roof structures as specified will be supplied                                          | <b>Yes/No</b>                       |                                                      |
|           | Welding in accordance with SANS 10044 for steel fusion welding                                         | <b>Yes/No</b>                       |                                                      |
| <b>2.</b> | <b>OPERATIONAL ENVIRONMENT</b>                                                                         |                                     |                                                      |
|           | Containers shall maintain structural & weather tight integrity with temperature between -20° C & 50 °C | <b>Yes/No</b>                       |                                                      |
| <b>3.</b> | <b>HANDLING</b>                                                                                        |                                     |                                                      |
|           | Containers will not distort in shape or lose its structural integrity when lifted at:                  |                                     |                                                      |
|           | At top corner castings                                                                                 | <b>Yes/No</b>                       |                                                      |
|           | At bottom corner castings                                                                              | <b>Yes/No</b>                       |                                                      |
| <b>4.</b> | <b>TRANSPORTATION</b>                                                                                  |                                     |                                                      |
|           | Container is suited for transportation                                                                 | <b>Yes/No</b>                       |                                                      |

|           |                       |               |  |
|-----------|-----------------------|---------------|--|
| <b>5.</b> | <b>CONTAINER TYPE</b> |               |  |
|           | Container Type        |               |  |
|           | Container Description |               |  |
| <b>6.</b> | <b>DELIVERY</b>       |               |  |
|           | At NamWater, Windhoek | <b>Yes/No</b> |  |

|           |                                                                   |                              |  |
|-----------|-------------------------------------------------------------------|------------------------------|--|
| <b>7.</b> | <b>DIMENSIONS &amp; DESIGNS</b>                                   |                              |  |
|           | i) 3m Long, Two Compartment Container:                            |                              |  |
|           | External Dimensions                                               | Length:<br>Width:<br>Height: |  |
|           | Compartment 1                                                     | Length:<br>Width:<br>Height: |  |
|           | Compartment 2                                                     | Length:<br>Width:<br>Height: |  |
|           | Additional Door                                                   | Width:<br>Height:            |  |
| <b>8.</b> | <b>MODIFICATIONS</b>                                              |                              |  |
| 8.1       | <b>Additional Doors:</b>                                          |                              |  |
|           | Additional doors installed with handles and lock-set as specified | <b>Yes/No</b>                |  |
|           | Additional doors will be fitted at positions as specified         | <b>Yes/No</b>                |  |
|           | Additional doors will be able to open nearly 180°                 | <b>Yes/No</b>                |  |

|     |                        |
|-----|------------------------|
| 8.2 | <b>Interior Walls:</b> |
|-----|------------------------|

|     |                                                     |               |  |
|-----|-----------------------------------------------------|---------------|--|
|     | Insulated interior as to specifications             | <b>Yes/No</b> |  |
|     | Colour                                              |               |  |
|     | Flooring                                            |               |  |
|     | Aluminum strips will be fitted to insulating edges  | <b>Yes/No</b> |  |
| 8.3 | <b>Partition Walls</b>                              |               |  |
|     | Mild Steel 4mm thick will be used                   | <b>Yes/No</b> |  |
|     | Walls will be reinforced for stiffness              | <b>Yes/No</b> |  |
|     | Walls will be insulated on both sides               | <b>Yes/No</b> |  |
| 8.4 | <b>Exterior Surfaces</b>                            |               |  |
|     | Exterior wire-brushed & primed (2x layers)          | <b>Yes/No</b> |  |
|     | Final layer with off-white enamel paint             | <b>Yes/No</b> |  |
| 8.5 | <b>Roof Structure</b>                               |               |  |
|     | Roof structures will fully be supplied as specified | <b>Yes/No</b> |  |
|     | Klip-lock sheets will be used                       | <b>Yes/No</b> |  |
|     | Lengths of roof structure will be as specified      | <b>Yes/No</b> |  |

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

**Specifications and Compliance Sheet Authorised By:**

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

## **SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT**

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods - Ref. **G/RFQ-GCC** on the website of NamWater ([www.namwater.com](http://www.namwater.com)) 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 VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/NW-027/2027**

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><br><b>GCC 1.1(h)</b>            | The purchaser is: Namibia Water Corporation Ltd                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Site</b><br><b>GCC 1.1(m)</b>                 | The Site/final destination for delivery of the Goods is<br>Namibia Water Corporation Ltd<br>176 Iscor Street, Aigams Building, Windhoek                                                                                                                                                                                                                                                                                                |
| <b>Incoterms Edition</b><br><b>GCC 4.2(b)</b>    | Incoterms shall be governed by the rules prescribed in Incoterms 2010.                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Notices</b><br><b>GCC 8.1</b>                 | Any notice shall be sent to the following addresses:<br>For NamWater, the address and the contact name shall be:<br><br>Attention: Procurement Management Unit<br>Street: 176, Iscor Street, Northern Industrial Area<br>Floor/ Room number: 5th Floor, CEO Office<br>City: Windhoek<br>Email: <a href="mailto:bids@namwater.com.na">bids@namwater.com.na</a><br><br>For the Supplier, the address and contact name shall be:<br>_____ |
| <b>Disputes</b><br><b>GCC 10.2</b>               | The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows:<br>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><br><b>GCC 13.1</b> | The Goods are to be delivered within 6 weeks from the date of Purchase Order or Letter of Acceptance.<br>The documents to be furnished by the Supplier are:<br>(a) signed delivery note;<br>(b) Invoice                                                                                                                                                                                                                                |

| Subject and GCC clause reference                      | Special Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Price Adjustment<br/>GCC 15.1</b>                  | The price charge for the Goods supplied and the related Services performed shall not be adjustable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Terms of Payment<br/>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<br/>GCC 16.3</b>                  | Payments shall be made not later than thirty days after month of invoice upon submission of an invoice and its certification by the Purchaser.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Terms of Payment<br/>GCC 16.4 (a)</b>              | The price shall not be adjustable to the fluctuation in the rate of exchange.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Payment Period<br/>GCC 16.5</b>                    | <p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>i) <b>On Acceptance:</b> The Contract Price of goods received shall be paid no later than thirty (30) days of month of invoice from 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.</p> <p>ii) An interest rate of (market related) is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.</p> |
| <b>Performance Security<br/>GCC 18.1</b>              | Not Applicable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Discharge of Performance Security<br/>GCC 18.4</b> | Not Applicable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Packing<br/>GCC 23.2</b>                           | The packing, marking and documentation within and outside the packages shall be: must be package correctly to avoid damage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Insurance<br/>GCC 24.1</b>                         | The insurance should be covered as described in <b>Delivery Duty Paid (DDP)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Transportation<br/>GCC 25</b>                      | The Goods shall be delivered: <b>Delivery Duty Paid (DDP)</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Inspection and Test<br/>GCC 26.1</b>               | The inspection and tests shall be: Testing of functionality                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

| Subject and GCC clause reference                           | Special Conditions                                                                                                                                                                                            |
|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Location of Inspection and Tests</b><br><b>GCC 26.2</b> | The inspections and tests shall be conducted at:<br>NamWater Offices at 176 Iscor Street, Aigams Building, Windhoek                                                                                           |
| <b>Liquidated Damages</b><br><b>GCC 27.1</b>               | Liquidated damages for the whole contract are <b>0.5%</b> per day. The maximum amount of liquidated damages for the whole contract is <b>5%</b> of the final contract price.                                  |
| <b>Warranty</b><br><b>GCC 28.3</b>                         | The period of validity of the warranty shall be: 18 Month(s)<br><br>For the purpose of the Warranty, the place(s) of the final destination(s) shall be: NamWater, 176, Iscor Street, Northern Industrial Area |
| <b>Repair and Replacement</b><br><b>GCC 28.5</b>           | The period for repair or replacement shall be: 2 day(s)                                                                                                                                                       |

# SCHEDULE 1

## COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

| <b><u>COST STRUCTURE FOR VALUE ADDED CALCULATION<br/>PER PRODUCT</u></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-027/2027**

| <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                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 |                     |
| Subscribe to a bid securing declaration                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |                     |
| A certified copy (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)), of a full valid company Registration Document;                                                                                                                                                                                                                                                                     |                 |                     |
| An original or a certified copy (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)), of a valid Good Standing Tax Certificate, as certified by the Commissioner of Oath;                                                                                                                                                                                                                 |                 |                     |
| An original valid good Standing Social Security Certificate                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |                     |
| A valid certified copy (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)), 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 a valid certified copy of the original document, as certified by the Commissioner of Oath; |                 |                     |
| Supporting information/literature for all the items offered to substantiate compliance, where applicable                                                                                                                                                                                                                                                                                                                                                                            |                 |                     |

**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.