

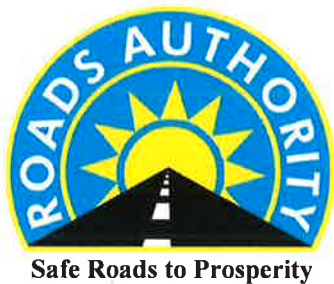
Safe Roads to Prosperity

Request for Sealed Quotations

WORKS

Procurement Reference No: W/RFQ/RA-05/2021

Roads Authority
Private bag 12030
Head Office: C/o Mandume Ndemufayo Avenue and David Meroro Road
Issued on: 29 September 2021



Roads Authority
Private Bag 12030
Ausspannplatz
Windhoek

Our Ref.: W/RFQ/RA-04/2021

Enquiries: Anita Louw
Telephone: +264 61 284 7114
E-mail: louwa@ra.org.na

Your Ref.:

Letter of Invitation

W/RFQ/RA-05/2021

Wednesday, 29th September 2021

Dear Sirs,

Request for Quotation for Works

The Roads Authority invites you to submit your best quote for the services 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 Anita Louw louwa@ra.org.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,

Itana N. Julia

Manager: Procurement and Tender Compliance



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Roads Authority 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
- (c) 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 **30 days** from the date of bid submission deadline.

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 a 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.
- (i) Participation is limited to registered SME's only (please attach certified copy of an SME certificate)

5. Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement Process.

6. Works Completion Period

The completion period for works shall be **60 days** after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered 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 deposited in the Quotation/Bid Box located at **Roads Authority, Corner of Mandume Ndemufayo Avenue and David Hosea Meroro, Head office, Ground floor, Windhoek in the Bid Box not later than 05th October 2021 at 10H00.**

Late quotations will be rejected.

Quotations received by e-mail will not be considered.

Clarifications to be done via email only louwa@ra.org.na

9. Opening of Quotations

Quotations will be opened internally by the Roads Authority immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the Bidders and the amount, will be put 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 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 evaluated 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 Financial Year.

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

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

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 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)

[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. If your quotation is not authorised, it will be rejected]

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 Security/Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

The validity period of our Quotation is _____ days *[insert number of 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 _____ *[insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within _____ *[insert number]* 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:[Day|month|year].....

Procurement Ref No.:

To: Roads Authority

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 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.*

SECTION III: STATEMENT OF REQUIREMENTS

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Lot: 1 OPUWO MAINTENANCE DISTRICT OFFICE

SERVICES REQUIRED:

The Administration & Shared Services Sub-division is seeking for the refurbishment of Opuwo Maintenance District office.

Specification:

Under the direct supervision of the RA's Manager: Administration and Shared Services, the service provider will be required to do the following at Opuwo Maintenance District office

- Clean, Skim and prepare wall for new painting and apply two fresh coat of PVA on internal and external walls ($\pm 450 \text{ m}^2$),
- Clean, Skim and prepare roof for new painting and apply two fresh coat of roofguard paint ($\pm 120 \text{ m}^2$)
- apply high gloss enamel paint to steel rails ($\pm 200 \text{ m}^2$),
- Remove existing air-conditioning units and supply, install and commission new inverter GREE 12 0000btu Split air-conditioning unit.
- Supply and install new rhinoboard ceiling in the garage
- Prepare and apply two coats white PVA paint to new ceiling ($\pm 45 \text{ m}^2$),
- Supply and install cantilever shade nets enough for 4 parking bays

The project is expected to be complete within the course of 2 months.

Lot: 2 ROADS AUTHORITY HEAD OFFICE WINDHOEK

Specification:

Under the direct supervision of the Senior Technician: Building Facilities, the service provider will be required to do the following:

- Supply and erect ClearView Fence at Roads Authority Head Office
- Colour: Charcoal
- Total Meters: 95m
- Height: 2m
- Mounting: 4 Bolt baseplate mounted on concrete footing

The project is expected to be completed within the course of one month.

SITE VISIT RECOMMENDED AND AT OWN COST

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: W/RFQ/RA-05/2021

[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.

Lot 1: OPUWO MAINTENANCE DISTRICT OFFICE

Item No	Brief Description of Works	QTY	Unit of Measure	Unit Price (NS)	Total Price (NS)
A*	B*	C*	D*	E	F
1.	LOT 1 WORKS AS PER SECTION 3A	1	EA		
Enter 0% VAT rate if VAT exempt.				Subtotal	
				VAT @ 15 %	
				Total	

Lot 2: ROADS AUTHORITY HEAD OFFICE WINDHOEK

Item No	Brief Description of Works	QTY	Unit of Measure	Unit Price (NS)	Total Price (NS)
A*	B*	C*	D*	E	F
1.	LOT 2 WORKS AS PER SECTION 3A	95	METRES		
SITE VISIT RECOMMENDED Enter 0% VAT rate if VAT exempt.				Subtotal	
				VAT @ 15 %	
				Total	

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/RA-05/2021

[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]

* Columns A and B to be completed by Public Entity

Lot 1 – OPUWO MAINTENANCE DISTRICT OFFICE

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.	WORKS AS PER SECTION 3A		

Lot 2 – ROADS AUTHORITY HEAD OFFICE WINDHOEK

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.	WORKS AS PER SECTION 3A		

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/RA-05/2021) available on the website of the Public Entity (www.ra.org.na) except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: W/RFQ/RA-05/2021

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
Employer GCC 1.1(r)	<i>Roads Authority</i>
Intended Completion Date GCC	The intended completion date is: LOT 1: 2 MONTHS (60 DAYS) LOT 2: 1 MONTH (30 DAYS)
Project Manager GCC 1.1(y)	Lot 1 Erickson Kalundingo 061 – 284 7225 Lot 2 Mr Iipinga 061 – 284 7225
Site GCC 1.1(aa)	The Site is located at: Lot 1, Maintenance Opuwo District Office Lot 2, Roads Authority Head Office Windhoek
Start Date GCC 1.1(dd)	The Start Date shall be: Immediately after Acceptance of Purchase Order
The Works GCC 1.1(hh)	The Works consist of: - WORKS AS PER SECTION 3A LOT 1-2
Interpretation GCC 2.2	The project will be completed in the following sections: _____
Interpretation GCC 2.3	The following additional documents shall form part of the contract: _____
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.

GCC Clause Reference	Special Conditions
Delegation GCC 5.1	The Project Manager <i>may</i> delegate his/her duties.
Notices GCC 6	Any notice shall be sent to the following addresses: Natasha Pahula pahulan@ra.org.na 061 284 7341 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 _____
Insurance GCC 13.1	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: Not Applicable
Site Date GCC 14.1	N/A
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	Not applicable
GCC 25.3	Not applicable
Defects Liability Period GCC 33.1	The Defects Liability Period is: 180 days.
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	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice.
Adverse weather Conditions GCC 41.1 (l)	Not Applicable
Price	

GCC Clause Reference	Special Conditions
Adjustment GCC 44.	The Contract <i>is not</i> subject to price adjustment.
Retention GCC 45.	Not applicable
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are <i>[insert rate]</i> per day. N/A
Bonus GCC 47.1	The rate for the Bonus per calendar day is: _____
Advance Payment GCC 48.1	(i) No advance payment shall be made* or
Performance Security GCC 49.1	(i) No Performance Security is required* or

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: W/RFQ/RA-05/2021

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		
Valid and Certified by the commission of oath Registration Certificate copy		
Original Valid Good standing Tax Certificate (copy/original) Certified by the commission of oath		
Original Valid Good standing Social Security Certificate (copy/original) Certified by the commission of oath		
Valid and certified by the commission of oath Affirmative Compliance Certificate copy		
Written undertaking as contemplated in section 138 (2) of the Labour Act, 2007		
3 (three) Reference where similar work where provided		
Fitness Certificate		

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.*