



REPUBLIC OF NAMIBIA

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MINISTRY OF FINANCE

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Tel: (061) 2092041 (09-264-61 International Dialling Code)  
Fax: (061) 302615

PRIVATE BAG 13295  
WINDHOEK

## Request for Quotations for Works

### **Procurement of Partitioning of Offices, Head Office, Ministry of Finance**

Procurement Reference No: W/RFQ/09-11/2022



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Letter of Invitation

**TO: All bidders**

**21 November 2022**

**Bid Reference Number: W/RFQ/09-11/2022**

**Deadline for submission: 05 December 2022, 11h00**

**Compulsory site visit: 28 November 2022, 11h00**

**Request for quotation of partitioning of Offices at 4<sup>th</sup> Floor, Head Office, Ministry of Finance**

The Ministry of Finance invites you to submit your best quote for the works 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 Mrs. M. Ludwig([mariette.ludwig@mof.gov.na](mailto:mariette.ludwig@mof.gov.na)).

Please prepare and submit your quotation in accordance with the instructions given.

Yours faithfully,

  
.....  
**MRS. N. NKAFFITA**

**PROCUREMENT MANAGEMENT UNIT**

## **SECTION I: INSTRUCTIONS TO BIDDERS**

### **1. Rights of Public Entity**

The Ministry of Finance 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 60 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 certified copy of company Registration Certificate;**
- (b) **have an original or certified copy of valid good Standing Tax Certificate;**
- (c) **have an original or certified copy of 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) **submit duly completed and signed bidding document**
- (g) **duly completed and signed written undertaking in terms of section 138 of the Labour Act, 2007 and section 50(2)(D) of the Procurement Act**
- (h) **all pages and attachments should be initialed**

- (i) **The bid reserved for Namibian only ((attach certified copy of identities document (ID)**
- (j) **the bidder should be in line with business principle of related work to be done (Carpentry)**
- (k) **submit valid certified copy of fitness certificate from Local Authority**
- (l) **submit two (2) reference letters for similar work (partitioning) performed with contact details.**
- (m) **Only bids that fall within 10% below and or above the Professional Consultant's estimates will be considered**

#### **5. Bid Securing Declaration**

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

#### **6. Works Completion Period**

The completion period for works shall be **2 weeks** after acceptance and issue of Purchase Order. Deviation in completion period accepted if such deviation is reasonable.

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

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

#### **8. Submission of Quotations**

Quotations should be delivered in the Quotation/Bid Box located at **Ministry of Finance, Robert Mugabe Street, 1<sup>st</sup> Floor west wing, room number 149B not later than 05 December 2022 at 11h00**. Quotations by post or hand delivered should reach, the mentioned address, 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 the Public Entity 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 the Public Entity and available to any bidder on request within three working days of the Opening.

#### **10. Evaluation of Quotations**

The Public Entity 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.

**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**

Not applicable.

**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**

The Public Entity 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, the Public Entity 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)

|                                |  |
|--------------------------------|--|
| Quotation addressed to:        | <b>Ministry of Finance</b>   |
| Procurement Reference Number:  | <b>W/RFQ/09-11/2022</b>  |
| Subject matter of Procurement: | <b>Procurement for Partitioning of offices<br/>at Head Office, Ministry of Finance</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 Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead

The validity period of our Quotation is ..... 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 ..... days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within..... 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:** .....

**Procurement Ref No.:** W/RFQ/09-11/2022

**To:** .....

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]



**Republic Of Namibia**

**Ministry of Labour, Industrial Relations and Employment Creation**

**Written undertaking in terms of section 138 of the Labour Act, 2007 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.*

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

|   | Quantity |
|---|----------|
| <p><b>Procurement for partitioning of offices at 4<sup>th</sup> floor Head Office, Ministry of Finance per specifications provided under section IV: Priced Activity Schedule</b></p> <p><b>Compulsory Site Visit: 28 November 2022 at 11:00</b><br/><b>Ministry of Finance, Fiscus Building, 2<sup>nd</sup> floor, West Wing.</b><br/><b>Contact person: Mr E Shikemeni: 0812449640/061-209 2622; Mr Simon Gabriel: 0813192239</b></p> |          |

## **B. DRAWINGS**

**Not Applicable**

## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: W/RFQ/09-11/2022

| Item No | Brief Description of Works   | Quantity | Unit of Measure | Unit Price excl Vat (N\$) | Unit Price incl Vat (N\$) | Total Price excl VAT (N\$) | Total Price incl VAT (N\$) |
|---------|--|----------|-----------------|---------------------------|---------------------------|----------------------------|----------------------------|
| A       | <b><u>PARTITIONING OF OFFICES, INSTALL DOORS, RECEPTION AND COUNTER</u></b>  |          |                 |                           |                           |                            |                            |
|         | <b>ROOF CONSTRUCTION</b>   |          |                 |                           |                           |                            |                            |
|         | 44mm Solid Laminated flush doors with hardwood veneer on both sides and concealed edge strips  |          |                 |                           |                           |                            |                            |
|         | Door size 762x2032mm high  | 6.00 No  |                 |                           |                           |                            |                            |
|         | Bill No 14<br>Joinery Work   |          |                 |                           |                           |                            |                            |
| 2.      | <u>32mm work top with tops formed front edges</u><br>Work to 800mm wide  | 8.00m    |                 |                           |                           |                            |                            |
| 3.      | <b><u>Bill No 15</u></b><br><b><u>Ceilings and Partitions</u></b><br><b><u>Drywall steel stud partition with bottom track plugged and top track fixed to underside of ceiling and covered with gypsum plasterboard on both sides</u></b> |          |                 |                           |                           |                            |                            |
|         | Partition 2.7m high solid full height  | 60.00 m  |                 |                           |                           |                            |                            |

|  |   |                       |  |  |  |  |  |
|--|---|-----------------------|--|--|--|--|--|
|  | Extra over partition 2.7m high for T-intersection   | 3.00 No               |  |  |  |  |  |
|  | Extra over partition for frame for single door size 813x2032mm high   | 6.00 No               |  |  |  |  |  |
|  | <u>FLOOR COVERINGS</u><br><u>BILL NO 17</u><br><u>IRONMONGERY</u><br><br><u>Cylinder locks</u>  |                       |  |  |  |  |  |
|  | Oval single cylinder lock with oval profile lock case and Brass forend  | 6.00 No               |  |  |  |  |  |
|  | <u>Cupboard and drawer locks</u><br><u>DOOR FURNITURE</u>   |                       |  |  |  |  |  |
|  | GLAZING TO STEEL WITH PUTTY<br>6.38mm clear normal strength intruderprufe laminated glass   |                       |  |  |  |  |  |
|  | Panes exceeding 0.5m <sup>2</sup> and not exceeding 2m <sup>2</sup>   | 8.00 m <sup>2</sup>   |  |  |  |  |  |
|  | <u>BILL NO 24</u><br><u>PAINTWORK</u><br><br><u>One coat sealer and two coats polurethane velvet enamel paint</u><br><u>On drywall partitions</u> |                       |  |  |  |  |  |
|  | <u>One coat wood primer, one coat undercoat and two coats matt enamel paint</u><br><br><u>On flush doors</u>                                      | 324.00 m <sup>2</sup> |  |  |  |  |  |
|  |   | 30.00 m <sup>2</sup>  |  |  |  |  |  |



## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: W/RFQ/09-11/2022

| 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>   |
| 1        | Procurement for Partitioning of offices at 4 <sup>th</sup> floor Head Office, Ministry of Finance |  |  |

**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/09-11/2022)

## SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/09-11/2022**

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

| <b>GCC Clause Reference</b>             | <b>Special Conditions</b>   |
|---|---|
| <b>Employer<br/>GCC 1.1(r)</b>          | Ministry of Finance   |
| <b>Intended Completion Date<br/>GCC</b> | The intended completion date is: 2 weeks after acceptance of official order   |
| <b>Project Manager<br/>GCC 1.1(y)</b>   | The Project Manager is: Mr. Erastus Shikemeni & Ms. Bertha Shivute  |
| <b>Site<br/>GCC 1.1(aa)</b>             | The Site is located at<br>Ministry of Finance, Fiscus Building  |
| <b>Start Date<br/>GCC 1.1(dd)</b>       | The Start Date shall be: 5 days after official order is issued  |
| <b>The Works<br/>GCC 1.1(hh)</b>        | The works consist of: <b>Procurement for partitioning of office at 4<sup>th</sup> floor, Head Office</b>  |
| <b>Interpretation<br/>GCC 2.2</b>       | The work will be completed in the following sections: Wholly completed  |
| <b>Interpretation<br/>GCC2.3</b>        | <p>The following additional documents shall form part of the contract:</p> <ul style="list-style-type: none"> <li>• This special condition of contract</li> <li>• General conditions of contract</li> <li>• Specifications and compliance sheet</li> <li>• Purchase order</li> <li>• Quotation letter</li> <li>• Bid securing declaration</li> <li>• Written undertaking in terms of Section 138 of the Labour Act 2007</li> <li>• Statement of requirements</li> <li>• Priced activity schedule</li> </ul> |



| GCC Clause Reference                      | Special Conditions   |
|---|--|
| <b>Language and Law</b><br><b>GCC 3.1</b> | The language of the contract is English<br><br>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</b><br><b>GCC 5.1</b>       | The Project Manager may not delegate his/her duties.   |
| <b>Notices</b><br><b>GCC 6</b>            | Any notice shall be sent to the following addresses:<br><br>For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be: Mrs N N Kafita (naomi.kafita@mof.gov.na)<br><br>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:<br><br>_____   |
| <b>Insurance</b><br><b>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:<br><br>(a) for the Works, Plant and Materials: (for the full amount of the works including removal of debris, professional fee etc...)<br><br>(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.<br><br>(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).<br><br>(d) for personal injury or death:<br>(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]. |

| GCC Clause Reference                         | Special Conditions   |
|--|--|
|  | <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<br/>GCC 14.1</b>                | The site date shall be: Within 5 days  |
| <b>Possession of the Site<br/>GCC 20.1</b>   | The Site Possession Date shall be: 5 days after issuing of official order  |
| <b>Procedure for Disputes<br/>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<br/>GCC 25.1</b>                  | The Contractor shall submit for approval a Program for the Works within 7 <i>days</i> from the date of the Letter of Acceptance or issue of Purchase Order Agreement.  |
| <b>GCC 25.3</b>                              | Program updates shall be required.   |
| <b>Defects Liability Period<br/>GCC 33.1</b> | The Defects Liability Period is: 12 Months   |
| <b>Payment Certificates<br/>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<br/>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 Conditions</b>            | Not Applicable   |

| <b>GCC Clause Reference</b>              | <b>Special Conditions</b>  |
|--|--|
| <b>GCC 41.1 (l)</b>                      |  |
| <b>Price Adjustment<br/>GCC 44.</b>      | The Contract is not subject to price adjustment.   |
| <b>Retention<br/>GCC 45.</b>             | (i) no proportion of any payments shall be retained or<br>(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. |
| <b>Liquidated Damages<br/>GCC 46.1</b>   | The liquidated damages for the whole of the Works are Not Applicable.  |
| <b>Bonus<br/>GCC 47.1</b>                | The rate for the Bonus per calendar day is: 5%   |
| <b>Advance Payment<br/>GCC 48.1</b>      | (i) No advance payment shall be made   |
| <b>Performance Security<br/>GCC 49.1</b> | (i) No Performance Security is required.   |
| <b>GCC 56.1</b>                          | As built drawings or operating and maintenance manuals are Not Applicable  |
| <b>GCC 59.1</b>                          | The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works, is: 10%  |

**QUOTATION CHECKLIST SCHEDULE**

**Procurement Reference No.: W/RFQ/09-11/2022**

| <b>Description</b>                 | <b>Attached</b> | <b>Not Attached</b> |
|------------------------------------|-----------------|---------------------|
| Quotation letter                   |                 |                     |
| Priced Activity Schedules          |                 |                     |
| Specification and Compliance Sheet |                 |                     |
| Bid Securing declaration           |                 |                     |