

MINISTRY OF INDUSTRIALISATION AND TRADE

Request for Sealed Quotation

MINOR RENOVATION OF THE MIT OFFICE, SWAKOPMUND ERONGO REGION.

Procurement Reference No: W/RFQ/19-14/2024/2025

MINISTRY OF INDUSTRIALISATION AND TRADE, PRIVATE BAG 13340, WINDHOEK, PHONE: (+264 61) 238-7206/7359/7380

E-mail: Ndahafa.Halweendo@mit.gov.na

DATE: 21 January 2025

Due Date:29 January 2025 Time: 11:00



MINISTRY OF INDUSTRIALISATION AND TRADE

Tel: +264 61) 238-7206/7359 Fax: (+264 61) 220227

Enquiries: Ndahafa Halweendo Ndahafa.Halweendo@mit.gov.na Office of the Executive Director C/O Dr. Kenneth D Kaunda & Goethe Street Private Bag 13340 Windhoek

INVITATION LETTER

Dear Potential Bidder,

MINOR RENOVATION OF THE MIT OFFICE, SWAKOPMUND ERONGO REGION (PROCUREMENT REF NO: W/RFQ/19-14/2024/2025)

The Ministry of Industrialisation and Trade 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 Mrs. Ndahafa Etuna Halweendo, Ministry of Industrialisation and Trade, situated in C/O Dr Kenneth Kaunda & Goethe Street in a sealed envelope marked Procurement Reference No: W/RFO/19-14/2024/2025 at the Ground Floor, next to the Security room and sign the form with the Security. Your quotation should reach the Ministry of Industrialisation and Trade on or before the 29 January 2025 by 11h00. Bidders are urged to initial each page and ensure that all space provided in this document are completed. Furthermore, bidders must indicate no quote on services they cannot render. Failure to adhere the instructions, will lead to disqualification of your bid.

Queries, if any, should be addressed to Mrs. Ndahafa Etuna Halweendo at pmu@mit.gov.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.

Full Name of Head of Procurement Management Unit: Ms. Ndahafa E. Halweendo

Date: 21/01/2025

Signature

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Ministry Industrialisation and Trade reserves the right:

- (a) To split the contract as per the lowest evaluated cost per item, or
- (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 items mentioned in Section III by completing, signing and returning:

- (a) The Quotation Letter in Section II
- (b) The List of Goods and Price Schedule Section III;
 - (c) The Specifications and Compliance Sheet in Section V; and
 - (d) Any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed 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 submission deadline.

4. Eligibility Criteria

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

	Document name / title	Please tick
1	Certified copy of a valid Certificate of Good Standing for Procurement Purposes,	
	issued by the Ministry of Finance: Inland Revenue.	
2	Certified copy of a valid Affirmative Action Compliance Certificate (issued in	
	terms of Section 42 of the Affirmative Action (Employment) Act 29 of 1998, as	
	amended); or Letter from the Employment Equity Commission (letter should be on	
	letterhead, stamped and signed by the EEC).	
3	Certified copy of a valid Good Standing Certificate with the Social Security	
	Commission.	
4	Certified Copy of the Close Corporation Certificate (issued in terms of Act 26 of	
	1988) or Founding Statement or any other relevant Company Registration	
	Certificate. These Certificates should clearly indicate the goods/services that the	
	Supplier/Bidder is registered to render.	
5	Certified copy of a valid Certificate of Registration as an SME, issued by the	
	Ministry of Industrialisation and Trade (if applicable).	
6	Attached a letter of intent from financial institution to provide performance	
	guarantees and the bank rating score sheet.	
7	Submit a valid original or certified copy of a valid Good Standing Certificate from	
	BIPA	
8	A written undertaking issued in terms of Section 138 of the Labour Act, 2007 (Act	
	No. 11 of 2007), read in conjunction with Section 50 (2) (d) of the Public Procurement	
	Act, 2015 (Act No. 15 of 2015)	

9	Attached a tax clearance certificate from NAMRA	
10	Attached atleast 2 Completion Certificated of similar work obtained in the last 3	
	financial year.	
11	Attached proof of confirmation of account from a Namibian Banking Institution	
	not older than six (6) months.	
12	Each page must be fully completed, initialled and the business principal should	
	be in line.	
13	NB: Bidders should visit the site to familiars their self with the nature of work to	
	be done (compulsory) 27 January 2025 as from 11h00. Failure to attend the site	
	inspection will lead to disqualification.	
	Contact person: Mr. Albert 0814191979, Ms. Josephina 0812585526	
14	Bidder, must be aware that award will be based on the quoted amount and no	
	price adjustment/Deviation to be made after award.	
	FINANCIAL IMPLICATIONS	
15	A bid price which is abnormally low example: 15% below the cost estimate will be	
5	deemed to be non-responsive	
16	A bid price which is 15% above the cost estimate will be deemed to be no-	
	responsive.	
17	Kindly take note: Before throw in your envelope in a bid box at ground	
91 5 See	floor, please register your envelope with the Security at the door.	
	arout, promot regions of the second s	

5. Bid Securing Declaration

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

Delivery

Delivery shall be 30 days after acceptance/issue of Purchase Order. Deviation in delivery period shall considered if such deviation is reasonable.

a. The following tests and inspections will be conducted on the goods at delivery: [Delivery inspection against delivery note]

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 and contact information at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at *Ground floor next to security*, not later than 29 January 2025, at 11h00. Quotations by post or hand delivered should reach Min. Of Industrialisation and Trade 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 Public Entity immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the

bidders, the amount quoted, will be posted 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 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 price or ownership 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 Public Entity's requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

Prices shall be fixed in Namibia Dollar.

13. Margin of Preference

a. The applicable margins of preference and their application methodology are as follows:

N/A

b. 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 supply the goods/items and related services 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. Performance Security

N/A

16. 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 seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (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 Price list 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.]

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Quotation addressed	to:	MINISTRY OF INDUSTRIALISATION AND TRADE	
Procurement Referen	ice Number:	W/RFQ/19-14/2024/2025	
Subject matter of Pro	ocurement:	MINOR RENOVATION OF THE	
		MIT OFFICE, SWAKOPMUND	
		ERONGO REGION.	
We offer to supply defined specification Quotations reference	s, and, in accordance with	ached List of Goods and Price Schedule as per the terms and conditions stated in your Request	the for
	are eligible to participate Section 1: Instruction to Bi	e in this Quotation exercise and meet the eligibidders.	lity
We undertake to abiresulting contract.	de ethical conduct during	the procurement process and the execution of	any
The validity period deadline.	of the Quotation is	60 days from the date of the bid submiss	sion
We confirm that the will not be subject to of the quotation valid	revision or variation, if v	of Goods and Price Schedule are fixed and firm we are awarded the contract prior to the expiry of	and late
The delivery period shown in the List of	offered from the date of i Goods items and Price Sch	ssue of Purchaser Order/ Letter of Acceptance is nedule.	s as
Quotation Authoris	sed by:		
Name of Bidder	·	Company's Address and seal	

Name of Bidder

Contact Person

Name of Person Authorising the Quotation:

Position:

Signature:

Phone No./Fax



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:

PROCUREMENT DETAILS 2.

Procurement Reference No.:
Procurement Description:
Anticipated Contract Duration:
Location where work will be done, good/services will be delivered:
3. UNDERTAKING
I
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: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: MINISTRY OF INDUSTRIALISATION AND TRADE

Procurement Ref No. W/RFQ/19-14/2024/2025

Taking up and coverings, carpetin surfaces to be removering up and coverings, carpetin surfaces to be removering up and removering up and covering up and remover as sashes from frames to receive new. Taking out and remover door (elsewhere meas to receive new sashes from frames, to receive new to rec									
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		in by the Public Entity.	entity.	E= m	Bidde ark with a *if	E= mark with a *if an equivalent is quoted	ns E - I and oted	fill the total	<u> </u>
				F - K	F= Kate per unitIf an equivale technical info	Kate per unit $C \times F$) If an equivalent is quoted, please attach to your quote appropriate technical information & specification	l otal price ro ittach to you ion	$G=1$ of all price for one field ($C \times F$) as a attach to your quote appropriate fication	or x F)
				•	3 idders shall	Bidders shall fill in and sign the bottom section of this page	ottom sectio	n of this page	
	В	ت ر	D	E	F	Ð	H	I	
	Goods & Features	Quantity	Unit of	*	Price per	Total price	VAT:	Delivery	Country
		required	measures		unit	without VAT	NAD	weeks)	Jo
	en e	ı			NAD	NAD		(days/m onth	Origin
	removing vinyl floor								
	g, etc from screeded								
	/ed.								
	r similar floor covering	25 m2							
	noving doors, windows								
	, gates, etc and prepare								
	doors from steel or	Т							
	are frame to receive new								
	sured)								
	wing doors, windows								
	gates, etc and prepare								
3. HIMBEL SASH HOTH UITIDEL WILLIOW ALIA	Timber sash from timber window and prepare	7							
timber frame to receive new (elsewhere	e new (elsewhere								
measured)									

	Taking out and removing sundry		5537	*)		
4.	Door locks, handles, hinges, door number plates, kicking plates, flush bolts, barrel bolts and the like	2	(4)	a a		
	Taking out and removing sundry ironmongery items, etc					
5.	Curtain tracks including pelmets	5	ter 4			
	Taking out and removing sundry ironmondery items, etc.		THE O	X = 2		
6.	Venetain blinds and louvred drapes	5				
	Taking out and removing joinery fittings and the like	2.5				
7.	Counter tops and work tops only	2.5 m		e e		
2	Taking out and removing sanitary fittings and appliances, including taps and traps, including disconnecting piping from fittings and cutting back and sealing off all water and waste pipes as necessary.			· · · ·		
∞.	High level or low-level cistern with flush pipe and prepare to receive new	1	1 July 10	- 4		
	Taking out and removing glass from steel, timber or alumiun windows and prepare to receive new (new glass elsewhere measured)					
9.	Glass from timber windows, doors, sidelights and fanlights	4 m2				
10.	Repairs to steel and timber windows Replace missing or damaged window handles to side hung sashes of steel or timber window with new solid brass or chromium plated	4			= -	
	window handles One coat external cement plaster wood					

11. Hack off external plaster in small isolated patches and replaster to match existing One coat internal compo plaster steel trowelled smooth 12. Hack off internal plaster in small isolated patches and replaster in small isolated patches and replaster to match existing One coat internal compo plaster steel trowelled smooth 13. Repair crack in internal plaster by hacking off the plaster action in internal plaster by hacking off the plaster action in rearnal plaster by hacking off the plaster action of the crack minimum 300mm wide, cleaning out the crack, wedging with galvanised steel wedges, stapling one layer of chicken mesh over the crack and replastering to match existing stones or precast paving stones or precast paving slabs where the surface has sagged in small solated areas, scarify and compact existing surface under, provide and lay additional base course and clean sand bedding as necessary and re-lay paving stones or paving slabs. Repair to w.c. suites and flushing valves 15. Replace missing or damaged w.c seat with new heavy duty doubles seat and flap One coat bonding liquid 16. On internal smooth plastered walls Acrylic PVA paint 17. On external smooth plastered walls		floated smooth					
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One coat bonding liquid On internal smooth plastered walls and colums Clean down and prepare and one coat Acrylic PVA paint On external smooth plastered walls		heavy duty doubles seat and flap					
On internal smooth plastered walls and colums Clean down and prepare and one coat Acrylic PVA paint On external smooth plastered walls		One coat bonding liquid					
Clean down and prepare and one coat Acrylic PVA paint On external smooth plastered walls	16.	On internal smooth plastered walls and colums	450 m2				
Acrylic PVA paint On external smooth plastered walls		Clean down and prepare and one coat	*				
On external smooth plastered walls		Acrylic PVA paint					
	17.		602 m2				
Clean down and prepare and one coat		Clean down and prepare and one coat					

	Acrylic PVA paint						
18.	Extra for additional one coat of paint	602 m2					
	Clean and prepare and one coat eggshell enamel paint	7279		91135			
19.		295 m2	5	ii (pasini			
	Clean down and prepare and one coat eggshell enamel paint	,,100		451	=	= 11	
20.		90 m2	2 KF 13	-> ⊃ ₁			
	Clear down and prepare and one coat eggshell enamel paint	12 34		2 S S S S	=	e i	
	Extra for additional one coat of paint	295 m2	Ø				
6	Clean down and prepare and one coat Acrylic PVA paint	1060		50 B		7/1	
21.	On fascias and eaves soft linings	86 m2	83				
	Clean down and prepare and one coat exterior quality PVA emulsion paint	0.00	2.5				
22.	-	6 m2	ē ⊍				
	Clean down and prepare and one coat gloss enamel paint	3 F		8,0 7 8			
23.	On door frames	7 m2					
	Clean down and prepare and one coat gloss enamel paint			æ			
24.	On flush doors	18 m2					
	Clean down and prepare and one coat gloss enamel paint						
25.		9 m2					
	Clean down and prepare and one coat gloss enamel paint						
26.	On exposed trusses, rafters, beams, purlins, etc	137 m2					

	44mm Solid laminated flush doors with			*			
	hardwood veneer on both sides and			14			
	concealed edge strips						
27.	Double door size 1511x2032mm high with	2	*				
	rebated meetings stiles			t s			
	Handles works		86	200			
28.	75mm Satin chrome plated bow handle	4		- 1		100	
	Cylinder locks						
29.	Euro profile double cylinder lock with Euro	T					
	profile lock case and brass forend	2.9		-50-5			
	Cupboard and drawer locks	****		e, re o		://	
30.	32mm Brass plated cylinder cupboard lock	2	- 3	· 6			
	Vertical louvred drapes compromising			(₹)			
	natural anodised aluminium top rail, 120mm						
	wide type F13 colour group 5 louvre vanes,						
	draw cord, operating chain and pivot	x 3					
	mechanism, etc fixed to soffits in reveals or		,				
	face fixed to walls	1 24					
31.	_	-					
	2000x1245mm high			j.			
	Vertical louvred drapes compromising	F 30					
	natural anodised aluminium top rail, 120mm						
	wide type F13 colour group 5 louvre vanes,	R m					
	draw cord, operating chain and pivot						
	mechanism, etc fixed to soffits in reveals or						
	face fixed to walls						
32.	Louvred drape unit to suit window size	2					
	2000x1245mm high				12		
	Approved 25mm mini venetian blinds in						
	approved colours with soffit or face fixing						
	complete with all controls						
33.		2					
	1020X1540mm nign		-				

	I abour cost in fixing and fitting of the						
	following non-scheduled items		6	e ges			
34.	Fixing or mortice lock or cylinder lock excluding	1	D# 9	To =			
	door handles			* N.		9. Sp.	
	Labour cost in fixing and fitting of the			B			
	following non-scheduled items			***			
35.	Fixing of cupboard door locks, barrel bolts,	9		na na			
	catches, pull handles and the like			- *···			
	Labour cost in fixing and fitting of the				=		
	following non-scheduled items		To the	1.00 }=			
36.	Fixing of louvre drapes or venetian blinds to	12		20		=	
	walls for all heights of louvre drapes and all						
	heights of venetian blinds		- 100				
	Natural anodised aluminium horizontal				8		
	sliding windows glazed with and including					2	
	4mm clear float glass						
37.	Window type HS 99 to suit opening size	1					
	900x900mm high			20 N			
	Natural anodised aluminium top-hung	F	Pu		-		
	projected-out windows glazed with and		2:				
	including 4mm clear float glass			474			
38.	Window type PT 69 to suit opening size	-					1
	Take delivery of, transport to the site, store,						
	protect and lay ceramic floor tiles of						
	differing sizes fixed with and including						
	adhesive to screeded surfaces (elsewhere						
	measured) and flush pointed with an						
	approved tinted waterproof						
39.	Floors to patterns	25 m2					
	Take delivery of, transport to the site, store,						
	protect and lay ceramic floor tiles of					= ==	
	מווופווווא פועפט וועפת מוויו מוות וווכותתווא						

adhesive to screeded surfaces (elsewhere		Total value of building Contingenc e 10% VAT 15% Grand Total		27 m 4 m2 5 5 1 1 1 1 2 2 2 2 2 2 2 4 4 4 25 m2	ed with an f f f f f f f f f f f f f f f f f f
2 2 5 2 2 2 4 4 4 25 m2	H	DATE	SIGNATURE		POSITION:
h pointed with an steproof 27 m sheeting 4 m2 1		סומו סומו			
h pointed with an terproof 27 m sheeting 4 m2 1		!!			
h pointed with an terproof 27 m sheeting 4 m2 1 TEMS 2 1 m S		VAT 15%			
h pointed with an terproof 27 m sheeting 4 m2 ITEMS Outlitioner 5 Itioner 5 Imment of sign board with a 1 Iparent ement of coat of ARM hard 1 Is so the sign board 50mmx3m 2 trails for disable persons 4 Inverter unit 24BTU 1 Cover PVC 1 Inverter unit 24BTU 2 Inverter unit 24BTU 3 Inverter unit 24BTU		0/01			
h pointed with an terproof 27 m 27 m 4 m2 4 m2		Contingenc e 10%			
h pointed with an terproof 27 m 27 m 4 m2 with a sign board sommissioning of tinverter unit 24BTU 2 tinverter unit 24BTU 2 cover PVC 1 cover PVC 2 cover PVC 2 cover PVC 2 cover point and commissions of the sign board 50 mmx3m 2 cover PVC 1 cover		31151152			
h pointed with an terproof sheeting y 0.1m2 ITEMS onditioner itioner itioner itioner itioner itioner itioner itioner sparent ement of sign board with a 1 sparent ement of coat of ARM hard 1 ss the sign board 50mmx3m 2 the sign board 50mmx3m 2 the sign board 50mmx3m 2 tall and commissioning of 2 tinverter unit 24BTU 1 Cover PVC 1 rails for disable persons 4 rails for disable persons 25 m2		of building			
h pointed with an terproof terproof sheeting 0.1m2 ITEMS onditioner titioner ement of sign board with a sparent ement of coat of ARM hard ess the sign board 50mmx3m		Total value			
h pointed with an terproof sheeting 9.1m2 ITEMS onditioner tioner ement of sign board with a sparent ement of coat of ARM hard ss the sign board 50mmx3m the sign board 50mmx3m tall and commissioning of t inverter unit 24BTU Cover PVC rails for disable persons		- 74		* 11jg	
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h pointed with an terproof terproof sheeting g 0.1m2 ITEMS anditioner itioner ement of sign board with a sparent ement of coat of ARM hard ss the sign board 50mmx3m tall and commissioning of t inverter unit 24BTU Cover PVC				4	disable persons
h pointed with an terproof terproof y 0.1m2 ITEMS onditioner itioner ement of sign board with a sparent ement of coat of ARM hard ss the sign board 50mmx3m tall and commissioning of tinverter unit 24BTU					
h pointed with an terproof terproof sheeting 9.0.1m2 ITEMS onditioner itioner ement of sign board with a sparent ement of coat of ARM hard ss the sign board 50mmx3m tall and commissioning of t inverter unit 24BTU		*		-	CAC
h pointed with an terproof sheeting a 0.1m2 ITEMS conditioner litioner ement of sign board with a sparent ement of coat of ARM hard essent the sign board 50mmx3m the sign board 50mmx3m tall and commissioning of		** \$24			er unit 24BTU
h pointed with an terproof sheeting 10.1m2 ITEMS onditioner litioner ement of sign board with a sparent ement of coat of ARM hard sign board 50mmx3m the sign board 50mmx3m		-		2	commissioning of
h pointed with an terproof sheeting y 0.1m2 ITEMS onditioner itioner ement of sign board with a sparent ement of coat of ARM hard				2	board 50mmx3m
h pointed with an terproof terproof sheeting 0.1m2 ITEMS onditioner itioner ement of sign board with a sparent ement of coat of ARM hard				.,,	
h pointed with an terproof sheeting 0.1m2 ITEMS onditioner itioner ement of sign board with a sparent				1	f coat of ARM hard
h pointed with an terproof sheeting 0.1m2 ITEMS onditioner itioner ement of sign board with a					
h pointed with an terproof sheeting of 1 m2 ITEMS	14			-	f sign board with a
h pointed with an terproof sheeting 0.1m2 ITEMS					-3
h pointed with an terproof sheeting 0.1m2	16.	1.4		2	er
h pointed with an terproof sheeting	2.2				-31
h pointed with an terproof sheeting				4 m2	
h pointed with an terproof		2 - 3		22.5	
If flush pointed with an description of the state of the				27 m	
If flush pointed with an		-,, -1			4 _
	lu.			= 1	ed with an

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency: Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose. Key notes: NA=NOT APPLICABLE, NQ=NO QUOTE

Section VII. Special Conditions of Contract17

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

[the Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.]

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number:

W/RFQ/19-14/2024/2025

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

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B *	c	D
1	SEE SECTION: III		

^{*} 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/19-14/2024/2025 on the website of the Public Entity (www.mit.gov.na) except where modified by the Special Conditions below.

SECTION VI: 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 except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: W/RFQ/19-14/2024/2025

The clause numbers given in the first column correspond to the relevant clause number of the GCC. [This section is to be customised by the Public Entity to suit the requirements of the specific procurement].

Subject and GCC	Special Conditions		
Purchaser GCC 1.1(h)	The purchaser is: Ministry of Industrialisation and Trade – Head Office		
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is within 30 days from the date of Purchase Order or Letter of Acceptance.		
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.		
Notices GCC 8.1	Any notice shall be sent to the following addresses: Ministry of Industrialisation and Trade, Private Bag 13340, Windhoek, Ndahafa Etuna Halweendo, Christian Nuumbudu at Tel no: 061 2837206/7359/ 081 2622615 For the Supplier, the address and contact name shall be:		

Subject and GCC clause reference	Special Conditions		
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows:		
Delivery and Documents GCC 13.1	The Goods are to be delivered within7 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;		
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed [insert "shall" or "shall not" as appropriate] be adjustable. If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used		
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1		
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.		
Terms of Payment GCC 16.4 (a)	The price "shall" "shall not be" adjustable to the fluctuation in the rate of exchange.		
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under the Contract shall be as follows:		
	i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.		
	ii) An interest rate of [insert percentage] is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.		
Performance Security GCC 18.1	 (i) No performance security is required*or (ii) A performance security in the form of a bank guarantee representing [insert percentage from the following range: 10-15%] of the final contract price shall be required.* * Delete as appropriate 		

Subject and GCC clause reference	Special Conditions
Discharge of Performance Security GCC 18.4	The performance security will be discharged and returned to the supplier not later than [insert number of days] following completion date.
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be:
Insurance GCC 24.1	[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation]
Transportation GCC 25	The Goods shall be delivered: [Incoterm for transportation].
Inspection and Test GCC 26.1	The inspection and tests shall be: [insert nature, frequency, procedures for carrying out the inspections and test]
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: [insert names(s) of locations(s)]
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are [insert percentage of the final contract price] per day. The maximum amount of liquidated damages for the whole contract is [insert percentage 4-10%] of the final contract price.
Warranty GCC 28.3	The period of validity of the warranty shall be: [insert number] day(s) For the purpose of the Warranty, the place(s) of the final destination(s) shall be: [insert names(s) of location(s) For item 1, the minimum period of warranty/shelf life shall be
	For item 1, the minimum period of warranty/shelf life shall be For item 2, the minimum period of warranty/shelf life shall be For item 3, the minimum period of warranty/shelf life shall be
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: [insert number] day(s)

Attachment: Price Adjustment Formula

If in accordance with GCC 15.1, prices shall be adjustable, the following method shall be used to calculate the price adjustment:

15.2 Prices payable to the Supplier, as stated in the Contract, shall be subject to adjustment during performance of the Contract to reflect changes in the cost of labor and material components in accordance with the formula:

$$P_1 = P_0 [a + \underline{bL}_1 + \underline{cM}_1] - P_0$$

 $L_0 M_0$

$$a+b+c=1$$

in which:

P₁ = adjustment amount payable to the Supplier.

 P_0 = Contract Price (base price).

a = fixed element representing profits and overheads included in the Contract Price and generally in the range of five (5) to fifteen (15) percent.

b = estimated percentage of labor component in the Contract Price.
c = estimated percentage of material component in the Contract Price.

 L_0, L_1 = labor indices applicable to the appropriate industry in the country of origin

on the base date and date for adjustment, respectively.

M₀, M₁ = material indices for the major raw material on the base date and date for adjustment, respectively, in the country of origin.

The coefficients a, b, and c as specified by the Purchaser are as follows:

a = [insert value of coefficient]

b= [insert value of coefficient] c= [insert value of coefficient]

The Bidder shall indicate the source of the indices and the base date indices in its bid.

Base date = thirty (30) days prior to the deadline for submission of the bids.

Date of adjustment = [insert number of weeks] weeks prior to date of shipment (representing the mid-point of the period of manufacture).

The above price adjustment formula shall be invoked by either party subject to the following further conditions:

(a) No price adjustment shall be allowed beyond the original delivery dates unless specifically stated in the extension letter. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The

Section VII Special Conditions of Contract 22

Purchaser will, however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment.

- (b) If the currency in which the Contract Price P₀ is expressed is different from the currency of origin of the labor and material indices, a correction factor will be applied to avoid incorrect adjustments of the Contract Price. The correction factor shall correspond to the ratio of exchange rates between the two currencies on the base date and the date for adjustment as defined above.
- (c) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment.

[This

SCHEDULE 2

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT			
	N\$	N\$	
Raw Materials, Accessories & Components			
Imported (CIF)			
Local (VAT & Excise Duty Fee)			
Labour Cost			
Direct Labour		·	
Clerical Wages			
Salaries to Management			
Utilities			
Electricity			
Water			
Telephone			
Depreciation			
Interest on Loans			
Rent			
Other (please specify)			
•			
•		*	
•			
TOTAL COST			

Local Value Added = <u>Total Cost - Cost of imported inputs</u> x 100
Total Cost

NB! The cost structure should be certified by a Certified Accountant

SCHEDULE 3

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/19-14/2024/2025

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
Evidences for conformity of Goods		

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.