



SAFE ROADS TO PROSPERITY

Request for Quotations for Works

MINOR WORKS

Procurement Reference No: W/IQ/RA-04/2021

Roads Authority Head Office
Private Bag 12030, Windhoek
Corner of Mandume Ndemufayo Avenue and David Meroro Road, Windhoek 4th Floor
Date: 05 October 2021

INFORMAL QUOTATION (OTHER SERVICES)

Procurement Ref. No W/IQ/RA-04/2021

Dear Bidders

Request for quotation for Minor Works

The **ROADS AUTHORITY** hereby invites you to submit your quotation for the goods listed hereunder. Your offer should be made on this form, with any annex which you may wish to enclose, and should be addressed to **Roads Authority Head Office, corner of Mandume Ndemufayo Avenue and David Hosea Merero Road, Windhoek Ground Floor Bid Box** in a sealed envelope marked with the Quotation Reference: No **W/IQ/RA-04/2021** your quotation should reach **ROADS AUTHORITY** on or before the **11th October 2021 by 10:00** at latest.

ate quotations will be rejected.

Quotations received by e-mail will not be considered.

Queries, if any, should be addressed to Louw A, louw@ra.org.na

Julia Itana
Manager: Procurement and Tender Compliance

Date:



Priced Activity Schedule
LOT 1: TRANSPORT INSPECTORATE GROOTFONTEIN

Item No	Brief Description of Works	QTY	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	RESPRAY PASSENGER SIDE MIRROR WHITE Delivery Address: Roads Authority Transport Inspectorate Grootfontein	1	ea		
				Subtotal	
Enter 0% VAT rate if VAT exempt.				VAT @ 15 %	
				Total	

LOT 2: NaTIS LUDERTIZ

Item No	Brief Description of Works	QTY	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	WELDING FLAG POLES	2	ea		
2	WELD, PAINT AND REPLACE ROLES ON ENTRANCE GATE ANNEXURE A ATTACHED FOR MORE INFORMATION Delivery Address: Roads Authority NaTIS Ludertiz	1	ea		
				Subtotal	
Enter 0% VAT rate if VAT exempt.				VAT @ 15 %	
				Total	

Remarks: (*) Quantities may be increased or decreased by 10% at time of placement of order.

- (a) The **Roads Authority** requests delivery within **7 - 14 days** as from the date of placement of order.
- (b) Bidders Proposed Delivery Date: within days from date of placement of order.
- (c) The validity period of the Quotation is days from the date of the bid submission deadline.
- (d) The following tests and inspections will be carried conducted on the goods at delivery:
 - Lot 1: Transport Inspectorate Grootfontein
 - Lot 2: NaTIS Luderitz
- (e) Validity of offer: **30 days** as from closing date set for submission of quotations.
- (f) Bidders who have previously failed to delivery on any Purchase Orders Awarded to them by the Roads Authority will not be eligible for any other future awards within this current Financial Year.
- (g) Document should be completed in black / blue ink, pencil completed bids will not be considered.

I/We agree to supply the abovementioned good(s) at price(s) quoted by me/us and subject to conditions specified overleaf.

Date.....

Bidder's signature and seal

(Please overleaf)

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

Date:[Day|month|year].....

Procurement Ref No.:

To:[insert complete name of Public Entity and address].....

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

- a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**
- (b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;**
- (c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or**
- (d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

Signed:
[insert signature of person whose name and capacity are shown]

Capacity of:
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:
[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____
[insert date of signing]

Corporate Seal (where appropriate)

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]*~~delete if not applicable / appropriate~~



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:

Procurement Description:

.....

.....

Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:

.....

3. UNDERTAKING

I[insert full name], owner/representative

of[insert full name of company]

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 c 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.

General Terms and Conditions Applicable

1. Employer

The Public Entity inviting the Informal Quotation is the Employer for the purpose of entering into contract with the successful bidder.

2. Service Provider

The bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award and referred to as the Service Provider.

3. Rights of Public Entity

The Public Entity shall have the rights to

- (a) ask for clarifications at time of evaluating quotations and
- (b) reject all quotations.

A Public Entity shall not be bound to accept the lowest or any quotation.

4. Eligibility Criteria

To be eligible to participate in this Quotation you should together with your quotation (Schedule 1) submit the following documents. **All copies must be certified by the Namibian Police:**

- (a) have a valid copy certified by the Police of the company Registration Certificate;
- (b) have an valid good Standing Tax Certificate (original/copy);
- (c) have a valid good Standing Social Security Certificate (original/copy);
- (d) have a valid copy certified by the Police 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 Form;
- (f) Written undertaking in terms of section 138 of the Labour Act, 2015
- (g) documents must be completed in indelible ink and shall be signed by a person duly authorized to the bidders documents.
- (h) any interlineation, erasure or over writing shall be valid only if it is signed or initialed by the person signing the bid.

5. Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in this document

6. Evaluation of Quotations

The Roads Authority shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

The Benchmark set by the Roads Authority will be taken into consideration during evaluations.

Bidders who have previously failed to delivery on any Purchase Orders Awarded to them by the Roads Authority will not be eligible for any other future awards within this current Financial Year.

7. Prices

Prices shall be quoted in Namibian dollars. Prices quoted shall be firm and fixed during validity period of quotation and for execution of contract.

8. Margin of Preference

In accordance with the local sourcing directive issued by the Procurement Policy Unit, preference will be given to bidders based in the Region where goods, services or works are required

9. The Contract

The letter of Acceptance/Purchaser Order Form as the case may be together with this Informal Quotation form shall constitute the contract between the Public Entity and the Service Provider

10. Purchase Order

A service provider to whom a purchase order is issued must confirm the purchase order within three days of receipt of the purchase order and;

(a) May not change or alter the terms of the purchase order; and

(b) must undertake to deliver the services on or before the date set in the purchase order for delivery of the services.

(c) the purchase order shall be valid for 30 days only and will be cancelled thereafter.

11. General Conditions of Contract

The general terms and conditions shall be as per the General Conditions of Contract (Services) Ref. No.-NCS-LS/RFQ-GCC posted in the website of the Procurement Policy Unit and on the Roads Authority website.

12. Warranty

The service provider warrants that the services provided shall conform to the standards, specifications as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the service provider in its response to the Purchaser's Invitation for Informal Quotation.

13. Payment

The Employer undertakes to effect payment within 30 days after completion of the services to the satisfaction of the Client subject to the Service Provider making good all defects and submitting all required documents to initiate payment. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

14. Project Manager

The Project Manager is the person appointed by the Employer responsible for supervising the execution of the services and administering the contract.

15. Advanced payment

Advance payment is not applicable.

Annexure A

lot: 2.

Supporting Pictures for the repairs and maintenance needed

Gate and blue paint colour

