



Request for Sealed Quotations Of Works

**Manufacture and Fitment of a new 7.5m X 2.6m Load Box to HINO
Hiab Truck Registration Number N198-035W**

Procurement Reference No: G/RFQ/NW-064/2023

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

Documents must be posted / delivered to:

The Quotation/Bid Box

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

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

Closing Date: 09 February 2023

NO LATE BIDS WILL BE ACCEPTED!



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

Letter of Invitation

[Name and Address of Bidder _____]

Procurement Reference Number: G/RFQ/NW-064/2023

17 January 2023

Dear Bidder,

**Manufacture and Fitment of a new 7.5m X 2.6m Load Box to Hino Truck Hiab
Registration Number N198-035W**

NamWater invites you to submit your best quote for the items described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to Procurement Management Unit (Tel: +264 61 71 2081, E-mail: bids@namwater.com.na) Private Bag 13389 Windhoek, Namibia.

(Advantage will be given to SME's that have an operational workshop in the Khomas Region.)

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

1. SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

NamWater reserves the right:

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

2. Preparation of Bids

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

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

You are advised to carefully read the complete Request for 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 offer validity period shall be **90 days** from the date of submission deadline.

4. Eligibility Criteria

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

- (a) have a valid company Registration Certificate;
- (b) have an original valid good Standing Tax Certificate;
- (c) have an original valid good Standing Social Security Certificate;
- (d) Have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) submit signed Bid-securing Declaration;

- (f) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof.

The obligatory documents indicated above, are acceptable as follows:

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

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be **4 weeks** after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted.

7. Sealing and Marking of Bids

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

8. Submission of Bids

Quotations should be deposited in the Quotation/Bid Box located at Namibia Water Corporation Ltd Head office, Private Bag 13389, 176 Iscor Street, Aigams Building, Windhoek, not later than **09 February 2023 at 11h00**. Offers by post or hand delivered should reach Private Bag 13389 by the same date and time at latest. Late Offers will be rejected.

Quotations received by e-mail will not be considered.

9. Opening of Bids

Bids will be opened internally by NamWater representatives immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration,

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

10. Evaluation of Bids

NamWater shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

Stage 1: Evaluation of Technical criteria

Manufacture and Fitment of a new 7.5m X 2.6m Load Box to the Hino hi-up Truck	Required Technical Information	Product specification compliance	
		Yes	No
Mig Welding	7.5m X 2.6m dropsides		
Mig Welding	Body with 5mm floor, 3mm drop Hiab Crane to be stripped and removed, then refitted again with new Load Box		
Mig Welding	Load Box is mounted on Truck Chassis		
Painting of the new Load Box white colour			
Bidder must have an operational workshop in Khomas Region (Attach Municipality Bill)			
Bidder attached a list of similar work (size/value & type) carried out in the past 3 years.			
Attach a valid certified copy of SME certificate from Ministry of industrialization, Trade and SME development. Certified by a Commissioner of Oath.			

Only bidders who comply with a yes in all and have attached the specification sheet under Technical Evaluation will be further considered for Stage 2: Financial Evaluation Scoring.

Stage 2: Financial Evaluation Scoring

Bidders will further be assessed on their financial offers based on the lowest evaluated substantially responsive bid. Bidder with the lowest price may be considered for awards.

11. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to NamWater's requirements. A method statement should be accompanying the document on the installation and maintenance procedure.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

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

With reference to the Directive Issued in terms of Section 73 of the Public Procurement Act, 2015 (Act No. 15 of 2015) on Reservation to Local Suppliers, dated 23 May 2019. Preference will be given to bidders registered as SME's and have an operational workshop in the Khomas Region and meet the Technical evaluation criteria. Preference will be given in the form of a 5% Price Preference on the bidder's total cost for those who have submitted substantially responsive bids. This means that, from the bidders who meet the Technical Score of 70%, a bidder that attaches an SME certificate whose financial offer falls within a margin of 5% of the lowest offered bid, will be considered for award of the works, else the work will be awarded to the bidder with the highest ranking upon completion of the evaluation.

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

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

15. Notification of Award and Debriefing

NamWater shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within seven (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:	NamWater
Procurement Reference Number:	G/RFQ/NW-064/2023
Subject matter of Procurement:	Manufacture and Fitment of a new 7.5m X 2.6m Load Box to Hino Truck Hiab Registration Number N198-035W

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, except for the qualified deviations [Bidder may delete this phrase in case of no deviation] and, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instruction to Bidders.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

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

The validity period of the Quotation is **days** from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the quotation validity.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

Quotation Authorised by:

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

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

Date: /Day|month|year/

Procurement Ref No.:

To: Namibia Water Corporation Ltd

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:.....

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:.....

SECTION III: STATEMENT OF REQUIREMENTS

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Manufacture and Fitment of a new 7.5m x 2.6m drop side. Body floor with 5mm, 3mm drop with 6 tie down points in loading box and new rear bumper, high up crane to be stripped, removed and refitted with a new load box that should be mounted on the truck chassis. Also painting of the new load box with reflector tape.

B. DRAWINGS

Not Applicable

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **G/RFQ/NW-064/2023**

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1.	Manufacture and Fitment of a New 7.5m x 2.6m Drop Side Body floor with 5mm, 3mm drop with 6 tie down points in Loading Box and New Rear Bumper, Hiab Crane to be stripped, removed and then refitted with a New Load Box that should be mounted on the Truck Chassis.	1	EACH		
2.	Painting of the new Load Box White colour, and put retro reflector tape.	1	EACH		
				Subtotal	
Enter 0% VAT rate if VAT exempt.				VAT @ %	
				Total	

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/NW-064/2023**

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	7.5m X 2.6m Drop Sides (Mig Welding)		
2	Body with 5mm floor, 3mm drop Hiab Crane to be stripped and removed, then refitted with New Load Box. (Mig Welding) and New Rear Bumper		
3	Load Box is mounted on Truck Chassis (Mig Welding)		
4	Bidder Must have an operational workshop in Khomas Region (Attach Municipality Bill)		
5	Bidder attached a list of similar work (size/value & type) carried out in the past 3 years.		
6	Attach a valid certified copy of SME certificate from Ministry of industrialization, Trade and SME development. Certified by a Commissioner of Oath.		
7	Painting of the new Load Box white colour and put retro reflector tape.		

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. **W/RFQ-GCC**) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/NW-064/2023**

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract.

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	NAMIBIA WATER CORPORATION LTD
Intended Completion Date GCC	The intended completion date is: 4 weeks from date of receiving the purchase order
Project Manager GCC 1.1(y)	The Project Foreman is: Mr. Charles Scobie
Site GCC 1.1(aa)	Not Applicable
Start Date GCC 1.1(dd)	The Start Date shall be 2 days after receipt of purchase order/award letter.
The Works GCC 1.1(hh)	The Works consist of Manufacture and Fitment of a New 7.5m x 2.6m Drop Side. Body floor with 5mm, 3mm drop with 6 tie down points in Loading Box, Hiab Crane to be stripped, removed, and then refitted with a new Load Box that should be mounted on the truck chassis.

GCC Clause Reference	Special Conditions
Interpretation GCC 2.2	The project will be completed in the following sections: Not Applicable
Interpretation GCC2.3	The following additional documents shall form part of the contract: Not Applicable
Language and Law GCC 3.1	The language of the contract is English The law that applies to the Contract is the law of Namibia.
Project Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract, which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation GCC 5.1	The Project Manager [may] delegate his/her duties.
Notices GCC 6	Any notice shall be sent to the following addresses: For the Employer, the address shall be as given on page 2 of this Bidding Document and the contact name shall be The Accounting Officer E-mail: bids@namwater.com.na Private Bag 13389 Windhoek, Namibia. For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be _____
Insurance GCC 13.1	Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be: (a) for the Works, Plant and Materials: (for the full amount of the works including removal of debris, professional fee etc...)

GCC Clause Reference	Special Conditions
	<p>(b) for loss or damage to Equipment: (for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer.</p> <p>(c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well).</p> <p>(d) for personal injury or death:</p> <p>(i) of the Contractor's employees:[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</p> <p>(ii) of other people: [This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</p> <p>(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable.</p> <p>The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the Contractor's All Risks coupled with the Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.</p>
Site Date GCC 14.1	The site Data shall be: Not Applicable
Possession of the Site GCC 20.1	The Site Possession Date shall be: Not Applicable
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such

GCC Clause Reference	Special Conditions
	dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then either party shall refer the dispute to court.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within 14 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates shall be required.
Defects Liability Period GCC 33.1	The Defects Liability Period is 365 days.
Payment Certificates GCC 39.7	Not Applicable
Payments GCC 40	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (I)	Adverse rainfall during rainy season exceeding average rainfall for area
Price Adjustment GCC 44.	The Contract is not subject to price adjustment.
Retention GCC 45.	(i) no proportion of any payments shall be retained* or (ii) 10% of the amount shall be retained from any payment. Half of the retention money will be released after formal taking over of the Works and the remaining shall be released after the Defect Liability Period subject to the Contractor making good all defects.* * Delete as appropriate
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are 1/14% of the Contract price per calendar day. The maximum amount of liquidated damages for the whole of the Works is 10% of the Contract amount.

GCC Clause Reference	Special Conditions
Bonus GCC 47.1	The rate for the Bonus per calendar day is: Not Applicable
Advance Payment GCC 48.1	(i) No advance payment shall be made
Performance Security GCC 49.1	(i) No Performance Security is required
GCC 56.1	"As built" drawings or operating and maintenance manuals are not required.
GCC 59.1	The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works, is: 20%

Quotation Checklist Schedule

Procurement Reference No.: G/RFQ/NW-064/2023

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Valid company Registration Certificate or Valid Certified Copy from Ministry of Trade and Industry/BIPA		
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;		
Attach a valid certified copy of SME certificate from Ministry of industrialization, Trade and SME development. Certified by a Commissioner of Oath.		
Bidder attached a list of similar work (size/value & type) carried out in the past 3 years.		
Must have an operational workshop in Khomas Region (Attach Municipality Bill)		



Our Ref.:
G/RFQ/NW-
064/2023

Your Ref.:

Enquiries: Muti Macco

Telephone: +264 61 71 2081
E-mail: mutim@namwater.com.na

24 January 2023

NOTICE TO BIDDERS – No 1

PROCUREMENT REFERENCE NUMBER: G/RFQ/NW-064/2023
Manufacture and Fitment of a new 7.5m X 2.6m Load Box to the Hino Hiab Truck

Dear Bidders,

In accordance with Instruction to Bidders 8 (**Clarification of bidding Documents**) and 9 (**Amendment of Bidding Documents**) of the Bidding Document the Employer will respond in writing to any request for clarification, and should the Employer deem it necessary to amend the Bidding Document as a result of a request for clarification, it shall do so.

This notice to bidders form an integral part of the bidding documents and must be attached to the offer upon submission.

1. BIDDER QUERIES

See Annexure 1

Yours sincerely,

Ms. Puje Katjivena
HEAD: SUPPLY CHAIN MANAGEMENT



Date: Tuesday, January 24, 2023

NOTICE TO BIDDERS - No 1

PROCUREMENT REFERENCE NUMBER: G/RFQ/NW-064/2023

Manufacture and Fitment of a new 7.5m X 2.6m Load Box to the Hino Hiab Truck

ACKNOWLEDGEMENT OF RECEIPT

CONFIRMATION

I, of

Hereby confirm receipt of the Notice to Bidders – No 1

Signed at On this Day

.....
On behalf of the Bidder

ANNEXURE 1 – CLARIFICATION REQUEST

CLARIFICATION REQUEST		
QUESTION NO	BIDDER QUESTION	NAMWATER RESPONSE
1.	Provide the year and model of the truck	The Year Model is 2017 Type: Hino 700/ 2841(6x4) Hiab Truck. Registration Number: N198-035W