



OFFICE OF THE SECRETARY

Request for Quotations for Works

*SUPPLY, DELIVERY & INSTALLATION OF NEW AIR CONDITIONERS IN
OFFICES/BOARDROOMS AND THE PROVISION OF A SERVICE LEVEL
AGREEMENT FOR ALL AIR CONDITIONERS IN NATIONAL COUNCIL
BUILDINGS FOR A PERIOD OF 36 MONTHS.*

Procurement Reference No: W/RFQ/11-01/2023/2024

Site Visit is compulsory to all bidders on: 05 June 2023 @09h00

*Parliament Building, Private Bag 13371, Windhoek, Namibia, Tel. (061) 202
8000/202 8111, Fax (061) 226 121*



NATIONAL COUNCIL

OFFICE OF THE SECRETARY

Letter of Invitation

All Bidders

29 May 2023

Procurement Reference Number: W/RFQ/ 11-01/2023/2024

Dear Sir/Madam

SUPPLY, DELIVERY & INSTALLATION OF NEW AIR CONDITIONERS IN OFFICES/BOARDROOMS AND THE PROVISION OF A SERVICE LEVEL AGREEMENT FOR ALL AIR CONDITIONERS IN NATIONAL COUNCIL BUILDINGS FOR A PERIOD OF 36 MONTHS.

The Parliament -National Council invites you to submit your best quote for the items 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 Mr Valentine Awala at Tel No 061 202 8200, Cell No 081 158 4014, v.awala@parliament.na, 1st floor Room 1.3.

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

NB// pay attention on page 2, article 4 Eligibility Criteria's: attach all the required documents from A-J, don't skip any of them.

Yours faithfully,

Ms. J. Steyn

Head of Procurement Management Unit



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The National 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.

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

4. Eligibility Criteria

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

- (a) have a valid company Registration Certificate/certified copy, certified by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (Act No. 16 of 1963) as amended;
- (b) have an original valid good Standing Tax Certificate/ certified copy, certified by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (Act No. 16 of 1963) as amended;
- (c) have an original valid good Standing Social Security Certificate/ certified copy, certified by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (Act No. 16 of 1963) as amended;
- (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) have a certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Submit completed and signed Bid-securing Declaration.
- (g) 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 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;

- (h) Submit a valid confirmation letter from the bank;
- (i) Reference letter(s) for similar work undertaken not older than three years;
- (j) Preference will be given to the companies whose core business is in line with maintenance and repairs of air conditioners.
- (k) Bidder should have a physical address from where it operates. A fitness certificate for the business from a local authority/town council should be attached.
- (l) Submit catalogues;
- (m) **A compulsory site visit will be held on 05 June 2023 @ 09h00 at National Council, Erf 6694, 14C Love Street, in Windhoek. During the site visit, a certificate of attendance will be issued and only those who will submit their bids accompanied by the site visit certificate will be considered.**

5. Bid Security/Bid Securing Declaration

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

6. Delivery period

Delivery shall be within **30 working days** after acceptance and issue of Purchase Order. Deviation in delivery 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 National Council 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 **National Council, Ground Floor¹**, not later than **Friday, 07 July 2023**. Quotations by post or hand delivered should reach Parliament-National Council, Private Bag 13371, Windhoek 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 National Council 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 National Council and available to any bidder on request within three working days of the Opening.

¹ Insert number of fax machine secured for quotations not to be disclosed before the set date and time.

10. Evaluation of Quotations

The National Council 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.

11. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to the Public Entity's requirements. 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 and no price adjustment will be accepted.

13. Margin of Preference

13.1. The applicable margins of preference and their application methodology are as follows: N/A

13.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: N/A

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/Letter of Acceptance 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: [name of Public Entity]	NATIONAL COUNCIL
Procurement Reference Number:	W/RFQ/11-01/2023/2023
Subject matter of Procurement:	SUPPLY, DELIVERY & INSTALLATION OF NEW AIR CONDITIONERS IN OFFICES/BOARDROOMS AND THE PROVISION OF A SERVICE LEVEL AGREEMENT FOR ALL AIR CONDITIONERS IN NATIONAL COUNCIL BUILDINGS FOR A PERIOD OF 36 MONTHS.

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: _____

Procurement Ref No.: W/RFQ/11-01/2023/2024

To: Parliament-National Council

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

Witten 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.*

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	Supply and Installation of 24 000 BTU Cassette Type Air Conditioners-Gree-heating and cooling reverse cycle 220-volt remote control inverter R410 gas to rooms/offices No: ADMINISTRATION BUILDING: Office No G1, Office No G18, Office No 1.17, Office No 1.22, Office No 3.8, G4 Conference room CHAMBER BUILDING: Office No.1.27 Office No 2.3, Office No 2.14	2 1 1 1 1 3 1 1 1			
2	Removing of old air conditioners and installation of new 24000 BTU Cassette type Units including all refrigerant Pipes, coper pipes, armouflex, condensate pipes in the above listed Offices/boardrooms				
3	Provision of 36 Months Service Level Agreement				
4	Call out fee				

5	Rate per hour				
6	Cleaning filter material, checking gas pressure and open drain outlets. Servicing & gas refill of air conditioners				
	<i>Kindly see section VI for specifications Supply and Installation of Air conditioners</i>				
Enter 0% VAT rate if VAT exempt.				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/11-01/2023/2024

[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
	Supply and Installation of 24 000 BTU Cassette Type Air Conditioners- Gree-heating and cooling reverse cycle 220-volt remote control inverter R410 gas. TO ROOMS/OFFICES NO:		
1	rooms/offices No G1,		
2	rooms/offices No G18,		
	rooms/offices No 1.17,		
	rooms/offices No 1.22,		
	rooms/offices No 3.8,		
	G4 conference/boardroom room		
	Chamber building:		
	Office No.1.27		
	rooms/offices No 2.3,		
	rooms/offices No 2.14		
	Installation of 24000 BTU split type Units including all refrigerant Pipes, copper pipes, armouflex, condensate		

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>
	<i>pipes</i>		
	<i>Service Level Agreement: Provision of 36 Months Service Level Agreement</i>		
	Call out fee		
	Rate per hour		
	Warranty/guarantee for new air conditioners - 12 months		

* 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 National Council <https://www.parliament.na> except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: W/RFQ/11-01/2023/2024

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)	National Council
Intended Completion Date GCC	The intended completion date is: the installation of new air conditioners are once-off and the service level agreement is for a period of 36 months
Project Manager GCC 1.1(y)	The Project Manager is: Peter Tjiramba
Site GCC 1.1(aa)	The Site is located at Parliament National Council, Erf 14C Love Street
Start Date GCC 1.1(dd)	The Start Date shall be: After acceptance and issue of Purchase Order
The Works GCC 1.1(hh)	The Works consist of: Supply, delivery and installation of new air conditioners as well as the provision of a service level agreement for the servicing of all air conditioners in National Council's Buildings.
Interpretation GCC 2.2	The project will be completed in the following sections: the supply, delivery and installation of new air conditioners will be once-off and the provision of a service level agreement for the servicing of air conditioners will be for a period of 36 months.
Interpretation GCC2.3	The following additional documents shall form part of the contract: _____

GCC Clause Reference	Special Conditions
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 may delegate his/her duties.
Notices GCC 6	Any notice shall be sent to the following addresses: For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be: Mr. Valentine Awala 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: (a) for the Works, Plant and Materials: <i>(for the full amount of the works including removal of debris, professional fee etc...)</i> (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> (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>for an 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 Procuring Entity as well).</i> (d) for personal injury or death: (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> (ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i>

GCC Clause Reference	Special Conditions
	(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable. 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.
Site Date GCC 14.1	The site Data shall be:
Possession of the Site GCC 20.1	The Site Possession Date shall be: as stipulated in GCC
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	The Contractor shall submit for approval a Program for the Works within 7 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates shall be required.
Defects Liability Period GCC 33.1	The Defects Liability Period is: 12 months/365 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, supported by: (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions	<i>None foreseen at this moment</i>

GCC Clause Reference	Special Conditions
GCC 41.1 (l)	
Price Adjustment GCC 44.	The Contract is not subject to price adjustment.
Retention GCC 45.	(i) no proportion of any payments shall be retained
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are 0.05% per day.
Bonus GCC 47.1	The rate for the Bonus per calendar day is: not applicable for this project
Advance Payment GCC 48.1	(i) No advance payment shall be made. Bidders should have their own starting capital.
Performance Security GCC 49.1	(i) No Performance Security is required
GCC 56.1	“As built” drawings or operating and maintenance manuals <i>are not</i> required.
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: <i>would only be determine at the time and period when event of such nature occurred.</i>

SCHEDULE 2**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.: W/RFQ/11-01/2023/2024

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Securing Declaration		
A valid company Registration Certificate		
A valid good Standing Tax Certificate		
A valid original or good Standing Social Security Certificate;		
A valid copy of Affirmative Action Compliance Certificate,		
A valid fitness certificate from a local authority/town council		
Have a valid certificate indicating SME status (for bids reserved for SME's)		
Reference letter(s) of similar works done		
Compulsory site visit certificate obtainable from National Council		
Catalogues		

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.