



OUTAPI TOWN COUNCIL

Tel: 065 - 251191/2/3
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PO Box 853
Outapi

**Request for Quotations
for Works:**

**CONSTRUCTION OF TEN (10) x VIP TOILETS AT
INFORMAL SETTLEMENTS**

**PROCUREMENT REFERENCE NO: W/RFQ/OTC-
19/2022/23**

Bid documents: No fees required

BIDDER NAME:.....

BID AMOUNT:.....

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11/07/2023

INVITATION FOR BIDS

SUBJECT: REQUEST FOR QUOTATION FOR CONSTRUCTION OF 10 VIP TOILETS

PROCUREMENT REFERENCE NO: W/RFQ/OUTC-19/2022/23

The OUTAPI TOWN COUNCIL 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 Outapi Town Council Procurement Management Unit.

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

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Outapi Town Council 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
- (b) not to be bound to lowest quotation or any quotation

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 **30** days from the date of bid submission deadline.

4. Eligibility Criteria

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

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

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

5. Works Completion Period

The completion period for works shall be 1 (one months after acceptance and issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable.

6. Sealing and Marking of Quotations

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

7. Submission of Quotations

Quotations should be deposited in the Bid Box located at Outapi Town Council ,Tsandi Main Road ,Outapi, not later than, **01 August 2023**. Quotations by post or hand delivered should reach Outapi Town Council by the same date and time. Late quotations will be rejected. Quotations received by e-mail will not be considered.

8. 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 Security/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.

9. 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.

10. 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.

11. 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.

12. 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.

SECTION II: QUOTATION LETTER

Quotation addressed to:	Outapi Town Council
Procurement Reference Number:	W/RFQ/OTC-19/2022/2023
Subject matter of Procurement:	Construction of VIP Toilets x 10

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 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 10 *days* from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within 30 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/OTC- 19/2022/2023

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]

Corporate Seal (where appropriate)

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

SECTION III: STATEMENT OF REQUIREMENTS

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

- Site clearance
- Pit depth = 2.5m
- Pit size (Area) = 1m x 1m =1m²
- Brick work (One brick wall, 220mm of 14 Mpa bricks in class II mortar with brick reinforcement/brickforce at every fourth course), for constructing pit from underground.
- 150mm top reinforced concrete slab (Mesh 888)
- Zinc works on 25 x 25 x 5 Square Hollow Section (SHS)
- Corrugated iron doors on 25 x 25 x 5 Square Hollow Section and lock
- Dry Toilet Seat
- 110mm PVC vent pipe, 3m long

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: W/RFQ/OTC-19/2022/2023

[Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below.]

The quantities shown below are approximate and not subject to re-measurement for payment purposes.

(The unit price to be provided shall cover all costs to be incurred for the construction of the toilet, including materials, labour, transport, profit and shall exclude excavation of trenches which will be done by the Council)

Item No	Brief Description of Works	Unit of Measure	Quantity	Unit Price (N\$)	Total Price (N\$)
A*	B*	D*	C*	E	F
1	Construction of one VIP toilet complete (Excluding excavation) as described/specified under scope of works, specifications and performance requirements above.	No.	10		

		Subtotal			
		VAT @	%		
		Total			

*Columns A to D to be completed as applicable by the Public Entity

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: W/RFQ/OTC-19/2022/23

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

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	N/A		

* Columns A and B to be completed by Public Entity

Specifications and Compliance Sheet Authorised By:

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

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (Ref. **W/RFQ-GCC**) available on the website of the Procurement Policy Unit.

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: W/RFQ/OTC-19/2022/23

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	<i>Outapi Town Council</i>
Intended Completion Date GCC	The intended completion date is: 30 August 2023
Project Manager GCC 1.1(y)	The Project Manager is: Any one authorised by the Council to be the Project Manager of this project.
Site GCC 1.1(aa)	The Site is located at Outapi Town, Ext. 8, 12 & 13
Start Date GCC 1.1(dd)	The Start Date shall be: Within seven (7) days after award of contract.
The Works GCC 1.1(hh)	The Works consist of: <ul style="list-style-type: none"> • As specified under Section III: Statement of requirements above
Interpretation GCC 2.2	The project will be completed in the following sections: N/A
Interpretation	The following additional documents shall form part of the contract:

GCC Clause Reference	Special Conditions
GCC2.3	Purchase Order and Acceptance Letter
Language and Law GCC 3.1	The language of the contract is English The law that applies to the Contract is the law of Namibia.
Project Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation GCC 5.1	The Project Manager <i>may</i> delegate his/her duties.

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No: W/RFQ/OTC-19/2022/2023

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Bid Security Declaration		
Valid company Registration Certificate		
Original valid good Standing Tax Certificate		
Original valid good Standing Social Security Certificate		
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		

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 quotation 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.