



REPUBLIC OF NAMIBIA

MINISTRY OF FINANCE

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

PRIVATE BAG 13295
WINDHOEK

Request for Quotations for Works

Procurement of minor renovations/repairs at Fiscus Building

Procurement Reference No: W/RFQ/09-7/2022



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Tel: (061) 2092041 (09-264-61 International Dialling Code)
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PRIVATE BAG 13295
WINDHOEK

Letter of Invitation

TO: All bidders

14 October 2022

Bid Reference Number: W/RFQ/09-7/2022

Deadline for submission: 28 October 2022, 15h00

Compulsory site visit: 24 October 2022, 14h00

Request for quotation of renovations at Fiscus Building

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. T. Nangombe (tuwilika.nangombe@mof.gov.na).

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,


.....
MRS. N. N. KAPITA
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 to be initialed**
- (i) The bid reserved for Namibian only (attach certified copy of identity document ID).**
- (j) the bidder should be in line with business principle of related work to be performed**
- (k) submit valid certified copy of fitness certificate from Local Authority**
- (l) The bid will be evaluated in terms of technical compliance with the Specifications and scope of work as described in the schedule of activities/BoQ**
- (m) Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation. Only bids determined compliant with all the stages of evaluation above will be considered in terms of price. Prices of bids deemed not fair and reasonable may not be considered. This will be determined based on the Professional Consultant's Cost Estimate.**
- (n) Only bids that fall within 15% below or 15% above the Professional Consultant's estimates will be considered.**
- (o) Workforce be equipped with the necessary health and safety gear and safety belts and any other related accessories.**

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 **8 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, Ground Floor west wing, room number 149B not later than 28 October 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:	Ministry of Finance
Procurement Reference Number:	W/RFQ/09-7/2022
Subject matter of Procurement:	Procurement for renovations at Fiscus Building

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	

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

Date:

Procurement Ref No.: W/RFQ/09-7/2022

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

Witten 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>Procurement for renovations at Fiscus Building as per specifications provided under section IV: Priced Activity Schedule</p> <p>Compulsory Site Visit: 24 October 2022 at 14:00 Ministry of Finance, Fiscus Building, 2nd floor, West Wing. Contact person: Mr. E. Shikemeni: 0812449640/061-209 2622; Mr. Simon Gabriel: 0813192239</p>	

B. DRAWINGS

Not Applicable

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: W/RFQ/09-7/2022

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price excl Vat(NS)	Unit Price incl Vat (NS)	Total Price exc VAT (NS)	Total Price incl VAT (NS)
A	B	C		D	E	F	F
	FISCUS BUILDING BILL NO. 1 DEMOLITIONS AND ALTERATIONS 1. Prices for the demolition of brick walls must allow for the demolition and removal of small isolated beams and lintols occurring therein over openings. 2. The area of brickwork to be demolished excludes the areas of opening in walls 3. Prices for the demolition of bricks of concrete walls, concrete surfaces beds, columns, slabs and the like must allow and include for the demolition of plastered or screeded surfaces and other finishes related thereto as NO separate measurement or payment will be made in this regard. 4. Prices for the demolition of concrete must allow for the cutting up and removal of any steel						

	reinforced in the concrete. 5.The contractor must ensure the stability of adjoining walls and structures during the demolition of any concrete and / or brickwork and must provide and install any necessary propping that may be necessary to ensure such stability and prices must allow herefore.							
1.	Hacking up or hacking off and removing granolithic, screeds, plaster, tiles, etc from concrete or brickwork and preparing surfaces for new screeds, plaster, tiling, etc (elsewhere measured)							
1.1	Ceremic floor or wall tiles 1st floor Corridor	120.70 m ²						
2.	Taking down and removing ceilings, etc							
2.1	Suspended ceilings, including all hangers, tees, cornices, etc 1st floor, room 140	23.78 m ²						

4.3	Removed Door and Refixed Ground floor	1.00							
	BILL NO. 2 REPAIRS TO PLUMBING AND DRAINAGE INSTALLATIONS								
5.	Clean out blockage in manholes, catch pits, etc								
5.1	Cleaning Window Exterior of Fiscus Building	1500.00 m ²							
	BILL NO. 3 PAINT WORK								
6.	One coat bonding liquid								
6.1	On internal smooth plastered walls and columns Ground floor, 1st floor, 2nd floor, 3rd floor 4th floor, 5th floor, 6th floor	650 m ²							
7.	Clean down and prepare and one coat acrylic PVA paint								
7.1	One external smooth plastered walls	4850 m ²							
7.2	Extra for additional one coat of paint Outside Building	4850 m ²							
8.	Clean down and prepare and one coat eggshell enamel paint								

8.1	On internal smooth plastered walls and corns 1st Floor, Room 140 & Stairs	1329.61 m ²					
8.2	Extra for additional one coat of paint Reception Area	1329.61 m ²					
9.	Clean down and prepare and one coat gloss enamel paint						
9.1	On internal smooth plastered ceilings and beams Reception area 1st - 6th floor	634.28 m ²					
9.2	Extra for additional one coat of paint Reception area 1st - 6th floor	634.28 m ²					
10.	Clean down and prepare and one coat gloss enamel paint						
10.1	On windows with burglar bars (both sides measured flats) Kitchen windows, 1st-6th floor	7.20 m ²					
10.2	On strong room and record room doors and frames (both sides measured flat) Room 140	2.12 m ²					
10.3	On gates, grilles, burglar screens, balustrades, etc. (both sides measured flat) 1st floor Corridor to room 140	254.40 m					
10.4	On rails, bars, pipes, etc not exceeding 300mm girth 1st floor Corridor to room 140	115.20 m					

11.	Clean down and prepare and one coat clear matt polyurethane vanish	76.80 m ²					
11.1	On flush doors Kitchen, 1st to 6th floor						
12.	40mm Semi-solid flush doors with hardwood veneer both sides and conceal hardwood edges strips						
12.1	Door size 813x2032mm high 1st floor, room 140	2.00					
	BILL NO: 4 CEILINGS AND PARTITIONS						
13.	Gypsum plasterboard ceilings						
13.1	Floor Tiles Material 1st floor, Corridor	120.70 m ²					
14.	Extra over 12.5mm gypsum vinyl covered fissured suspended ceiling for the following suspended ceiling boards						
14.1	Extra over for 15mm 'Prima Dune Plus' Ceiling panels size 600x600mm 1st floor, room 140	23.78 m ²					
	FLOOR COVERINGS						
	BILL NO. 5 IRONMONGERY						
15.	Mortice Locks						
15.1	Four lever upright mortice claw bolt sliding	2.00					

	door lock with stainless steel forend First Floor, room 140 (For New Doors)							
	Cupboard and drawer locks							
16.	<u>DOOR FURNITURE</u>							
16.1	Union Protea' lever furniture (pair) with standard Keyhole First Floor, room 140 (For New Doors)	2.00						
	<u>BILL NO. 6</u>							
	PLASTERING							
17.	Plastering one coat com[o plaster steel troweled smooth on							
17.1	Brickwork to Walls Ground floor	4.00 m ²						
	WALL TILING							
18.	Take delivery of, transport to the site, store, protect and lay ceramic floor tiles of differing sizes fixed with and including adhesive to screeded surfaces (elsewhere measured) and flush pointed with an approved tinted waterproof jointing compound on (cost of floor tiles elsewhere)							
18.1	Floors to patterns First Floor, Corridor	120.70 m ²						
19.	Natural anodized aluminium tiling edge strips, etc							
19.1	Bull nosed tiling edge or corner strip suitable for 8mm tiles Kitchens, first floor corridor	23.00 m ²						

	GLAZING TO STEEL WITH PUTTY								
	BILL NO. 7								
	PAINTWORK								
20.	One coat primer or sealer, one under coat and two coats Acrylic paint PVA paint								
20.1	On ceilings, including cornices and cover strips Room 140				49.90 m ²				
21	One coat sealer and two coats Acrylic paint								
21.1	On drywall partitions Room 140				24.35 m				
22.	One coat oil based stain and two coats clear matt polyurethane varnish								
22.1	On paneled and mounded doors New door for room 140				6.40 m				
23.	Preliminaries				8%				
24.	Contingencies								
25	Escalation								
	Compulsory Site Visit: 22 September 2022 at 11:00 Ministry of Finance, Fiscus Building, 2nd floor, West Wing. Contact person: Mr E Shikemeni: 0812449640/061-209 2622; Mr Simon Gabriel: 0813192239, Bertha Shivute 0812818327								

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: W/RFQ/09-7/2022

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 renovations at Fiscus Building		

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/09-7/2022)

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/09-7/2022**

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)	Ministry of Finance
Intended Completion Date GCC	The intended completion date is: 8 weeks after acceptance of official order
Project Manager GCC 1.1(y)	The Project Manager is: Mr. Erastus Shikemeni, Ms. Bertha Shivute and Gabriel Simon.
Site GCC 1.1(aa)	The Site is located at Ministry of Finance, Fiscus Building
Start Date GCC 1.1(dd)	The Start Date shall be: 5 days after official order is issued
The Works GCC 1.1(hh)	The works consist of: Procurement for renovations at Fiscus Building
Interpretation GCC 2.2	The work will be completed in the following sections: Wholly completed
Interpretation GCC2.3	<p>The following additional documents shall form part of the contract:</p> <ul style="list-style-type: none"> • This special condition of contract • General conditions of contract • Specifications and compliance sheet • Purchase order • Quotation letter • Bid securing declaration • Written undertaking in terms of Section 138 of the Labour Act 2007 • Statement of requirements • Priced activity schedule

GCC Clause Reference	Special Conditions
Language and Law GCC 3.1	<p>The language of the contract is English</p> <p>The law that applies to the Contract is the law of Namibia.</p>
Project Manager's Decisions 4.1	<p>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.</p>
Delegation GCC 5.1	<p>The Project Manager may not delegate his/her duties.</p>
Notices GCC 6	<p>Any notice shall be sent to the following addresses:</p> <p>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) and Stephen Nghikongwa (Stephen.Nghikongwa@mof.gov.na)</p> <p>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:</p> <hr/>
Insurance GCC 13.1	<p>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:</p> <ul style="list-style-type: none"> (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: <ul style="list-style-type: none"> (i) of the Contractor's employees:[The Contractor shall take an adequate insurance cover for its employees

GCC Clause Reference	Special Conditions
	<p>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 Data GCC 14.1	The site data shall be: Ministry of Finance
Possession of the Site GCC 20.1	The Site Possession Date shall be: 5 days after issuing of Purchase Order
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 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.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within 7 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: 12 Months
Payment Certificates GCC 39.7	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.
Payments GCC 40	<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>
Adverse weather	

GCC Clause Reference	Special Conditions
Conditions GCC 41.1 (I)	Not Applicable
Price Adjustment GCC 44.	The Contract is not subject to price adjustment.
Retention GCC 45.	5% of the amount shall be retained from payment. 95% of the amount will be released after completion of the work and the remaining 5% shall be released after the Defect Liability Period subject to the Contractor making good all defects.
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are Not Applicable .
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 Applicable
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: Not Applicable

SCHEDULE 2**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: W/RFQ/09-7/2022**

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Securing declaration		

Evaluation Criteria

STAGE A: Mandatory Requirement	Yes	No
Certified copy of Company Registration Certificate (incorporating document)		
Certified copy or Original Good Standing Certificate from the Social Security Commission		
Certified copy or Original Good Standing Certificate from the Inland Revenue Department		
Certified copy of a valid Affirmative Action Compliance Certificate or in its absence, proof from the Employment Equity Commissioner that the Bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		
Duly completed and signed Bid Securing Declaration form		
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		

STAGE B: SUPPLEMENTARY REQUIREMENTS		
All pages and attachments initialed		
Duly signed and completed Quotation Letter		
Duly completed and signed bidding documents		
In line with business principle of related work to be done (construction works)		
Compulsory site inspection attended		
Valid Certified copy of fitness certificate from Local Authority		
This bid is reserved for Namibians only (attach certified copy of Identity document (ID))		
Provide proof of ownership of scaffolding or valid hiring contract of scaffolding or proof (with contact details) where to hire the scaffolding.		
Provide two (2) reference letters of similar nature of work performed involving scaffolding		

NB: Only bidders who complied with **all Yes at stage A and B** will be considered for Technical Evaluation stage

Technical Evaluation Criteria

The bid will be evaluated in terms of technical compliance with the Specifications and scope of work as described in the schedule of activities/BoQ

Criteria				
Criteria	Sub-Criteria	Requirements	Scoring	Maximum Points
Organizational Experience	Provide proof of completed projects of similar nature (<i>provide a contactable references or completion certificates</i>)	Proof of 5 Projects and above	30	30
		Proof of 4 Projects	25	
		Proof of 3 Projects	20	
		Proof of 2 Projects	15	
		Proof of less 2 Projects	0	
	Completed project value in million/ thousands	N\$1 300 000 and above	25	
		N\$900 000 to N\$1 200 000	20	

	Minimum 1 project Within 5 years <i>(provide completion certificate indicating value or copies of purchase order (PO))</i>	N\$600 000 to N\$800 000	15	25
		Less N\$500 000	0	
Experience key staff assigned (site personnel) in relation to the scope of work	Foreman with qualification of civil trade minimum level 3 trade certificate (attached CV and certified qualification)	Foreman (company) met all mentioned requirements	30	30
		Foreman not met all mentioned requirements	0	
Profile	A company profile	A company profile	15	15
		Not company profile	0	
Total				100

NB: he bids that scores 70 and above shall be considered for financial evaluation.

Price and Price Preference: Offers that are substantially responsive shall be compared based on evaluated cost to determine the lowest evaluated quotation. Only bids determined compliant with all the stages of evaluation above will be considered in terms of price. Prices of bids deemed not fair and reasonable may not be considered. This will be determined based on the Professional Consultant's Cost Estimate.

Only bids that fall within 15% below or 15% above the Professional Consultant's estimate will be considered.