



PROCUREMENT MANAGEMENT UNIT

**REQUEST FOR SEALED QUOTATIONS
FOR GOODS**

**PROCUREMENT FOR SUPPLY, DELIVERY AND
INSTALLATION OF STREET NAMES SIGNS AT OSHAKATI
NORTH (EHENYE) FOR OSHAKATI TOWN COUNCIL**

Procurement Reference No: W/RFQ/OSHTC-10/2023/2024

Bid Submission:

1. This is a hard copy request and responses must be submitted in the Bid Box located at Oshakati Town Council Civic Centre, 906 Sam Nuyoma Road, Oshakati.
2. Deadline for request for clarifications from Bidders: 22 March 2024
3. Quotation Submission must be submitted before the closing date and time: Closing Date and Time of Bids: Monday, 15 April 2024@ 12h00
4. Bidders must register their bids in the bid submission register at PMU Office before submitting their bids in the bid box.

Procurement Management Unit
Oshakati Town Council
Private Bag 5530
Oshakati
Namibia
Tel: 065-229500/535/536
Email: procurementunit@oshtc.na

Name of Bidder: _____

Email address: _____

Contact Number: _____

Bid Amount VAT Excl: _____

VAT: _____

Bid Amount vat Incl. _____

Oshakati Town Council (Osh-TC) gives notice of the following Request for Sealed Quotations – Goods

Procurement Ref No	March_RFQ_10
RFQ Reference Number	W/RFQ/OSHTC-10/2023/2024
Description of Goods	Procurement for, Supply Delivery and Installation of Street naming at Oshakati North (Ehenye) for Oshakati Town Council
Closing Date & Time	Monday 15 April 2024 @ 12h00
Quotation Submission Address	Bid Box located at Oshakati Town Council Civic Centre, 906 Sam Nuyoma Road,
Validity Period of Quote	90 Days (from closing date)
Lead Time	60 days
Incoterm	DDP

- a) This is a hard quotation request and responses must be submitted to the address stated in the Quotation Submission Address before the closing date and time.
- b) Under no circumstance should the response be submitted, copied, or forwarded to any email address of any Oshakati Town Council employee prior to the deadline for submission of responses. This may result in disqualification of your quotation.
- c) This Request for Quotation (RFQ) is accompanied by and comprises the following documents: **DRAWING**
- d) The above documents comprise the RFQ Documents and are provided as a basis for the preparation of your Submission Response. They are confidential and are provided to you on the terms and conditions set out in this Quotation Invitation Document
- e) If any clarification is required, kindly contact the Procurement officers below in writing.
- f) The Company reserves the right to amend the whole or any part of the RFQ at any time prior to the deadline for submission.
- g) Please note that this is a Request for Quotation/Proposal only. All responses to this document will be treated as strictly confidential and will be used for the evaluation of this RFQ only. Oshakati Town Council may at its sole discretion, accept or reject any quotation. Therefore, there is no obligation on Oshakati Town Council to accept the lowest or any bid. Oshakati Town Council may accept or reject any part of a quotation without being obliged to accept such quotation in its entirety.

Contact Person for Enquiries and Clarifications:

Name	Anna-Liisa Korea	Tomas Negongo
Designation	Head of Procurement	Buyer
Telephone	+264 65 229500/535/536	+264 65 2295610/603
Email	akorea@oshtc.na/procurementunit@oshtc.na	Tomas.Negongo@oshtc.na

Letter of Invitation

13 March 2024

Dear Bidder,

REQUEST FOR QUOTATION (RFQ) OF WORKS PROCUREMENT REF. NO. W/RFQ/OSHTC-10/2023/2024

1. Bidders are invited to submit their quotation for **Supply, and Delivery of Street Names Signs at Oshakati North (Ehenye) for Oshakati Town Council** Required by Oshakati Town Council.
2. This RFQ constitutes a solicitation and contract agreement.
3. Bidders are requested to submit one quotation for **Supply, and Delivery of of Street Names Signs at Oshakati North (Ehenye) for Oshakati Town Council** as per the specifications in this RFQ. Following an evaluation of the received quotations, only quotations for the entire nomenclature as described in the Quotation Submission Form will be accepted.
4. Any resulting contract shall be subject to the terms and conditions referred to in the document.
5. Queries or clarification, if any, should be addressed to the Procurement Officials on the front page.
6. Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Oshakati Town Council would like to thank you for considering this invitation for Request for Quotation.

Yours faithfully,

Anna-Liisa Korea
Head of Procurement
Oshakati Town Council

SECTION I: INSTRUCTIONS TO BIDDER

1. Rights of Public Entity

The Oshakati Town 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
- c) to cancel the quotation process and reject all quotations at any time prior to contract award.

2. Form of bid

This is a hard copy bid submission and responses must be submitted to the delivery address stated on the cover page. Bidders are required to complete the envelop cover page and paste it on top of their bid envelop.

3. 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.

4. Validity of Quotations

The quotation validity period shall be 90 days from the date of bid submission deadline.

5. Eligibility Criteria (Mandatory Legal Document)

To be eligible to participate in this Quotation exercise, the bidder shall submit with this bid document:

- (a) A certified copy of a valid company Registration Certificate.
- (b) An original or certified copy of a valid good Standing Tax Certificate; **(Valid at the deadline of submission of bid)**

- (c) If not registered for VAT a valid letter from the Ministry of Finance, Department of Inland Revenue indicates that no VAT is required (Earning less than N\$ 500 000.00 per annum must be attached.
- (d) An original or certified copy of a valid good Standing Social Security Certificate; **(Valid at the deadline of submission of bid)**
- (e) A certified copy of a valid 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; **(Valid at the deadline of submission of bid)**
- (f) A certified copy of a valid "Fitness Certificate" from a Local Authority Health Department or Ministry of Health & Social Services. **(Valid at the deadline of submission of bid)**
- (g) Bidder submitted Written statement by a power of attorney (or notary statement, etc.) proving that the person, who signed the bid on behalf of the company, is duly authorized to do so.
- (h) Requested certified copies of documents shall only be considered if **(certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963))**
- (i) All bids that do not comply with the eligibility criteria or any other requirement in this document will be disqualified.

6. Mandatory Administrative Documents

- (a) Bid Securing Declaration
- (b) Bid Submission Form
- (c) A written 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 as contemplated in section 138(2) of the Labour Act, 2007

7. Capability of Bidders

The Bidder warrants that it has/will have the capacity to perform as required.

The Bidder shall furnish, as part of the response, documents establishing the bidder's eligibility to propose and to deliver the works as required. The documentary evidence shall establish to Oshakati Town Council's satisfaction that:

- a) The bidder has the financial, technical, and capacity necessary to fulfil its obligations under the eventual Contract or Purchase Order.
- b) The bidder has established the necessary infrastructure and has adequate equipment, resources, and such other facilities as required to fulfil its obligations under the eventual Contract or Purchase Order.
- c) Bidders must, upon request, furnish such additional information that Oshakati Town Council may reasonably **require as to their ability to provide the works.**

8. Enquiries

- a) All enquiries in connection with this bid document shall be directed in writing (e-mail is acceptable) to the person(s) as listed in the invitation Letter with a cut-off date of three calendars before the bid submission deadline.
- b) Replies to enquiries will be issued to all bidders and potential bidders in the form of addenda to be initialled and submitted by bidders as part of the bid document.
- c) Any verbal information given or perceived to have been given shall not be binding to the Oshakati Town Council.

9. Site Visits

N/A

10. Extensions of Time

Oshakati Town Council may in its absolute discretion by written notice to all Bidders extend the submission closing time. If any bidder applies for and is granted an extension of time to lodge its submission, the extension so granted shall apply to all bidders who will be advised of the extended closing date for receipt of quotations whether their submissions have or have not been lodged. If a bidder has already lodged a submission, it may revise that submission and resubmit it no later than the extended submission closing time.

11. Addenda

Oshakati Town Council may, from time to time, clarify any aspects of the RFQ documentation, which require clarification and will issue addenda to all bidders detailing such clarifications.

12. Bid Security/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.

13. Works Completion Period

Completion of works shall be 2 months (60 days), after acceptance/issue Purchase Order. Deviation in Completion schedule shall be considered if such deviation is reasonable.

14. Submission of Quotation

Quotations should be submitted to Procurement Management Unit, Oshakati Town Council, Bid Box located at Oshakati Town Council Civic Centre, 906 Sam Nujoma Road, Oshakati, Namibia. not later than

Closing date: Monday 15 April 2024 @12h00

- a) Quotations by e-mail would not be considered
- b) Late quotations will be rejected

15. Opening of Quotations

Quotations will be opened internally by the Oshakati Town Council. A record of the Quotation Opening Report stating the name of the bidders and the amount quoted will be available to any bidder on request within three working days of the Opening.

16. Evaluation of Quotations

The Oshakati Town 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 price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

17. 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.

Additional Criteria
a) A Customers' reference letters with contact details of similar project (fencing or related work) NB: ATTACH , purchase order /appointment letter
b) Submission must include a comprehensive company profile,
c) Bids will be awarded to the lowest bidder, within 20% margin of the Engineers' estimate. Such an estimate shall only be disclosed on the due date prior to the price opening of the bids at Civic Centre.
d) This bid will not be awarded to the bidder who is currently onsite with Council Contract.
e) NB: work is offered based on purchase order and No advance payment will be made

18. 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. The bidders must provide a price exclusive of any General Sales Tax or Value Added Tax for each item and all delivery points detailed in the Quotation Response Document.

19. Margin of Preference

This bid is reserve for Local Suppliers in terms of Section 73 of the Public Procurement Act, and the Code of Good Practice Kindly take note that the Margin of Preference is applicable, and the bid is reserved for bidders who qualify for one or more of the categories of the margin of preference.

NB: Margin of Preference is not automatically applied and should be declared by the bidder.

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

A=MP x BP in which formula
100

- (a) "A" represents the amount to be determined:
- (b) "MP" represents the total percentage of all margins of preferences granted in respect and
- (c) "BP" represents the bid price.

1.2. Bidders applying for the Margin of Preference shall submit evidence of:

#	Category of Local Supplier	Margin of Preference
1	Manufacturer	2%
2	Micro, Small & Medium Enterprise (SME)	1%.
3	Women Owned Enterprise	1%
4	Youth Owned Enterprise	2%
5	Previously Disadvantaged Person Owned Enterprise	2%
6	Suppliers providing environmental protection	1%
7	Suppliers providing employment to Namibian citizens	1%
Total	10%	

- A bidder must include a declaration in its bid, outlining the preferences the bidder qualifies for and the grounds for such qualifications.
- Share Certificates
- Proof of Qualification for categories (i.e ID of youth and woman, SME Certificate, employee list and nationality)

The following documentary evidence in support of the grounds for qualification must be submitted

#	Category of Local Supplier	Documentary Evidence
1	Manufacturer	<ul style="list-style-type: none"> • Certificate of registration from a registering authority • Declaration that the manufactured goods meet the local content as determined and certified by an accountant
2	Micro, Small & Medium Enterprise (SME)	<ul style="list-style-type: none"> • SME registration certificate • Declaration indicating the percentage of

Namibian MSME ownership		
3	Women Owned Enterprise	<ul style="list-style-type: none"> • ID's of all shareholders • Founding statement/ company registration indication ownership structure/ shareholder certificate • Declaration indicating the percentage of Namibian female ownership
4	Youth Owned Enterprise	<ul style="list-style-type: none"> • ID's of all shareholders • Founding statement/ company registration indication ownership structure/ shareholder certificate • Declaration indicating the percentage of Namibian youth ownership
5	Previously Disadvantaged Person (PDP) Owned Enterprise	<ul style="list-style-type: none"> • ID's of all shareholders • Founding statement/ company registration indication ownership structure/ shareholder certificate • Declaration indicating the percentage of Namibian PDP ownership
6	Suppliers providing environmental protection	<ul style="list-style-type: none"> • Declaration and proof that the bidder meets the requirements set out in the bidding document
7	Suppliers providing employment to Namibian	<ul style="list-style-type: none"> • Declaration that the bidder employs 50% or more Namibian citizens

-
- Exclusive preference will be allowed for the following categories:

#	Category of Local Supplier	Margin of Preference
1	Manufacturer	2
2	Micro, Small & Medium Enterprise (SME)	1%
3	Women Owned Enterprise	1%
4	Youth Owned Enterprise	2%
5	Previously Disadvantaged Person Owned Enterprise	2%
6	Suppliers providing employment to Namibian citizens	1%
	Total	9%

- A bidder must include a declaration in its bid, outlining the preferences the bidder qualifies for and the grounds for such qualifications
- Share Certificates
- Proof of Qualification for categories (i.e ID of youth and woman, SME Certificate, employee list and nationality)

20. Language

Bidder responses shall be submitted in the English language.

21. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation, most economical beneficial to Council 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.

22. Performance Security

Not required, payment will be done upon completion of all works. No progress payment will be made.

23. Notification of Award and Debriefing

Oshakati Town Council 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 within seven (7) days for all bids after request from the bidder. Furthermore, Oshakati Town Council shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

24. Costs

Any costs incurred by a Bidder, in the preparation and submission of its response must be borne by the Bidder.

25. Final Check

Please check that you have attached all documents, details or additional information that are related or requested in this document before submitting your responses.

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.**]

Quotation addressed to:	Oshakati Town Council
Procurement Reference Number:	W/RFQ/OSHTC-10/2023/2024
Subject matter of Procurement:	Procurement for Supply, and Delivery of Street Names Signs at Oshakati North (Ehenye) for Oshakati Town Council.

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instruction to Bidders.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

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

The validity period of the Quotation is from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price 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.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./Fax	

Appendix to Quotation Letter

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

Date:

Procurement Ref No.:

To:

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:

Capacity of:.....

Name:

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

Dated on _____ day of _____, _____

Corporate Seal

[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.]



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 of:.....

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.*

Self-Declaration Form - Margin of Preference

Insert Procurement Reference No.:-----

Insert Title: -----

I/We the undersigned declare that:

1. I / we are eligible for the following categories of Exclusive Preference in terms of allowable Margin of Preferences as outlined in the Code of Good Practice and in accordance with applicable laws at the date of the deadline for bid submission.
2. We attached hereto the following documentary evidence in support of the grounds for qualification.

#	Category of Local Supplier	Margin of Preference
1	Manufacturer	
2	Micro, Small & Medium Enterprise (SME)	
3	Women Owned Enterprise	
4	Youth Owned Enterprise	
5	Previously Disadvantaged Person Owned Enterprise	
6	Suppliers providing employment to Namibian citizens	
Total		10%

#	Category of Local Supplier	Documentary Evidence
1	Micro, Small & Medium Enterprise (SME)	<ul style="list-style-type: none"> • SME registration certificate • Declaration indicating the percentage of Namibian MSME ownership
2	Women Owned Enterprise	<ul style="list-style-type: none"> • ID's of all shareholders • Founding statement/ company registration indication ownership structure/ shareholder certificate • Declaration indicating the percentage of Namibian female ownership
3	Youth Owned Enterprise	<ul style="list-style-type: none"> • ID's of all shareholders • Founding statement/ company registration indication ownership structure/ shareholder certificate • Declaration indicating the percentage of Namibian youth

		ownership
4	Previously Disadvantaged Person (PDP) Owned Enterprise	<ul style="list-style-type: none"> • ID's of all shareholders • Founding statement/ company registration indication ownership structure/ shareholder certificate • Declaration indicating the percentage of Namibian PDP ownership
5	Suppliers providing employment to Namibian	<ul style="list-style-type: none"> • Declaration that the bidder employs 50% or more Namibian citizens

Declared at _____ this ____ day of _____ 2023

Signature (of duly authorised officer): _____.

Full Name and Designation: _____





SECTION III: STATEMENT OF REQUIREMENTS

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

- Supply of All street names plates, Poles, and adaptors as BOQ.
- Installation of all sign. poles casted in concrete.
- Cleaning up the site after completion
- And other task as instructed by the client

NOTE: The Bidder shall visit the Technical Department to be shown the sample. No other type of materials will be accepted other than the sample as provided.

B. DRAWINGS

- Attached sketches

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

Quotation for Procurement for Supply, and Delivery of Street Names Signs at Oshakati North (Ehenye) for Oshakati Town Council
Procurement Ref No.W/RFQ/OSHTC-10/2023/2024

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.				<p>Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F)</p> <ul style="list-style-type: none"> If an equivalent is quoted, please attach to your quote appropriate technical information & specification Bidders shall fill in and sign the bottom section of this page 					
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measure	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Lead Time	Country of Origin
1.	SAMUEL CHIEF AMKAMA Street	6	Each						
2.	Engelbert Atshipala Street	7	Each						
3.	Erastus Mvula Street	3	Each						
4.	Gerson Shipuata Street	2	Each						
5.	Johannes Kweyo Street	5	Each						
6.	Matheus Elago Street	4	Each						
7.	Dr. Naftal Hamata Street	2	Each						
8.	Salomon Kandjolomba Street	3	Each						
9.	Osino St	2	Each						
10.	Ongolo St	Rate Only							
11.	Okapundja St	2							
12..	Okalimba St	2	Each						
13	Oholongo St	Rate Only							
14	Oxumba St	Rate Only							
15	Ombabi St	Rate							

		Only							
16	Onyati St	2	Each						
17	Onkoshi St		Each						
18	Ongalangombe St	4	Each						
19	Ompugulu St	3	Each						
20	Etotongwe St	Rate Only							
21	Omenye St	2	Each						
22	Okavandje St	3	Each						
23	Haulamba St	3	Each						
24	Onyamanyama St	2	Each						
25	Onguluve St	4	Each						
26	Nyenti St	2	Each						
27	Shiningu St	3	Each						
28	Nikitha St	2	Each						
29	Ombuku St	2	Each						
30	Ongungumani St	3	Each						
31	Ongaka St	2	Each						
32	Onkwiyu St	Rate Only							
33	Ontunankwi St	2	Each						
34	Ombaka St	Rate Only							
35	Ekodhi St	Rate Only							
36	Ontsa St	3	Each						
37	Ompo ST.	Rate Only							
38	Makaya ST.	3	Each						
39	Onkwinkwiti ST.	4	Each						
40	Onguti ST.	3	Each						
41	Onkololo ST.	4	Each						
42	Nyube ST.	2	Each						
43	Endongondongo ST.	4	Each						

45	Okashanda ST.	2	Each						
46	Lunganda ST.	6	Each						
47	Ongwali ST.	2	Each						
48	Onkanga ST.	2	Each						
49	Ekombekombe ST.	3	Each						
50	Epumputu ST.	1	Each						
51	Mbangula ST.	2	Each						
52	Okahale ST.	2	Each						
53	Ondjamba ST.	19	Each						
54	Dr. Hage Geningob ST.	14							
55	Iwaya Manyene ST.	5	Each						
56	Amesho Ankama ST.	6	Each						
57	Silas Shatumbu ST.	3	Each						
58	Johanna Amwaama ST.	2	Each						
59	Sesilia Sheehama ST.	2	Each						
60	Loide Kampelo ST.	3	Each						
61	Laina Amumpembe ST.	4	Each						
62	Armas Fillipus ST.	6							
63	Nicodemus Iwaya ST.	4							
64	Lameck Amugongo ST.	Rate Only							
65	Thomas Iwaya ST.	2	Each						
66	Fr. Gerhard Heinrich ST.	11	Each						
67	Gabes Shihepo ST.	14	Each						
68	Michael Shivute ST.	4	Each						
69	Julius Nyerere Street ST.	7	Each						
70	Peter Tshirumbu Tsheehama ST.	6	Each						
71	Eliander Mwatale St	26	Each						
72	ROUND TUBEPOLES 76mmx3.2mx 3mm	210	Each						
73	76mm POLE ADAPTORS	210	Each						
74	CROSS SECTION ADPOTORS	182	Each						
75	Installation of all poles in 300mm x300mm X 600mm deep concrete and installation of all sign complete	210	Each						

	with poles adaptors and cross adaptors						
	Delivery	Sum	1				
			TOTAL VAT Excluded				
			15% VAT				
			TOTAL VAT Included				
NAME:		POSITION:	SIGNATURE	DATE			

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:

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: _____

[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
1.	Supply of All street names plates, Poles (76mmx3mm thick) painted, and adaptors as BOQ.		
2.	Installation of all signs. poles casted in 300mmx300mmx600mm deep concrete		
3.	Supply a sample for Approval before delivery of all materials		
4.	Cleaning up the site after completion		
5.	And other task as instructed by the client		

* 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 Public Entity (*insert website address*) except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: _____

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)	Oshakati Town Council
Intended Completion Date GCC	The intended completion date is: June 2024
Project Manager GCC 1.1(y)	The Project Manager is: Mr. Abed Shishiveni (Acting Senior Artisan Roads)
Site GCC 1.1(aa)	The Site is located in Oshakati and is defined in Drawings Nos: to be shown by the project manger
Start Date GCC 1.1(dd)	The Start Date shall be: May 2024
The Works GCC 1.1(hh)	The Works consist of: As defined under scope of work
Interpretation GCC 2.2	The project will be completed in the following as defined.
Interpretation GCC2.3	The following additional documents shall form part of the contract: General Condition of Contract and SANS1200
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

GCC Clause Reference	Special Conditions
	an emergency affecting safety of personnel or the Works or adjacent property.
Delegation GCC 5.1	The Project Manager <i>may</i> delegate his/her duties.
Notices GCC 6	<p>Any notice shall be sent to the following addresses:</p> <p>For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be</p> <p>Oshakati Town Council, Procurement Management Unit Sam Nuuyoma Drive, Private Bag 5530 Oshakati Anna-Liisa Korea Head of Procurement +264 65 229500/535/536 akorea@oshtc.na/procurementunit@oshtc.na</p> <p>or</p> <p>Abed Shishiveni shishivenia@oshtc.na +264 65 229603</p> <p>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</p>
Insurance GCC 13.1	<p>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:</p> <ul style="list-style-type: none"> (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>

GCC Clause Reference	Special Conditions
	<p>(d) for personal injury or death:</p> <p>(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></p> <p>(ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i></p> <p>(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable.</p> <p>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.</p> <p>NOTE: INSURANCE IS OPTIONAL IF REQUIRED.</p>
Site Date GCC 14.1	The site Data shall be: NA
Possession of the Site GCC 20.1	The Site Possession Date shall be: April 2024 or as directed by Procurement management Unit
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 <i>shall</i> be required..
Defects Liability Period	The Defects Liability Period is: <i>365 day</i> days.

GCC Clause Reference	Special Conditions
GCC 33.1	
Payment Certificates GCC 39.7	Payment shall be made once off after all work is completed <i>without</i> payment for materials on site.
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 GCC 41.1 (l)	N/A
Price Adjustment GCC 44.	The Contract <i>is</i> 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 1000 per day. The maximum amount of liquidated damages for the whole of the Works is N\$60 000.00.
Bonus GCC 47.1	The rate for the Bonus per calendar day is: N/A
Advance Payment GCC 48.1	(i) No advance payment shall be made
Performance Security GCC 49.1	(i) Not required
GCC 56.1	“As built” drawings or operating and maintenance manuals <i>are</i> required.

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. **G/RFQ-GCC** on the website of the Public Entity www.oshtc.na except where modified by the Special Conditions below.

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: W/RFQ/OSHTC-10/2022/2023

Description	Attached	Not Attached
Quotation Letter		
Priced Activity Schedule		
Specification and Compliance Sheet		
Delivery Period		
Shall be duly filled in, duly signed, and dated at each place (so indicated)		
Indelible ink used, no correction fluid used, and all corrections crossed out and initialled or signed		
Bid Validity Period		
A certified copy of a valid company Registration Certificate		
An original or certified copy of a valid good Standing Tax Certificate; (Valid at the deadline of submission of bid		
An original or certified copy of a valid good Standing Social Security Certificate;(Valid at the deadline of submission of bid)		
A certified copy of a valid Affirmative Action Compliance Certificate.		
A written undertaking as contemplated in section 138(2) of the Labour Act, 2007		
A signed Bid Securing Declaration.		
A certified copy of a valid "Fitness Certificate" from a Local Authority Health Department or Ministry of Health & Social Services. (Valid at the deadline of submission of bid).		
Bidder submitted Written statement by a power of attorney (or notary statement, etc.) proving that the person, who signed the bid on behalf of the company, is duly authorized to do so.		

Requested certified copies of documents shall only be considered if (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963		
All bids that do not comply with the eligibility criteria or any other requirement in this document will be disqualified.		
Submission must include a comprehensive company profile		

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.*

Contract Agreement

THIS AGREEMENT made on the _____ day of _____ between _____ (hereinafter "**the Employer**"), of the one part, and _____ hereinafter "**the Contractor**"), of the other part:

WHEREAS the Employer desires that the Works known as _____

_____ should be executed by the Contractor, and has accepted a Bid by the Contractor for the execution and completion of these Works and the remedying of any defects therein,

The Employer and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.

- (a) the Notification of award
- (b) the Bid
- (c) the Addenda Nos _____
- (d) the Appendix to the General Conditions of Contract
- (e) the General Conditions of Contract;
- (f) the Specification
- (g) the Drawings; and
- (h) the completed Schedules,

3. In consideration of the payments to be made by the Employer to the Contractor as indicated in this Agreement, the Contractor hereby covenants with the Employer to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or

such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Namibia on the day, month and year indicated above.

Signed by: _____

For and on behalf of the Employer

In the presence of _____

Witness Name, Signature, Address, Date

Signed by: _____

For and on behalf of the Contractor

In the presence of: _____

Witness Name, Signature, Address, Date



ENVELOP COVER

**PROCUREMENT FOR SUPPLY, AND DELIVERY OF STREET NAMES
SIGNS AT OSHAKATI NORTH (EHENYE) FOR OSHAKATI TOWN
COUNCIL.**

BID REF.NO. W/RFQ/OSHTC-10/2023/2024

DELIVERY ADDRESS FOR:

**Oshakati Town Council
906 Sam Nuyoma Road
Private Bag 5530
Oshakati
Tel:065-229500**

CLOSING DATE:

Monday, 15 April 2024 at 12h00

FROM:

COMPANYNAME:

CONTACT NUMBER

P. O. BOX:

CONTACT PERSON:

EMAIL:
