PROCUREMENT MANAGEMENT UNIT

RE-ADVERTISED

Request for Sealed Quotations
Non-Consultancy Services

PROVISION OF 19 MONTHS SERVICE AGREEMENT FOR TREATMENT OF THE COUNCIL'S SIX PUMP STATIONS, OXIDATION PONDS (WEST AND EAST), REMOVAL AND TREATMENT OF SLUDGE.

BID REF. NO: NCS/RFQ/OSHTC-02/2026/2027

BID SUBMISSION:

- This is a hard copy request, and responses must be submitted in the Bid Box located at Oshakati Town Council Civic Centre, 906 Sam Nujoma Road, Oshakati.
- Deadline for request for clarifications from Bidder: **Monday, 19 October 2026**
- Quotation Submission must be submitted before the closing date and time.
- Closing Date and Time of Bids: **Friday, 23 October 2026@ 12h00PM**
- Bidders must register their bids in the bid submission register at PMU Office before submitting their bids in the bid box.

Name of Bidder:_____

Email address:_____

Contact Number:_____

Bid Amount Excl. Vat	
VAT	
Total inclusive Vat (Monthly)	

Contact Person for Enquiries and Clarifications:

Name	Anna-Liisa Korea	Foibe Shoopala
Designation	Head of Procurement	Buyer
Telephone	+264 65 229500/535/536	+264 65 229500/504
Email	akorea@oshtc.na/procurementunit@oshtc.na	Shoopala@oshtc.na

Date issue: **09 October 2026**

Oshakati
TOWN COUNCIL

Head Office:
906 Sam Nujoma Road
Civic Center Oshakati
Namibia
Tel: +264 65 229500
Fax: 065 220 435

Letter of Invitation

09 October 2026

Dear Sirs/Madam

RE: PROVISION OF 19 MONTHS SERVICE AGREEMENT FOR TREATMENT OF THE COUNCIL'S SIX PUMP STATIONS, OXIDATION PONDS (WEST AND EAST), REMOVAL AND TREATMENT OF SLUDGE.

1. Oshakati Town Council invites you to submit your best quote for the items described in detail hereunder for provision of 19 months service agreement for Treatment of the Council's Six Pump Stations, Oxidation Ponds (West and East), Removal and Treatment of Sludge. This RFQ constitutes a solicitation and contract agreement.
2. Any resulting contract shall be subject to the terms and conditions referred to in the document.
3. Queries, if any, should be addressed to the Procurement Officials on the front page.

Please prepare and submit your quotation in accordance with the instructions given.

Commercial Centre of the North

Yours faithfully,

Anna-Liisa Korea
SECRETARY PROCUREMENT COMMITTEE

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Oshakati Town Council reserves the right:

(a) to accept or reject any quotation; and

(b) 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

Bidders are requested to quote for the items mentioned in Section III by completing, signing and returning:

(a) the Quotation Letter in Section II with its annex for Bid Securing Declaration

(b) the List of Goods and Price Schedule Section III;

(c) the Specifications and Compliance Sheet in Section V; and

(d) 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

(e) any other documents deemed appropriate.

Bidders 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.

4. Validity of Quotations

The Quotation validity period shall be 60 days from the date of submission deadline.

5. Eligibility Criteria (Mandatory Legal Document)

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

(a) A certified copy of a valid company Registration Certificate with **Sewage treatment** as a core business function.

(b) An **ORIGINAL** valid good Standing Tax Certificate; (Valid at the deadline of submission of bid)

(c) An **ORIGINAL** valid good Standing Social Security Certificate; (Valid at the deadline of submission of bid)

(d) 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)

(e) 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.

(f) A certified copy of a valid "Fitness Certificate" from a Local Authority Health

(g) Department or Ministry of Health & Social Services. (Valid at the deadline of submission of bid)

(h) Two client reference letters, the reference letters should contain the following information as a minimum:

- Client Name
- Client contact details and client date stamp
- Service rendered

(i) Two (2) years' experience on assignments/ projects of treatment of oxidation pods

(j) Treatment schedule/Calendar

(k) A comprehensive company profile.

NB. All bids that do not comply with the eligibility criteria or any other requirement in this document will be disqualified.

6. Validity of Document

Any bid document, as a condition for its validity:

(A). Must comprise the original bid document supplied by the Procurement Management Unit and shall be duly filled in, duly signed, and date at each place (so indicated). Any annexures that a bidder submits, inclusive of all coloured brochures, shall all sign or initiated.

(b). Must be filled in and signed using indelible ink (no correction fluid or pencil may be used); if this condition is not applied such bid will be viewed as incomplete/invalid and will not be considered.

(c). All corrections made shall be crossed out an initialled next to the correction

9. Enquiries

a) All enquiries in connection with this bid document shall be directed in writing (e-mail is acceptable) in the English language 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 biding to the Oshakati Town Council.

10. Site Visits

N/A

11. 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.

12. 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.

13. 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.

14. Services Completion Period

The intended completion date shall October 2028 and can be extended if the need arises.

15. Documents to be submitted

Bidders shall submit along with their quotation's documents giving company's profile, past experience and evidence of similar services provided together with two (2) clients reference letters.

16. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to Oshakati Town Council. Bidders are required to complete the provided envelop cover page and paste it on top of their bid envelop

17. 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 Nuyoma Road, Oshakati, Namibia. not later than

Closing date: Friday, 23 October 2026

Closing time: 12:00

a) Quotations by e-mail would not be considered

b) Late quotations will be rejected

18. 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.

19. 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 evaluated cost to determine the lowest evaluated quotation.

20. Scope of Services and Specifications

The Scope of Services detailed in Sections III are to be complied with. Bidders may propose alternatives for part of the scope substantiating that such alternatives will equally serve the interest of Oshakati Town Council. However, evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

Bidders must substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

21. Prices and Currency of Payment

To ensure comparative and competitive pricing, the bidders must provide a fixed price quotation for each of the items specified in the Scope of Work of this request for quotation document. All prices shall be in Namibian dollars.

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.

22. Prices and Currency of Payment

Prices for the execution of services 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 services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

23. Margin of Preference

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.

CATEGORIES OF BIDDERS	MARGIN OF PREFERENCE	DOCUMENT EVIDENCE TO BE SUBMITTED	CRITERIA
Manufacturer	2%	-Certificate of registration from a registering authority. -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Valued Added Calculation in Annexure 1, and as certified by an Accountant.	"manufacturer" means a person or a company that is involved in the physical or chemical transformation or materials or components into new products whether – (a) the transformation is through work; (i) Performed by a power-driven machine or by hand; or (ii) Done in a home or factory; or (iii) The new products are sold on a wholesale or retail basis.
Micro, Small and Medium Enterprise	1%	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership	a bidder who is a MSME, means an enterprise that has a valid micro, small and medium enterprise certificate issued by the Ministry responsible for trade, whose minimum equity is 51 % owned by Namibians.

Women owned enterprise	1%	-IDs of all shareholders Founding statement/company registration indicating ownership structure/shareholder certificate -declaration indicating the percentage of Namibian female ownership	A bidder who is a woman or whose minimum equity is 51% owned by Namibian women.
Youth Owned enterprise	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -declaration indicating the percentage of Namibian youth ownership.	A bidder who is a youth or whose minimum equity is 51% owned by Namibian youths
Previously Disadvantaged person owned enterprise	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificates -declaration indicting the percentage of Namibian PDPs ownership.	a bidder who is a PDP or whose minimum equity is 51% owned by Namibian PDPs.
Suppliers providing environmental protection	1%	-Declaration and proof that the bidder meets the requirements set out in the bidding document.	A bidder that promotes the protection of the environment, maintain ecosystems and sustainable use of natural resources as specified by the public entity in the bidding document.
Suppliers providing employment to Namibian	1%	-declaration that the bidder employs 50% or more Namibian citizens.	A bidder who employs 50% or more Namibian citizens.
TOTAL	**10%**		

24. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation per lot and qualified to perform the 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 V: Contract and General Conditions of Contract.

25. 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 five (5) days for all bids after request from the bidder. Furthermore, Oshakati Town Council shall attend to all requests for debriefing made in writing within five (5) 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**.]

Quotation addressed to*:*	
Procurement Reference Number:	
Subject matter of Procurement:	

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

Procurement Reference No: **NCS/RFQ/OSHTC-02/2026/2027**

Title: Provision of 19 months service agreement for Treatment of the Council's Six Pump Stations, Oxidation Ponds (West and East), Removal and Treatment of Sludge.

I/We the undersigned declare that:

1. I / we are not blacklisted by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submissions;

2. I/ we are not blacklisted by African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group;

3. I/ we will submit a statement on past and present declaration of ineligibility, if any, by any local/international agency or any termination of contract for unsuccessful completion of assignment, giving adequate details to enable a fair assessment;

4. I/ we will inform the contracting authority, without delay, of any situation constituting a conflict of interest or could give rise to a conflict of interest;

5. I/ we have not sought, attempted to obtain or accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal or corrupt practice, either directly or indirectly, as an incentive or reward relating to the award of the contract.

Declared at_____ this ____day of _____ 2026

Signature (of duly authorised officer): _____

Full Name and Designation: _____

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

TERMS OF REFERENCE

Part 1. Background:

Part 1. Background:

Oshakati Town Council is looking for a qualified bidder for treatment of Six (6) Pump Stations, Oxidation Ponds (West and East) and Slaughterhouse's Septic Tanks on a weekly basis. Removing and treatment of the sludge.

Therefore, there is a great need to have a service level agreement with a service provider, who will be conducting treatment for the Council's Six (6) Pump Stations, Oxidation Ponds (West and East) and Slaughterhouse's Septic Tanks in order to meet the effluent disposal requirements that are indicated within the bid.

Part 2. The Services

The service to be provided under this contract comprise of the following but not limited to:

a) Treatment of the Six Pump Stations
b) Treatment of Oxidation Ponds (West and East) weekly basis
c) Treatment of small Livestock Slaughterhouse's Septic Tanks
d) Removing and treatment of the sludge weekly basis

Note. Sludge removal and treatment to be done on bidder's cost and benefits

Part 3. Facilities to be provided by the Public Entity.

The public entity will be responsible for the supervision of the works done by the service provider.

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR PROVISION OF 21 MONTHS SERVICE AGREEMENT FOR TREATMENT OF THE COUNCIL'S SIX PUMP STATIONS, OXIDATION PONDS (WEST AND EAST), REMOVAL AND TREATMENT OF SLUDGE.

Procurement Ref No. NCS/RFQ/OSHTC-02/2026/2027.

	Amount of component/s to be used for treatment *(Microorganism/ proven environmentally friendly treatment component/s (no use of chemicals)*	**QUANTITY**	**UNIT PRICE**	**LABOUR**	**TOTAL**
Six (6) Pump Stations	1. 2.	1. 2.	N$ N$	N$ N$	N$ N$
Oxidation Pond East Side	1. 2.	1. 2.	N$ N$	N$ N$	N$ N$
Oxidation Pond West Side	1. 2.	1. 2.	N$ N$	N$ N$	N$ N$
Sludge Removal and Treatment	1. 2.	1. 2.	N$ N$	N$ N$	N$ N$
Small Livestock Slaughterhouse's Septic Tanks	1.	1.	1.		N$

		Sub Total **Vat 15%** **Total Cost (monthly)**		N$_____ N$_____ N$_____

Priced Activity Schedule Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

(e) 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 V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/OSHTC-02/2026/2027

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.

**** Columns A and B to be completed by Public Entity.***

Specifications and Compliance Sheet Authorised By:

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	***B****	***C***	***D***
1.	Treatment Six (6) Pump Stations		
2.	Treatment of Oxidation Pond East Side		
3	Treatment of Oxidation Pond West Side		
4	Sludge Removal and Treatment		
5	Treatment Small Livestock Slaughterhouse's Septic Tank		

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

SECTION VII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/OSHTC-02/2026/2027**

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

Subject and GCC Reference	Special Conditions
Definitions **GCC 1.1(a)**	Adjudicator is **Not Applicable for this contract**
Definitions **GCC 1.1(l)**	The Member is: **no joint ventures are allowed for this contract therefore no member.**
Definitions **GCC 1.1(o)**	The Service Provider is: ……
Notices **GCC 1.4**	Any notice shall be sent to the following addresses: For the [Public Entity], the address and the contact's name shall be: **Oshakati Town Council,** **Procurement Management Unit** **Sam Nuyoma Drive, Private Bag 5530, Oshakati** **Att: Anna-Liisa Korea** **Head of Procurement** **+264 65 229500/535** **akorea@oshtc.na** For the [Service Provider], the address and contact name shall be: _____ _____ _____ _____
Authorised Representatives **GCC 1.6**	The Authorised Representatives are: For the Public Entity: **Ms. Foibe Shoopala** For the Service Provider _____ _____
Effectiveness of Contract **GCC 2.1**	The date on which this Contract shall come into effect is the **same date of appointment letter.**

Starting Date **GCC 2.2.2**	The intended starting date for the commencement of Services is **December 2026**.
Intended Completion Date **GCC 2.3**	The intended completion date is **December 2028.**
Prohibition **GCC 3.2.3(c)**	List of Activities: as per **Section III: List of Goods and Price Schedule**
Service Provider's Actions Requiring Public Entity's Prior approval **GCC 3.7(c)**	The other actions are **NA**
Documents Prepared by Service Provider to be the Property of the Public Entity **GCC 3.9**	Restrictions on the use of documents prepared by the Service Provider are: **NA**
Payments of Liquidated Damages **GCC 3.10.1**	Liquidated damages for the whole contract are *[insert percentage of the final contract price]* per week. The maximum amount of liquidated damages for the whole contract is *[insert percentage]* of the final contract price. **NA**
Lack of Performance Penalty **GCC 3.10.3**	The percentage ***NA*** to be used for the calculation of lack of Performance Penalty (ies) is *(Where applicable) NA*
Performance Security **GCC 3.11**	(i) No Performance Security is required*

Assistance and Exemptions **GCC 5.1**	The assistance and exemptions provided to the Service Provider are *(where applicable)*: _____**NA**_____
Contract Price **GCC 6.2(a)**	The amount in local currency is **Namibian Dollar**.
Terms and Condition of Payment **GCC 6.4**	Insert the payment terms in line with the GCC. **Payment shall be made within 30 days of receipt of the correct invoice and the relevant documents**
Interest on Delayed Payments **GCC 6.5**	**Payment shall be made within 30 days of receipt of the correct invoice and the relevant documents.** The interest rate is _____***NA***_____.
Price Adjustment **GCC 6.6.1**	Price adjustment ***not*** applicable.
Identifying Defects **GCC 7.1**	The defect liability period is: _____NA_____
Dispute Settlement **GCC 8.2**	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. 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 may be referred to court by either party.
Dispute Settlement **GCC 8.2.3**	Not Applicable
Dispute Settlement **GCC 8.2.4**	N/A
Dispute Settlement **GCC 8.2.5**	Not Applicable

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/RFQ/OSHTC-02/2026/2027

Description	**Yes**	**No**
Quotation Letter Bid Validity Period		
A signed Bid Securing Declaration		
A written undertaking as contemplated in section 138(2) of the Labour Act, 2007		
A certified copy of a valid Company Registration sewage treatment as core business function.		
An **ORIGINAL** valid good Standing Tax Certificate; (Valid at the deadline of submission of bid		
An **ORIGINAL** 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 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).		
Two client reference letters, the reference letters should contain the following information as a minimum: • Client Name • Client contact details and client date stamp • Service rendered		
Treatment schedule/Calendar		
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.		
A comprehensive company profile		
(k) Two (2) years' experience on assignments/ projects of treatment of oxidation pods		
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.		

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

PROVISION OF 20 MONTHS SERVICE AGREEMENT FOR TREATMENT OF THE COUNCIL'S SIX PUMP STATIONS, OXIDATION PONDS (WEST AND EAST), REMOVAL AND TREATMENT OF SLUDGE. PROCUREMENT REFERENCE NO.: NCS/RFQ/OSHTC-02/2026/2027

DELIVERY ADDRESS FOR:
Oshakati Town Council
906 Sam Nuyoma Road
Private Bag 5530
Oshakati
Tel:065-229500

CLOSING TIME AND DATE: FRIDAY, 23 OCTOBER 2026 at 12h00

FROM:

COMPANY NAME	
P. O. BOX	
CONTACT PERSON	
CONTACT NUMBER	
EMAIL	