



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

THE REMOVAL OF THE EXISTING SUMP PUMP AND ACCESSORIES AND THE SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE, TESTING AND COMMISSIONING OF NEW SUMP PUMPS AT THE MINISTRY OF FINANCE, FISCUS BUILDING

Procurement Reference No: W/RFQ/09-01/2022

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Letter of Invitation

TO: ALL BIDDERS**Compulsory site visit:****Date: 28 April 2022****Time: 10h00 local time****Place: Ministry of Finance – Fiscus building****Contact: 061- 2092893/ 0813100918****Bid Reference Number: W/RFQ/09-01/2022****DEADLINE FOR SUBMISSION: 06 May 2022, 11H00 local time**

Dear Sirs,

REQUEST FOR BIDS FOR THE REMOVAL OF THE EXISTING SUMP PUMPS AND THE SUPPLY, DELIVERY, INSTALLATION, MAINTENANCE, TESTING AND COMMISSIONING OF NEW SUMP PUMPS AT THE MINISTRY OF FINANCE, FISCUS BUILDING

The Ministry of Finance invites you to submit your best quote for the works described in detail hereunder, page 23.

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.

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 Quotation

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

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration; and
- (b) the Priced Activity Schedule 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 Invitation for Quotation 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.

In the case of a quotation submitted by a joint venture (JV), the JV agreement, or letter of intent to enter into a JV including a draft agreement, indicating at least the parts of the Works to be executed by the respective partners;

3. Validity of Quotations

The quotation validity period shall be **180** days from the date of quotation submission deadline.

4. Eligibility Criteria

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

- a) Have a valid certified copy company Registration Certificate accompanied by certified copies of the Directors' / Shareholders' identity documents;
- b) Have an original/certified copy of valid good Standing Tax Certificate;
- c) Have an original/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) A minimum of 3 references for maintenance/new installations of similar work;
- g) Compulsory site meeting
- h) All page must be initialled.

5. Bid Securing Declaration

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

Bid Securing Declaration of a JV shall be in the name of the JV that submits the bid. If the JV has not been constituted into a legally-enforceable JV, at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

6. Works Completion Period

The completion period for works shall be six (6) months after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted.

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. The quotation shall be completed in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder as specified in the Special Power of Attorney Form. Any amendment such as interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the quotation.

8. Submission of Quotations

Quotations should be delivered in the Quotation/Bid Box located at Ministry of Finance, Fiscus Building, John Meinert Street, First Floor west wing, Room 149 B not later than **06 May 2022 at 11h00 local time**. Quotations by post or hand delivered should reach Ministry of Finance, Fiscus Building, First Floor west wing, **Room 149 B**, 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. 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.

11. 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.

12. Qualification Criteria

Bidders should submit documents in respect of the following:

- (i) Average annual monetary value of Pump installation works performed over the last 3 years;
- (ii) Experience in works of a similar nature and size, and details of work under way or contractually committed; and clients who may be contacted for further information on those contracts;
- (iii) A company profile indicating qualifications and experience of key site management and technical personnel proposed for the Contract;
- (iv) Supplier's Catalogue.

13. Evaluation Criteria metrics (To be filled in by public entity)

12.1 Preliminary examination of Quotations

#	Description	YES	NO
1	Has the Bidder submitted the duly filled in, signed, stamped, and dated Quotation Letter;		
2	Is the Quotation completed in indelible ink and signed by a person duly authorized to sign on behalf of the Bidder as per completed Special Power of Attorney Form		
3	Is the Quotation signed, and all pages of the quotation are initialed by the person duly authorized to sign on behalf of the Bidder as per completed Special Power of Attorney Form		
4	Is the Quotation written/completed in English language		
5	Has the Bidder completed, signed and submitted a Quotation- Bid securing declaration		
6	Attended compulsory site meeting		
	OVERALL ADMINISTRATIVE COMPLIANCE		

Bidders that do not comply with the stipulated requirements above will be deemed non-responsive, therefore disqualified and excluded from further evaluation and comparison.

12.2 Legal Admissibility Evaluation Grid

#	Description	Yes	No
1	Bidders (Owners/Shareholders) have provided valid proof of citizenship in the form of Namibian Identity Documents, 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) and in the case of Joint Ventures (N), each party to the JV are Namibian citizens and have provided proof as required above.		
2	Has the bidder submitted a valid copy of company registration / founding statement? (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)) In the case of Joint Ventures (N), each N partner must comply with the above.		
3	Has the Bidder submitted an original or certified copy of valid good Standing TAX Certificate? In the case of Joint Ventures (N), each N partner must comply with the above		
4	Has the Bidder submitted an original or certified copy of valid good Standing Social Security Certificate? In the case of Joint Ventures (N), each N partner must comply with the above.		
5	Has the bidder submitted a certified copy of a valid Affirmative Action Compliance Certificate, 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; (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)) In the case of Joint Ventures (JV), each N partner must comply with the above.		
6	Has the bidder submitted 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 52.1 of the General Conditions of Contract if it is awarded the contract or part thereof.		

7	<p>In case of N, Bidder has submitted the following additional documentation:</p> <p>a) Duly signed joint venture agreement outlining the following:</p> <p>(i) Roles and Responsibilities of each party. The Roles and Responsibility of each party shall not be altered at any point without the written consent of the employer</p> <p>(ii) That there will be a N's bank account</p> <p>(iii) Percentages of partners in the N and</p> <p>(iv) That the partners are jointly and severely liable</p> <p>b) Power of attorney for the signatory of the joint venture</p> <p>In the case of intended Joint Ventures (JV) has the bidders submitted a dully signed letter of intent by all parties to the JV outlining the above requirements in (i) to (iv)</p> <p>(Existing JVs shall comply with the above requirements ; as well as Single and Lead Partner for a new (N)</p>		
9	<p>Has the Bidder provided a written Special Power of Attorney that the undersigned person is herewith granted a special power of attorney to initial and sign the standard quoting document for the purposes of procurement process (Completion of Form-Special Power of Attorney)</p>		
OVERALL LEGAL COMPLIANCE			

Bidders that do not comply with the stipulated requirements above will be deemed non-responsive, therefore disqualified and excluded from further evaluation and comparison.

12.3 Technical Evaluation

Criteria				
Criteria	Sub-Criteria	Requirements	Scoring	Maximum Points %
Organisational Experience	Minimum of 3 completed projects of similar nature with contactable reference (Attach proof of completion in the form of award letters or Purchase Order or Letter of Acceptance accompanied by practical/final	Proof of more than 3 projects	30%	30%
		Proof of 3 Projects	25%	
		Less than 3 Projects	0%	

	completion certificates)			
	Average annual monetary value of Pump installation works performed over the last 3 years (provide proof of completion in the form of award letters or Purchase Order or Letter of Acceptance accompanied by practical/final completion certificates)	Proof of Average annual monetary value of more than N\$ 100 000.00	10%	10%
		Proof of Average annual monetary value of N\$ 100 000.00 - N\$ 90 000.00	7%	
		Proof of Average annual monetary value of N\$ 90 000.00 - N\$ 80 000.00	5%	
		Proof of Average annual monetary value of N\$ 80 000.00 - N\$ 70 000.00	3%	
		Less than N\$ 70 000.00 Average annual monetary value or no proof or incomplete submission of requested documents/information	0%	
Experience key staff assigned (site personnel) in relation to the scope of work	Qualified Pump technician and CVs and qualifications	Proof of CV and qualification (National Diploma or Trade Diploma (N3-N6) in mechanical engineering or related field) Qualified Pump technician with more than 6 years' experience in pump installations	20%	20%
		Proof of CV and qualification (National Diploma or Trade Diploma (N3-N6) in mechanical engineering or related field) Qualified Pump technician with 5-6 years' experience in pump installations	15%	
		Proof of CV and qualification	10%	

		(National Diploma or Trade Diploma (N3-N6) in mechanical engineering or related field) Qualified Pump technician with more than 4-5 years' experience in pump installations		
		Proof of CV and qualification (National Diploma or Trade Diploma (N3-N6) in mechanical engineering or related field) Qualified Pump technician with more than 3-4 years' experience in pump installations	5%	
		Less than 3 years' experience or No proof	0%	
Programme	The Employer has placed a high priority on reducing the overhaul programme duration.	Submission of best installation programme		
		6 months or less	20%	20%
		6 – 7 months	15 %	
		7 - 8 months	10 %	
		More than 8 months	5%	
	A company profile indicating qualifications and experience of key site management and technical personnel proposed for the Contract	A company profile indicative of qualifications and experience of key site management and technical personnel proposed for the Contract	15%	15%
		A company profile not indicative of qualifications and experience of key site management and technical personnel proposed for the Contract	5%	
		Not company profile	0%	

	Supplier's Catalogue	Supplier's Catalogue	5%	5%
		No Supplier's Catalogue	0	
TOTAL SCORES				100%

A score of less than 70% will deem the quoting bidder to be disqualified from further evaluation (Financial evaluation).

13. 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.

14. 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.

15. Margin of Preference

Not available.

16. 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.

17. 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:	
Procurement Reference Number:	
Subject matter of Procurement:	

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/09-01/2022

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.

SPECIAL POWER OF ATTORNEY

Date: [insert day, month, and year]

Ministry of Finance
Procurement Management Unit
John Meinert Street
Private Back 13259
WINDHOEK

Dear Sir/Madam,

RE: PROCUREMENT NO.[•]: SPECIAL POWER OF ATTORNEY

The undersigned person is herewith granted a special power of attorney to initial and sign the standard bidding document for the purposes of procurement process [insert procurement reference number].

Title and Name

Signature.....

Such authorization has been conferred by the Board of Directors by way of a Board Resolution/ Member's Resolution [delete where appropriate] dated [insert date of board/member's resolution] attached her eto, to act on our behalf and in our name. The actions and representations of the aforementioned person shall be binding upon the grantors.

Place

Date

Name.....

Signature and Company Stamp
(Duly authorized to confirm such Special Power of Attorney)

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

3.1 DETAILS OF CONTRACT

The work to be carried out under this contract consists of removal of the existing sump pump(s), supply, delivery and installation of new sump pump(s) at Ministry of Finance, Fiscus Building, 10 John Meinert Street.

3.2 SCOPE OF WORKS

This contract covers the removal, supply, delivery, installation, testing, commissioning and guarantee for the following: -

- Removal of the existing sump pump(s) and the existing pipe works,
- Supply and installation of sump pumps and discharge pipework, up to mains, including bends and tees to suit.
- Supply and installation of counterweighted single door non-return “AVK” or equivalent non-return valves.
- Provision of shop/or working drawings as “AS BUILT” drawings.

3.3 TECHNICAL SPECIFICATIONS

3.3.1 PUMPS

Two submersible pumps of the same capacity shall operate on a duty, standby and assist mode. Each pump shall have an individual intake. To prevent retention under normal operating conditions, there will be at least one pump start in a 24-hour period.

3.3.2 CONTROLS

Alarms shall be activated in cases of power failure, pump failure, or any cause of pump malfunction. An audio-visual device shall be installed for external observation

Pump start and stop shall be controlled by level detectors. Main parameter shall be water level. The pre-set levels shall be stop, start and second start levels. The duty pump shall start when the water in the wet well reaches the start level, and stops when the water been pumped down to the stop level. The duty pump is alternated at each cycle to ensure even distribution of usage and wear between the pumps. The stand-by assists at the second start level in a situation where the incoming flow is larger than the capacity of one pump.

The control unit shall be capable of measuring using incoming and pumped flows. The control unit should have over and under current limits to protect the motor in abnormal situations. The unit shall record pump running hours and number of starts for maintenance purposes.

Control panel should be located outside the wet well and suitably protected from weather, humidity, vandalism.

3.3.3 FORCE MAINS

Automatic Air Release valves shall be placed at high points in the force mains to prevent air locking.. Access to air release facilities shall not be located in traffic-ways.

3.3.4 KIOSK

Each pumpset cable shall be connected to its associated control panel by means of an above ground, kiosk via ducts. The distance between the panel and the wet well shall be less than 5m.

3.3.5 STANDARDS

The following standards shall apply to these works:

- ISO 9906,
- ISO 2548,
- ISO 3555,
- BS EN 752-6:1998.

3.3.6 SUMP PUMP AND MOTOR

The general arrangements and details of the pumps, pipes and fittings are shown on the drawings. Materials of the pump components are to be selected for resistance to corrosion and abrasion to be expected in a waste water environment.

The pumps shall be complete, with the following specifications:

Type:	: Submersible
Quantity	: 2 of
Redundancy	: 1x duty and 1xstandby (with automatic changeover after each start)
Duty Point	: 2.5 m ³ /h per pump at 21 m head
Pump Outlet	: Minimum of NB 50 mm (Bidder to confirm)
Impeller Material	: Cast Iron/Stainless Steel
Location	: Installed in collection (wet) sump

Pump shall be fitted with an electric motor with the following specifications:

Voltage	: 230V, 1 phase (Bidder to confirm)
---------	-------------------------------------

Frequency : 50Hz
 Power Rating : Less than 8 Amps (Bidder to confirm)
 Starting Method : Soft Starter

Motor operation shall be controlled by a set of three level switches per pump.

3.3.7 PIPEWORK (IN THE SUMP)

Pipework shall be manufactured from stainless steel type 304 or equally approved. All pipework shall be flanged, with SS bolts, washers and nuts. All flanges shall be drilled to Table 1000 to SANS 1123. Pipework shall connect to the flange of the existing main discharge. Pipe support brackets shall be manufactured from Stainless steel type 304.

3.3.8 VALVES AND FITTINGS

The following valves and fittings shall be supplied and installed. They shall include the following as per specification:

Isolating Valves (NB50)

Preferred Make : VAG, AVK, Hawle and Uni-Flow or similar approved
 Type : Suitable for waste water applications
 Fit : Flanged
 Size (Length) : As per SABS 664

Check (non-returning) valves (NB50)

Preferred Make : VAG, AVK, Hawle and Uni-Flow or similar approved
 Type : Ball Type (suitable for waste water applications)
 Fit : Flanged
 Size (Length) : As per SABS 664

Dismantling Coupling (NB 100)

Preferred Make : Klamflex, Viking Johnson (Dedicated) or similar approved
 Type : Dismantling
 Fit : Flanged
 Size (Length) : As per SABS

3.3.9 FLOW METER

The electromagnetic flow meter must be installed to measure the sewerage flow and installed as per drawing.

Flow meter shall be equal to:

Preferred Make	: Endress & Hauser or similar approved
Model	: Promag 10 (with remote display
Type	: Suitable for waste water applications)
Fit	: Flanged
Size (Length)	: As per Manufacturer
Power Supply	: 220 V AC

3.3.10 PRESSURE GAUGE

Preferred Make	: WIKA or equal approved,
Model	: 233.30.100/0-4bar c/w chemical seal 990.10/G1”+Everlast

3.3.11 ELECTRICAL CONNECTION

The Contractor shall be responsible for engineering, documentation, supply, installation, commissioning and maintenance of the electrical installation in accordance with:

- a) The SABS Code of Practice for the Wiring of Premises SABC 0142
- b) The Local Electricity Supply Authority By-Laws
- c) The Factories, MACHINERY AND Building Works Act of 1941 (and amendments)

Commissioning shall include all the activities necessary to put the installation into operation and to prove that the electrical system provides the correct operating sequence.

3.3.12 DRAWINGS AND INFORMATION TO BE SUBMITTED

Drawings and information to be submitted on completion of the Works:

- i) Two sets of paper prints of all the drawings showing all "as built" features of the installation.
- ii) Three complete sets of operating and maintenance manuals containing all drawings, test certificates, settings of equipment as commissioned, installation, commissioning and maintenance details, operating instructions, as well as a complete list of spare parts with reference numbers and technical description to enable the client's technical personnel to maintain service and repair the installation.

3.3.13 TEST CERTIFICATES AND TESTS

- Where test certificates are required for individual pieces of equipment, these shall be submitted to the Engineer for approval immediately on receipt of such certificates.
- Where witnessing of tests are required by the Engineer, arrangements shall be made by the Contractor for the Engineer to witness such tests.

- The following tests shall be done at the Contractor's expense:

a) Functional Test

Prior to notification of completion of the installation to the Engineer, the entire plant shall be thoroughly tested for proper functioning under all possible operating conditions (normal and simulated). All safety devices shall be tested for effective operation by initiating each relevant sensor.

b) Performance Tests

To determine the full performance of the entire plant/installation and its critical components, all parameters necessary shall be measured at regular intervals over a period as agreed or determined by the Engineer.

The test results shall be tabulated and/or plotted together with the stated performance data and reported to the Engineer in writing.

The test report shall be fully titled, signed and dated prior to submission.

The stainless steel section of the rising main pipe is to be pressure tested to its rated working pressure per SABS1200. The pressure test will be witnessed by the Engineer, and the Contractor shall give 48 hours' notice prior to testing. The test duration shall be 12 hours.

3.3.14 MAINTENANCE

In support of the GUARANTEE for the works the entire installation, as detailed above, shall be maintained by the Contractor for twelve months from the day of commissioning. The maintenance shall also cover the applicable maintenance aspects as set out in the warranties of the individual units/machines and other warranted parts.

In support of the GUARANTEE for the works the entire installation, as detailed above, shall be maintained by the Contractor for twelve (12) months from the day of commissioning. The maintenance shall also cover the applicable maintenance aspects as set out in the warranties of the individual units/machines and other warranted parts.

Any defects due to inferior materials and/or workmanship (fair wear and tear expected) shall be repaired or the equipment replaced without delay at the Contractor's expense.

The Contractor shall execute three (3) maintenance services during the twelve (12) months maintenance period. The services shall be at approximately four (4) months' intervals.

The final service shall be done just prior to the final hand-over inspection at the end of the 12 months maintenance and guarantee period. This service shall also include re-testing and rebalancing of the entire system in the presence of the Engineer, and a written report on this service shall be submitted to the Engineer within 14 days of the completion of the service.

The Contractor shall give at least 7 days' notice in writing to the Engineer before starting with any maintenance service.

In addition, the bidder shall price for one extra trip to site after first handover of the installation, in order to train the client or his representatives fully in the operation and normal servicing of the plant, and in routine safety precautions to be taken.

3.3.15 LITERATURE AND DETAILS

Technical literature describing all equipment offered must accompany the bids.

3.3.16 AVAILABILITY OF SPARES

It is an explicit condition of this bid that all spares must be readily available. The bidder must state which spares will not be readily available.

3.3.17 ACCESSIBILITY

All equipment shall be so installed as to be readily accessible for operation, maintenance and repair. Minor changes and deviations from the bid drawings may be made to achieve this, but major changes or changes involving extra costs may not be made without approval of the Engineer.

3.3.18 OPERATING INSTRUCTIONS, MANUALS AND DIAGRAMS

The Contractor shall supply two sets of each of the following to fulfil the requirements of acceptance: (See HAND OVER):

- (i) Operating instructions
- (ii) Spare part manuals (if readily available)
- (iii) Workshop manuals
- (iv) As built drawings indicating installed capacities and parameters
- (v) Electrical wiring diagrams

3.3.19 COMMISSIONING

After satisfactory functional and performance tests have been carried out and after written notification to the Engineer of intent to commission, the entire plant shall be put into operation in the presence of the Engineer and other parties concerned

Any faults, deficiencies and/or performance inadequacies shall be listed, signed and dated by the Engineer and a copy thereof handed to the Contractor on site who, in due course, shall rectify ALL items listed.

Commissioning shall be deemed having been accepted when the entire plant complies in full with the specification and is to the satisfaction of the Engineer. Notification to that effect shall be given in writing to the Contractor by the Engineer.

15m³ of fresh water shall be used for commissioning of the pump station on the scheduled date of commissioning.

3.3.20 HANDOVER

The Contractor shall handover the entire plant when all paintwork, touch-up final adjustment and proper cleaning of the premises has been executed. All tools, manuals, diagrams and guarantee certificates shall be submitted.

The handover shall be deemed having been completed upon receipt of two sets of diagrams, manuals and certificates. Notification to that effect shall be given in writing to the Contractor by the Engineer.

The Guarantee(s) covering the equipment against defects in material and workmanship for a period of twelve months shall commence from the date of handover.

CANCELLED

B. DRAWINGS

Not available - Contractor to generate and provide shop drawings upon contract award

CANCELLED

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: W/RFQ/09-01/2022

Currency of Bid: N\$

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
SECTION A: SUMP PUMPS (AS GUIDED BY THE SCOPE OF WORKS or ENGINEER)					
1	Supply, deliver, install, test and commission pump sets complete including pumps, motors and base frame/concrete plinth	2	No.		
2	50 mm non-return valve	2	No.		
3	50 mm gate valve	2	No.		
4	50 mm flow meter	1	No.		
5	50 mm pressure gauge (0-4 bar)	1	No.		
6	50 mm equal tee	1	No		
7	50 mm Stainless steel (SS) pipe	10	m		
8	50 mm uPVC pipe		Rate only		
9	50 mm Chemoflex pipe		Rate only		
10	50 – 100 mm SS reducer	1	No.		
11	100 mm SS – uPVC Adaptor	1	No.		
12	Pump Control Panel including all pressure switches, with capacity to auto cycle the two pumps with dry run protection., run the two pumps concurrently in event of increased inflow	1	No.		

	and activate sound siren, strobe light in case of emergency and contact personnel with gms system.				
13	Siren mounted above control panel	1	No.		
14	Strobe light mounted above control panel	1	No.		
15	50 mm x 90 deg bends - flanged	2	No.		
16	Bolts, Washers, Nuts and consumables	1	Sum		
17	Probes level switches		Rate only		
18	Provisional Sums (i) Special Finishes and features for the pumps, that may be required (ii) Interconnecting cables between control board and the pumps.	1	Sum		
19	Removal of the existing pumps and associated accessories	2	No.		
	AMOUNT CARRIED TO SUMMARY				
SECTION B: ALL OTHER MATERIAL AND EVERYTHING TO PROVIDE TURNKEY PROJECT IN ACCORDANCE TO DRAWINGS AND SPECIFICATIONS AND NOT PRICED ELSEWHERE/ FURTHER ITEMS REQUIRED TO PROVIDE COMPLETE SAFE, RELIABLE AND WELL-FUNCTIONING INSTALLATION					
A			L/Sum		
B			L/Sum		

				Other additional costs (10 % Contingencies)	
				Subtotal	
<i>Enter 0% VAT rate if VAT exempt.</i>				VAT @ %	
				Total	

Priced Activity Schedule Authorised By:

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

CANCELLED

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: W/RFQ/09-01/2022

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	Artisans/ Technicians		
2	Special pump Installation skill		
3	Special Testing Equipment		
4	Company Certifying Standards Boards Affiliation		
5	Quality Controller		

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/09-1/2021)

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/09-01/2022**

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

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: W/RFQ/09-01/2022

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement]*

GCC Clause Reference	Special Conditions
Purchaser GCC 1.1(r)	The Employer is: Ministry of Finance
Project Manager GCC 1.1(y)	The Project Manager is: Mr. Gerson Kondo Mechanical Engineer Capital Project Management Ministry of Works and Transport Private Bag 13348 6719 Bell Street Snyman Circle Windhoek
Site GCC 1.1(aa)	The site is located at the Ministry of Finance Fiscus Building, John Meinert Street,
Start Date GCC 1.1(dd)	The Start Date shall be the date of the Letter of Acceptance or the Purchase order Agreement
The Works GCC 1.1(hh)	The Works consist of: <ol style="list-style-type: none"> 1. Removal of existing sump pumps and accessories. 2. Installation of new sump pumps.

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 5.1	<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>
Notices GCC 6	<p>Any notice shall be sent to the following addresses:</p> <p>For the Employer,</p> <p>Administrative Enquiries: Mr. Stephen Nghikongwa Procurement Management Unit Ministry of Finance John Meinert Street Tel.: +264 (61) 2092798/ 2041 Email address: 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> <p>_____</p>
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> <p>(a) for the Works, Plant and Materials: <i>(for the full amount of the works including removal of debris, professional fee etc...)</i></p> <p>(b) for loss or damage to Equipment: <i>(for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer.</i></p> <p>(c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>for an</i></p>

GCC Clause Reference	Special Conditions
	<p><i>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 Public Entity as well).</i></p> <p>(d) for personal injury or death:</p> <p>(i) of the Contractor's employees: <i>[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</i></p> <p>(ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i></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 Contractor shall be deemed to have examined the site and familiarized itself with the conditions before bid deadline.
Intended Completion Date GCC 16.1	The Intended Completion Date for the whole of the Works shall be: 6 Months
Possession of the Site GCC 20.1	The Site Possession Date shall be within seven (7) days when the required insurances are approved by the Project Manager.
Procedure for Disputes GCC 24	Refer to GCC 24
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within 14 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.

GCC Clause Reference	Special Conditions
GCC 25.3	The period between Program updates is 7 days.
Defects Liability Period GCC 33.1	The Defects Liability Period is 365 days.
Payment Certificates GCC 39.7	“A interim 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	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (l)	Namibia Meteorological Service
Price Adjustment GCC 44.	The Contract is not subject to price adjustment
Retention GCC 45.	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.
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are N\$500.00 per day . 0.5 and 0.10% The maximum amount of liquidated damages for the whole of the Works is 5% of the Contract Sum .
Bonus GCC 47.1	No bonus shall be paid.
Advance Payment GCC 48.1	No advance payment shall be made.
Performance	No Performance Security required.

GCC Clause Reference	Special Conditions
Security GCC 49.1	
Operating and Maintenance Manuals GCC 56.1	“Shop Drawings/Manuals” drawings or operating and maintenance manuals are required and should be supplied to the employer by the contractor no later than: The Completion date
Payment upon termination 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: 15%

CANCELLED

QUOTATION CHECKLIST SCHEDULE

[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

Procurement Reference No.:

Description	Attached (please tick if submitted and cross if not)
Bid letter	
Priced Activity Schedules	
Specification and Compliance Sheet	
Have certified copy of a valid company Registration Certificate	
Have an original or certified copy of valid good Standing Tax Certificate;	
Have an original or certified copy of valid good Standing Social	
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;	
Submitted a signed Bid-securing Declaration.	
Completion of Special Power of Attorney	

Disclaimer: *The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its bid to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.*

Qualification and Eligibilities*(to be completed by Public Entity)*

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;		
This bid is reserved for Namibians only.		
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		
All pages are initialed		
Duly signed and completed Quotation Letter		
Duly completed and signed bidding documents		
Attended Compulsory site visit		