



# Request for Quotations for Works

**Provision for shortlisting of service providers for facility Maintenance and Replacement services at the NamWater Head Office, 176 Iscor Street, Windhoek for a period of twenty-four (24) months.**

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## Procurement Reference No: W/RFQ/NW-004/2023

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

**Documents must be posted / delivered to: The Bid Box**

**Att: Procurement Management Unit (E-mail, [bids@namwater.com.na](mailto:bids@namwater.com.na))**

Namibia Water Corporation Ltd.

Private Bag 13389

176 Iscor Street, Aigams Building

Windhoek

**Closing Date: Tuesday, 18 October 2022 at 11h00  
NO LATE BIDS WILL BE ACCEPTED!**



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

## Letter of Invitation

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

**Procurement Reference Number: W/RFQ/NW-004/2023**

**20 September 2022**

Dear bidders,

**Request for Quotations for the Provision for facility Maintenance and Replacement services at the NamWater Head Office, 176 Iscor street, Windhoek for a period of twenty-four (24) months.**

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

This bidding process is reserved for bidders **registered and operating from the Khomas region where the service will be rendered.**

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

Queries, if any, should be addressed to Procurement Management Unit (E-mail: [bids@namwater.com.na](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

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## 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 lot; and
- (b) to accept or reject any quotation or 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 works mentioned in Section III, by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment as deemed appropriate

You are advised to carefully read the complete Request for 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 bid 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) have a certificate indicating SME Status.
- (f) Submit signed **Bid-securing Declaration**.
- (g) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;

- (h) Certificate of **fitness from the City of Windhoek Municipal authority** of the town for which a quoted price is offered/ the bid is submitted.
- (i) At **least five (5) References** from Companies similar in size to that of NamWater.
- (j) **Proof of compliance to Minimum Wage Standards.**
- (k) **Sample quotation job card & invoice.**
- (l) **Electrical services: please supply Municipal Electrical Certification (Wireman's License)**
- (m) **Membership certificate – Namibia Small Contractor's Association.**

**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. Contract Period for Services**

The contract shall be on fixed rate for a period of 24 Months

#### **7. Sealing and Marking of Quotations**

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to NamWater with the Bidder's name 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 **Tuesday, 18 October 2022 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 section 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 evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

**Phase 1: Mandatory documents**

<b>Document Description</b>	<b>Yes</b>	<b>No</b>
1. A valid <b>copy of the Company Registration Certificate</b> or proof of registration of a defensive name, if applicable, issued by the Ministry of industrialization, Trade and SME development or BIPA, certified by a Commissioner of Oath, accompanied by the relevant CM forms and or members interest documents showing proof of equity ;		
2. Certified copies of <b>Identification Documents (IDs)</b> of the shareholders, trustees or members of a Trust as certified by a Commissioner of Oath ;		
3. A valid <b>original or certified copy of a Good Standing Tax Certificate issued by the Receiver of Revenues</b> , certified by a Commissioner of Oath ;		
4. A valid <b>original or certified copy of a Good Standing Certificate issued by the Social Security Commission of Namibia</b> and certified by a Commissioner of Oath ;		
5. A valid <b>certified copy of an Affirmative Action Compliance Certificate</b> certified by a Commissioner of Oath or in its absence, proof that the Bidder is not a relevant employer, or exemption issued by the Employment Equity Commissioner in terms of Section 42 of the Affirmative Action Act, 1998;		
6. An undertaking on the part of the Bidder that the		

salaries and wages payable to its personnel in respect of this bid are compliant to the relevant laws, wage determinations, and award, where applicable and that it will abide to sub-clause 6.2 of the General Conditions of Contract if it is awarded the Contract or part thereof;.		
7. A duly completed and signed Bid Securing Declaration form;		
8. A dully completed and signed Bid Submission Form		
9. Certificate of fitness from the City of Windhoek Municipal authority.		
10. Letter of proof of compliance to Minimum Wage Standards		
11. Electrical services: please supply Municipal Electrical Certification (Wireman's License)		
12. Membership certificate – Namibia Small/ Medium Contractor's Association or similar association Or SME certificate		
13. Proof of Insurance cover should the contractor be appointed		

**BIDDERS THAT DO NOT MEET ANY OF THE ABOVE-MENTIONED CRITERIA SHALL BE DEEMED NON-RESPONSIVE AND SHALL BE DISQUALIFIED FROM FURTHER EVALUATION.**

**Phase 2: Technical Evaluation Criteria**

<b>Technical Qualification Criteria</b>		<b>Maximum score</b>
<p><b>1. Detailed company profile with evidence to the service being tendered for</b> Detailed company profile indicating the following:</p> <ul style="list-style-type: none"> <li>• Business Address</li> <li>• Demographics (number of employees, organisational chart)</li> <li>• Geography (operational coverage)</li> <li>• Company related experience</li> <li>• Company warehouse facility to store material</li> </ul>	20 points	<b>20%</b>

Company profile not clearly narrated	10 points	
No profile	0 points	
<b>2. At least five (5) References from Companies similar in size to that of NamWater where similar maintenance services have been offered</b>		<b>25%</b>
5 references with similar experience	25 points	
3 references with similar experience	15 points	
2 references with similar experience	10 points	
0 references with similar experience	0 points	
<b>3. Sample quotation job card &amp; invoice</b>		<b>9%</b>
Sample quotation	6 points	
Sample job card	3 points	
No sample attached	0 points	
<b>4. Experience/ Qualification of key staff employed, offices, number of employees, tools, evaluation of the workshop</b>		<b>16%</b>
Maintenance Foreman CV (indicating at least 2 years general civil maintenance experience)	3 points	
Plumber CV (indicating at least 2 years plumbing experience)	3 points	
Pest controller and or Gardening CV (indicating at least 2 years gardening or pest control experience)	2 points	
Electrician CV (indicating at least 2 years electrician experience) Must attach Wireman's License	2 points	
Carpenter/Joinery CV (indicating at least 2 years carpentry/joinery experience)	2 points	
Aircon Technician CV (indicating at least 2 years air conditioner technician experience)	2 points	
Security/Electronics Technician (indicating at least 2 years security/electronics experience)	2 points	

<b>5. Proof &amp; evaluation of workshop and office facilities</b>		<b>10%</b>
Title deed/ lease agreement for warehouse/workshop facility	10 points	
No title deed attached/ lease agreement for facility	0 points	
<b>6. Number of staff employed</b>		<b>10%</b>
More than 5 permanent staff members (provide organogram)	10 points	
Less than 5 permanent staff members	5 points	
<b>7. List of tools, machinery and equipment owned</b>		<b>10%</b>
Provide proof of ownership of tools/machinery - general tools/equipment (wheelbarrow, etc), Tools/machinery as per lot quoted for (i.e. sewerage – provide proof of extractor pump)		
Provide list of specialised tools/equipment & basic tools owned	10 points	
Provide a list of ownership of basic tools/equipment	5 points	
NO list of tools	0 points	
<b>Total Score</b>		<b>100%</b>

The total Technical Qualification criteria score is out of **100 marks**. Only Bidders with a minimum **70 marks** score for Technical Qualification criteria will proceed to the next evaluation criteria (**Financial Evaluation**). . The evaluation of technical compliance will be conducted by assessing the company profiles, letter of proof of compliance to minimum wage standards, sample job card and quotation, and provision of five reference letters

Bidders who fail to achieve the required minimum score of **70% marks** for Technical Evaluation will be deemed as "non-responsive" and will be excluded from being considered for further evaluation

### **Phase 3: Financial Evaluation**

Bidders will be ranked according to price quoted (from lowest to highest) the bid shall be awarded to the lowest evaluated substantially responsive bid in terms of Section 55 (1) of the Public Procurement Act, 2015 (Act No 15 of 2015)



## 11. Technical Compliance

The Specifications and Compliance Sheet details the minimum specifications of the works to be carried out. The specifications have to be met, but no credit will be given for exceeding the specifications.

## 12. Prices and Currency of Payment

Prices for the execution of works shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works, and shall include all duties. The whole cost of performing the works shall be included in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted.

## 13. Margin of Preference

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

**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. This bidding exercise shall be reserved for service providers registered and operating from the region where services will be rendered.**

13.1.1. Bidders applying for the Margin of Preference shall submit, , evidence of:

**Certificate of fitness from a relative local Authority (City of Windhoek)**

## 14. Award of Contract

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

## 15. Notification of Award and Debriefing

NamWater shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within 7 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 Priced Activity Schedule 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>W/RFQ/NW-004/2023</b>
Subject matter of Procurement:	<b>the Provision for facility Maintenance and Replacement services at the NamWater Head Office, 176 Iscor street, Windhoek for a period of twenty-four (24) months.</b>

We offer to execute the Works detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

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

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act during the procurement process and the execution of any resulting contract.

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

The validity period of our Quotation is \_\_\_\_\_ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity 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.

Works will commence within \_\_\_\_\_ *[insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within \_\_\_\_\_ *[insert number]* days from date of issue of Purchase Order/ Letter of acceptance.

### Quotation Authorised by:

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

**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:.....

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: STATEMENT OF REQUIREMENTS**

### **A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS**

The NamWater Head Office requires from competent and experienced general maintenance contractors to perform general maintenance and related tasks as - needed and when – required including emergency response at the various properties.

The awarded contractor is expected to be available in order to respond to emergencies on a twenty-four (24) hours per day, seven days per week, 365 days per year, as determined by the nature of a given situation and/ or emergency. A Service Level Agreement (SLA) will be signed with the awarded Contractor which will spell out the detailed terms and conditions for each service area.

The scope of services includes the provision of all labour, supervision, plant, equipment and inspections necessary for the repairs/ maintenance to the NamWater Head Office, 176 Iscor street, Northern Industrial, Windhoek. The award will allow for the appointment of preferred contractors to provide maintenance services as and when needed. NamWater will supply the material needed.

The completed building repairs should comply with the building, electricity and plumbing regulations. Failure to abide by these rules and regulations will result in being immediately escorted from the work site.

#### **a. General maintenance/ repairs**

Provide general repairs and maintenance work to all existing NamWater residential properties which include, but not limited to:

- Minor building works
- Renovations
- Painting work
- Tiling
- Roofing (repairs)
- Roofing replacement
- Ceiling repairs/replacement
  
- Carpentry and joinery works
- Ironmongery
- Installation of office blinds
- Replacing broken windows
- Replace door locks
- Repair fencing
- Burglar doors/ burglar bars at windows
- Produce reports detailing works performed, costs, man-hours and personnel
- Remove & install air conditioning units
- Service of air conditioning units (includes gas refill)
- Pest Control/ Bee removing
- Electrical works
- Cleaning of solar panels
- Cleaning of yard/washing of windows (elevated)
- Electronic gate motors
- Alarm installations

- Alarm repairs
- Camera installations
- Camera repairs
- Biometric installations
- Biometric serviced/repairs
- Pruning of Trees

A2 b. Electrical repairs

Provide general electrical repairs and maintenance services to all existing NamWater residential properties, which include, but are not limited to:

- Fault finding & repairs
- Installation & commissioning of various electrical equipment
- Maintenance and repairs to distribution boards, circuit breakers

A3 c. Plumbing maintenance and repair services

Provide plumbing repairs and maintenance to all existing NamWater residential properties, which include, but are not limited to:

- Repair leakages in plumbing/ piping systems
- Underground plumbing/ piping repair
- Patch or repair of sanitary drain blockages
- Unblock drain pipes
- Sewer system
- Replacement of various plumbing equipment (sinks, toilets, faucets, taps, etc)
- Soil, rainwater and waste drainage pipe lines

**A A.1. SPECIFIC REQUIREMENTS**

1. The contractor shall be fully responsible for all work and services performed by its labourers
2. The contractor should ensure that its team has relevant experience and the necessary equipment and support to undertake the work
3. The contractor should ensure that its labourers are equipped and wear all required protective equipment at all times when executing work on site, failure to do so will result in personnel being dismissed from the respective maintenance sites
4. No advance payments will be done
5. Contractor should be based in the town/region where the requested repair/maintenance services are offered. Proof should be provided.
6. Services are required in respect of general and pro-active maintenance of the buildings as stipulated below
7. Supply of parts and material that the contractor might require in effecting or doing certain repairs – e.g. plumbing, air conditioning units, locks, etc will be provide by NamWater.

**B A.2. EXPECTED DELIVERABLES**

1. The contractor shall provide and execute everything necessary for the work in accordance to industry standards, OHS, municipal by-laws, labour laws and any other relevant regulations, including but not necessarily limited to execution of work as per details on scope of work done above.
2. Work shall be completed and invoiced within two days from date of commencement or at agreed timelines depending on the nature of the work at hand
3. The contractor should submit all relevant and required documentation as per scope of work detailed above herein
4. It is important to note that the successful suppliers will work under the supervision of a NamWater representative
5. Any maintenance repairs should not interfere with the normal operations at the NamWater commercial properties. Arrangements should be made for after hours or over the weekends if such work will interfere/interrupt with normal operations
6. Contractors should respond to service request in a timely manner within the time limits stipulated below
7. Contractors should include a three-month guarantee after service work
8. Penalties will be applied to any non-compliance with the service level agreement

**C A.3. SERVICE LEVEL AGREEMENT (SLA) REQUIREMENTS**

1. The successful supplier must respond to the NamWater representatives within the following time frames:
  - 1.1.Plumbing – 2 hours
  - 1.2.Electrical repairs – 2 hours
  - 1.3.Emergency repairs – 1 hours
  - 1.4.General maintenance/repairs – 2 hours



## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/RFQ/NW-004/2023**

**Currency of Quotation: Namibian Dollars**

**The Bidder must complete the Price Activity table/s applicable to the service you are bidding for. The bidder can scratch the tables that are not applicable and mark 'N/A'**

<b>Service Description</b>	<b>Tick (services/s applicable)</b>
<b>LOT 1: General maintenance</b>	
<b>Carpentry/Joinery</b>	
<b>Roofing repairs</b>	
<b>Roofing replacement</b>	
<b>Roof seal</b>	
<b>Ceiling repairs</b>	
<b>Ceiling replacement</b>	
<b>Painting</b>	
<b>Ironmongery - Burglar doors</b>	
<b>Ironmongery - Burglar bars for windows</b>	
<b>Floor &amp; wall tiling</b>	
<b>Preparation for tiling</b>	
<b>Boundary fence replacement</b>	
<b>Boundary fence repair</b>	
<b>Installation of office blinds</b>	
<b>Replace/repair door locks</b>	
<b>Replacing broken windows</b>	
<b>LOT 2: Air Conditioning</b>	
<b>Remove &amp; install air conditioning units</b>	
<b>Service of air conditioning units (includes gas refill)</b>	
<b>LOT 3: Gardening/ Pest Control/ Solar Panels/ Cleaning</b>	
<b>Pest Control/ Bee removing</b>	
<b>Cleaning of solar panels</b>	
<b>Elevated window cleaning</b>	
<b>Pruning of Trees</b>	
<b>LOT 4: Security Electronics</b>	
<b>Remove/replace electric gate motors</b>	
<b>Repair electric gate motors</b>	
<b>Alarm installations</b>	
<b>Alarm repairs</b>	
<b>Security Camera installation</b>	
<b>Security Camera repairs</b>	
<b>Biometric installations</b>	
<b>Biometric service/repairs</b>	
<b>LOT 5 : Electrical maintenance</b>	
<b>LOT 6: Plumbing maintenance</b>	

## A. Price Offer Schedules (Rates) for General building maintenance and minor works

### GENERAL BUILDING MAINTENANCE AND MINOR WORKS CONTRACTOR RATES:

\* ALL Contractor rates to include transport rates and all other costs/ margins needed in order to provide the requested service

\* Labour rate excludes material

	Labour Rate for period 1 November 2022 – 31 October 2023 (N\$)	Labour Rate for period 1 November 2023 – 31 October 2024 (N\$)
<b>LOT 1: General maintenance</b>		
Call-out fee (includes travel to and from property, assessment of what is required and one hour onsite labour)		
Carpentry/Joinery – labour price per hour		
Roofing repairs/m <sup>2</sup>		
Roofing replacement/m <sup>2</sup>		
Roof seal		
Ceiling repairs/m <sup>2</sup>		
Ceiling replacement/m <sup>2</sup>		
Painting/m <sup>2</sup>		
Painting preparation/m <sup>2</sup>		
Ironmongery - Burglar doors/door – price per door		
Ironmongery - Burglar bars for windows – price per window		
Floor & wall tiling/m <sup>2</sup>		
Preparation for tiling/m <sup>2</sup>		
Boundary fence replacement /m <sup>2</sup>		
Boundary fence repair /m <sup>2</sup>		
Installation of office blinds		
Replace/repair door locks		
Replacing broken windows		
<b>LOT 2: Air conditioning</b>		
Remove & install air conditioning units – 9 000 BTU		
Remove & install air conditioning units – 12 000 BTU		
Remove & install air conditioning units – 18 000 BTU		
Remove & install air conditioning units – 24 000 BTU		
Service of air conditioning units		
Air conditioner – gas refill		
<b>LOT 3: Gardening/Pest Control/Solar Panels/ Cleaning</b>		
Pest Control/ Bee removing/m <sup>2</sup>		
Cleaning of solar panels		
Elevated window cleaning		

Pruning of Trees		
<b>LOT 4: Security Electronics</b>		
Remove/replace electric gate motors		
Repair electric gate motors		
Alarm installations		
Alarm repairs		
Security Camera installation		
Security Camera repairs		
Biometric installations		
Biometric serviced/repairs		
<b>LOT 5: Electrical maintenance</b>		
Call-out fee (includes travel to and from property, assessment of what is required and one hour onsite labour)		
Standard labour per hour (Monday to Friday, 08:00 to 17:00)		
After-hour/emergency call-out fee (Monday to Friday, 17:01 to 07:59; Saturday & Sunday)		
<b>LOT 6: Plumbing maintenance</b>		
Call-out fee (includes travel to and from property, assessment of what is required and one hour onsite labour)		
Standard labour per hour (Monday to Friday, 08:00 to 17:00)		
After-hour call-out fee (Monday to Friday, 17:01 to 07:59; Saturday & Sunday)		
Sewerage pumping/L		

**Priced Activity authorized by:**

<b>Name:</b>		<b>Signature:</b>	
<b>Position:</b>		<b>Date:</b>	
<b>Authorised for and on behalf of:</b>		<b>Company:</b>	

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

*[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]*

Procurement Reference Number: **W/RFQ/NW-004/2023**

*[Bidders should complete columns C and D with the specifications and performance of the Works offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications offered in the signature block below]*

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
	Personnel are adequately trained		
	Employees have basic Health & Safety training		
	Adhere to NamWater Health & Safety Standards & Procedures		
	Municipal Electrical Certification (Wireman's License)		
	Proof of insurance cover will be required from successful bidders		

\* 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. **W/RFQ-GCC**) available on the website of NamWater ([www.namwater.com.na](http://www.namwater.com.na)) except where modified by the Special Conditions below

## SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/NW-004/2023**

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
<b>Employer GCC 1.1(r)</b>	<b>Namibia Water Corporation Ltd (NamWater)</b>
<b>Intended Completion Date GCC</b>	The intended completion date is: 24 months after successful award.
<b>Project Manager GCC 1.1(y)</b>	The Project Manager is: <b>Ms. R Brandt</b> <a href="mailto:BrandtR@namwater.com.na">BrandtR@namwater.com.na</a> <b>Support Service Supervisor</b>
<b>Site GCC 1.1(aa)</b>	The Site is located at <b>176, Iscor street, Windhoek</b>
<b>Start Date GCC 1.1(dd)</b>	The Start Date shall be: <b>1 December2022</b>
<b>The Works GCC 1.1(hh)</b>	The Works consist of: <b>facility Maintenance and Replacement services at all the NamWater Head Office, 176 Iscor Street, Windhoek</b>
<b>Interpretation GCC 2.2</b>	The project will be completed in the following sections:  Preferred contractors are appointed to complete work will be completed as and when needed. A request will be sent to appointed contractors as the need arises.
<b>Interpretation GCC2.3</b>	The following additional documents shall form part of the contract:

<b>GCC Clause Reference</b>	<b>Special Conditions</b>
	➤ Service level agreement
<b>Language and Law GCC 3.1</b>	The language of the contract is English  The law that applies to the Contract is the law of Namibia.
<b>Project Manager's Decisions 4.1</b>	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.
<b>Delegation GCC 5.1</b>	The Project Manager may delegate his/her duties.
<b>Notices GCC 6</b>	Any notice shall be sent to the following addresses: For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be:  _____ 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  _____
<b>Insurance GCC 13.1</b>	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...)  (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.  (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).  (d) for personal injury or death:  (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].

<b>GCC Clause Reference</b>	<b>Special Conditions</b>
	<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>
<b>Site Date GCC 14.1</b>	The site Data shall be: <b>not applicable</b>
<b>Possession of the Site GCC 20.1</b>	The Site Possession Date shall be: 14 days after receipt of purchase order/award letter.
<b>Procedure for Disputes GCC 24</b>	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 dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
<b>Program GCC 25.1</b>	The Contractor shall submit for approval a Program for the Works within ..... days from the date of the Letter of Acceptance or issue of Purchase Order Agreement. <b>Not applicable</b>
<b>GCC 25.3</b>	Program updates shall be required..
<b>Defects Liability Period GCC 33.1</b>	The Defects Liability Period is: 30 days
<b>Payment Certificates GCC 39.7</b>	A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor”.
<b>Payments GCC 40</b>	<p>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:</p> <p>(a) the payment certificate; and</p> <p>(b) a certificate of Completion of the Works.</p>
<b>Adverse weather</b>	<b>Not applicable</b>

<b>GCC Clause Reference</b>	<b>Special Conditions</b>
<b>Conditions</b> GCC 41.1 (l)	
<b>Price Adjustment</b> GCC 44.	The Contract is not subject to price adjustment. (2-year contract period)
<b>Retention</b> GCC 45.	(i) no proportion of any payments shall be retained
<b>Liquidated Damages</b> GCC 46.1	The liquidated damages for the whole of the Works are 0.05 per day.  The maximum amount of liquidated damages for the whole of the Works is amount based on a maximum number of days.
<b>Bonus</b> GCC 47.1	The rate for the Bonus per calendar day is: Not applicable
<b>Advance Payment</b> GCC 48.1	(i) No advance payment shall be made
<b>Performance Security</b> 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: 30%



## QUOTATION CHECKLIST SCHEDULE

**Procurement Reference No.: W/RFQ/NW-004/2023**

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
A duly completed and signed Bid Securing Declaration form;		
Has the bidder submitted a valid certified (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)), copy of <b>company Registration Certificate</b> ;		
Has the bidder submitted a valid original or valid certified copy of an original, (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 <b>Good Standing Tax Certificate</b> ;		
Has the bidder submitted a valid original or 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 <b>Good Standing Social Security Certificate</b> ;		
Has the bidder submitted 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 <b>Affirmative Action Compliance Certificate</b> , or 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;		
Has the bidder submitted an <b>undertaking on the part of the Bidder that the salaries and wages payable</b> to its personnel in respect of this proposal are compliant to the relevant laws, where applicable and that it will abide to sub-clause 6.8 of the General		

conditions of Contract if it is awarded the contract or part thereof.		
Certificate of <b>fitness from the Municipal authority</b> – City of Windhoek.		
Proof of compliance to Minimum Wage Standards.		
Sample quotation job card & invoice.		
Electrical services: please supply Municipal Electrical Certification (Wireman's License)		
Membership certificate – Namibia Small Contractor's Association/SME		