



**SAFE ROADS TO PROSPERITY**

# **REQUEST FOR QUOTATION: GOODS**

---

---

**Supply and Delivery of GOODS**

---

---

**Procurement Reference No: G/IQ/RA-26/2021**

Roads Authority  
Private bag 12030  
Head Office: C/o Mandume Ndemufayo Avenue and David Merero Road  
05 October 2021

**INFORMAL QUOTATION (GOODS)**

**SCHEDULE 1**

**Procurement Ref. No G/IQ/RA-26/2021**

**Dear Bidders**

**Supply and Delivery of Goods**

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 **G/IQ/RA-26/2021** Your quotation should reach **ROADS AUTHORITY** on or before the **11<sup>th</sup> October 2021 by 10:00 at latest.**

Late quotations will be rejected.

Quotations received by e-mail will be considered.

Queries, if any, should be addressed to Anita Louw [louwa@ra.org.na](mailto:louwa@ra.org.na)

Yours Faithfully

Julia Itana  
Manager: Procurement & Tender Compliance



**Priced Activity Schedule**

**LOT 1: NaTIS KATIMA MULILO**

| Item No  | Brief Description of Services                 | Quantity | Unit of Measure | Unit Price (NS)  | Total Price (NS) |
|--|---|----------|-----------------|------------------|------------------|
|  | <u>Supply and Delivery of:</u>                |          |                 |                  |                  |
| 1.   | SOLVENT CEMENT 1660001 PVC NON-PRESSURE 200ML | 1        | EA              |                  |                  |
| 2.   | SOCKET DOUBLE SV WHITE 110MM POLYPROP         | 1        | EA              |                  |                  |
| 3.   | COLLAR PAN STRAIGHT SV WHITE 110MM POLYPROP   | 1        | EA              |                  |                  |
| 4.   | CISTERN CU0108A WHITE BIBO 9I CONSUL          | 1        | EA              |                  |                  |
| 5.   | KIT CEISTERN FP15A L/L SISO BETTA DUTTON      | 1        | EA              |                  |                  |
| 6.   | PIPE DRAIN ULE420 100KPA PVC SAND 110MMX6M    | 1        | EA              |                  |                  |
| 7.   | DELIVERY COST IF ANY                          |          |                 |                  |                  |
| Delivery Address:<br>Roads Authority,<br>NaTIS Katima Mulilo |   |          |                 | <b>Sub Total</b> |                  |
|  |   |          |                 | <b>VAT @%</b>    |                  |
|  |   |          |                 | <b>Total</b>     |                  |

**LOT 2: NaTIS LUDERITZ**

| Item No   | Brief Description of Services                 | Quantity | Unit of Measure | Unit Price (N\$) | Total Price (N\$) |
|---|---|----------|-----------------|------------------|-------------------|
|   | <u>Supply and Delivery of BULBS:</u>          |          |                 |                  |                   |
| 1.  | TUBE FLUORES COOL WHITE 60CM-18W/640 OSRAM    | 80       | EA              |                  |                   |
| 2.  | MERCURY VAPUR BULBS 400WATTS                  | 20       | EA              |                  |                   |
| 3.  | ELECTRONIC BALLAST QT-FIT8 3X18 CONFIGURATION | 30       | EA              |                  |                   |
| 4.  | DELIVERY COST IF ANY                          |          |                 |                  |                   |
| Delivery Address:<br>Roads Authority,<br>NaTIS Luderitz |   |          |                 | Sub Total        |                   |
|   |   |          |                 | VAT @%           |                   |
|   |   |          |                 | <b>Total</b>     |                   |

**LOT 3: NaTIS MARIENTAL**

| Item No  | Brief Description of Services        | Quantity | Unit of Measure | Unit Price (N\$) | Total Price (N\$) |
|--|--------------------------------------|----------|-----------------|------------------|-------------------|
|  | <u>Supply and Delivery of BULBS:</u> |          |                 |                  |                   |
| 1.   | OSRAM L58W/640 (LONG BULB)           | 17       | EA              |                  |                   |
| 2.   | ENERGY SAVER COOL WHITE              | 17       | EA              |                  |                   |
| 3.   | STARTERS                             | 34       | EA              |                  |                   |
| 4.   | DELIVERY COST IF ANY                 |          |                 |                  |                   |
| Delivery Address:<br>Roads Authority,<br>NaTIS Mariental |                                      |          |                 | Sub Total        |                   |
|  |                                      |          |                 | VAT @%           |                   |
|  |                                      |          |                 | <b>Total</b>     |                   |

**LOT 4: NaTIS ORANJEMUND**

| Item No   | Brief Description of Services   | Quantity | Unit of Measure | Unit Price (N\$) | Total Price (N\$) |
|---|---|----------|-----------------|------------------|-------------------|
| 1.  | <u>Supply and Delivery of BULBS:</u><br>5 FEET (75 WATTS) FLUORESCENT TUBES | 6        | EA              |                  |                   |
| 2.  | ENERGY SAVING (60 WATTS) HOUSEHOLD LIGHT BULBS                              | 4        | EA              |                  |                   |
| 3.  | DELIVERY COST IF ANY  |          |                 |                  |                   |
| Delivery Address:<br>Roads Authority,<br>NaTIS Oranjemund |   |          |                 | Sub Total        |                   |
|   |   |          |                 | VAT @%           |                   |
|   |   |          |                 | <b>Total</b>     |                   |

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

- (a) The **Roads Authority** requests delivery within **7 days** as from the date of placement of order.
- (b) Bidders Proposed Delivery Date: within ..... days from date of placement of order.
- (c) The following tests and inspections will be carried out and conducted on the goods at delivery: Quantity, Quality  
 LOT 1: NATIS KATIMA MULILO  
 LOT 2: NATIS LUDERITZ  
 LOT 1: NATIS MARIENTAL  
 LOT 2: NATIS ORANJEMUND
- (d) Bid 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.

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 see overleaf

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

**Date:** .....

**Procurement Ref No.:** .....

**To:** Roads Authority Namibia

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 Bidders Name]*

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 .....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.*

## **General Terms and Conditions Applicable**

### **1. Purchaser**

The Roads Authority inviting the Informal Quotation is the Purchaser for the purpose of entering into contract with the successful bidder.

### **2. Supplier**

The Bidder having submitted the lowest price and whose offer is substantially responsive to the requirements specified shall be selected for award of contract and referred to as the Supplier.

### **3. Rights of the Public Entity**

The Purchaser shall have the right to

- (a) Ask for clarifications at time of evaluating quotations,
- (b) Split the contract on an item basis or
- (c) Reject all quotations.

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

### **4. Eligibility Criteria**

To be eligible to participate in this Quotation exercise, you should submit the following documents. **All copies must be certified by a Commission of Oaths:**

- (a) have a valid copy 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 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 Namibia 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 Purchase Order together with this Informal Quotation Document submitted by the bidder in accordance to the requirements listed herein shall constitute the contract between the Public Entity and the Supplier.

**10. Purchase order**

A supplier 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 goods on or before the date set in the purchase order for delivery of the goods.
- (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 (Goods) Ref. No.- G/RFQ-GCC posted on the website of the Procurement Policy Unit and on the Roads Authority website.

**12. Warranty**

- (a) The Supplier warrants that the goods shall conform to the standards, specifications and related services as defined by the Purchaser in its Invitation for Informal Quotation subject to any alternative proposal made by the Supplier in its response to the Purchaser's Invitation for Informal Quotation.
- (b) The Supplier undertakes to make good, at its own cost and promptly, any deficiency in the supply of goods items and related services.

- (c) The Supplier warrants that the goods items to be supplied are new and unused and that it shall attend promptly to any defect in the good items as per the warranty conditions mentioned in its offer.

**13. Payment**

The Purchaser undertakes to effect payment within 30 days after supply of the goods items to the satisfaction of the Purchaser and subject to the Supplier submitting all required documents. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

**14. Advance Payment**

**Advance payment is not applicable.**