



Republic of Namibia

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OFFICE OF THE PRESIDENT  
NATIONAL PLANNING COMMISSION

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**Request for Sealed Quotations  
for Work**

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**Supply, Replacement and Installation of 16 old Air  
conditioners and Fixing of 2 Fridges at National Planning  
Commission Office -Windhoek**

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**Bidder Name:** \_\_\_\_\_

**Total Bid Amount:** \_\_\_\_\_

**Compulsory Site Inspection and Briefing on 14 November 2023, 10:00 National  
Planning Commission, Venue: Reception area, Ground floor**

**Procurement Reference No: W/RFQ/26-79/2023**

**Closing Date: 24 November 2023**

**Time: 11:00**

National Planning Commission  
Private Bag 13356 Windhoek,  
Tel: +26461 283 4111, Fax: +26461 226 501  
Government Office Park Luther Street



Republic of Namibia

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OFFICE OF THE PRESIDENT  
NATIONAL PLANNING COMMISSION

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**Letter of Invitation**

Name and Address of Bidder: .....

*Procurement Reference Number: W/RFQ/26-79/2023*

07 November 2023

Dear Sirs/Madam

**Request for quotations for Supply, Replacement and Installation of 16 old Air conditioners and Fixing of 2 Fridges at National Planning Commission Office -Windhoek**

National Planning Commission invites you to submit your best quote for the items described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to: [pmu@npc.gov.na](mailto:pmu@npc.gov.na) at and Technical @+264811446640

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

Yours faithfully,

Sylvia Kaune  
Secretary: Procurement Committee



## 1. Rights of Public Entity

The National Planning Commission reserves the right:

- (a) to accept or reject any quotation; or
- (b) 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 services mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Security Declaration is applicable;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Performance Standards Compliance Sheet in Section V; and
- (d) any other attachment as 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, the Bidder must submit the following documents:

- (a) A valid certified copy of the Company registration certificate/ Founding statement clearly indicating shareholders' and principals contact details (as registered with the BIPA) (Attach certified copies of identification Document of all shareholders (**Should be in core business**))
- (b) A valid original / certified copy of the company's good standing certificate from Ministry of Finance (NAMRA).
- (c) A valid original / certified copy of the company' good standing certificate from Social Security Commission.
- (d) A valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998.
- (e) Written undertaking in terms of section 138 of the Labour Act, 2015.
- (f) Submit signed Bid-securing Declaration.
- (g) Procurement reserved in terms of the code of good practice on preferences

## 5. Bid Securing Declaration

Bidders are required to submit a Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation.

## **6. Service Completion Period**

The completion period for services shall be **21 working days** after acceptance of Purchase Order. Deviation in completion period shall not be accepted.

## **7. 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 customers' reference details.

## **8. 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.

## **9. Submission of Quotations**

**Quotations should be deposited in the Quotation/Bid Box located at National Planning Commission, Government Office Park, Block D, First floor, office number 104C, not later than, 24 November 2023, 11:00.**

Late quotations will be rejected.

Quotations received by e-mail will not be considered.

## **10. Opening of Quotations**

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 9 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

## **11. 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 evaluated cost to determine the lowest evaluated quotation.

## **12. Scope of Services, Specifications and Performance Standards**

The Scope of Services and Performance Standards Compliance Sheet detailed in Section III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. 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 have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

## **13. Prices and Currency of Payment**

Prices for the execution of services shall be fixed in Namibia 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.

**14. Margin of Preference**

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

*Not Applicable*

14.2 Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

*Not applicable*

**15 Award of Contract**

The Bidder having submitted the lowest evaluated responsive quotation 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 VI: Contract Agreement and General Conditions of Contract.

**16 Performance Security**

*Not Applicable*

**17 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.]*

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 BSD]*.

The validity period of the Quotation is \_\_\_\_\_ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry date** of the quotation validity.

The services will commence within \_\_\_\_\_ day *[insert number of days]* from the date of issue of Purchaser Order/ Letter of Acceptance.

The services will be completed within \_\_\_\_\_ day *[insert number of days]* from the date of issue of Purchaser Order/ Letter of Acceptance.

### Quotation Authorised by:

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

Appendix to Quotation Letter

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

**Date:** .....[Day|month|year]

**Procurement Ref No.:** W/RFQ/26-79/2023

**To:** .....[insert complete name of Public Entity and address]

I/We\* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We\* accept that under section 45 of the Act, I/we\* may be suspended or disqualified in the event of

- (a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;
- (b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;
- (c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We\* be successful bidder; or
- (d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.

I/We\* understand this bid securing declaration ceases to be valid if I am/We are\* not the successful Bidder

Signed: .....  
[insert signature of person whose name and capacity are shown]

Capacity of:  
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name: .....  
[insert complete name of person signing the Bid Securing Declaration]

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

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
[insert date of signing]

Corporate Seal (where appropriate)

[Note\*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

*\*delete if not applicable / appropriate*



**Republic Of Namibia**

**Ministry of Labour, Industrial Relations and Employment Creation**

**Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015**

**1. EMPLOYERS DETAILS**

Company Trade Name:.....

Registration Number:.....

Vat Number: .....

Industry/Sector: .....

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....



## 2. PROCUREMENT DETAILS

Procurement Reference No.: .....

Procurement Description: .....

.....

.....

Anticipated Contract Duration: .....

Location where work will be done, good/services will be delivered: .....

.....

## 3. UNDERTAKING

I ..... *[insert full name]*, owner/representative

of ..... *[insert full name of company]*

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

**Signature:** .....

**Date:** .....

**Seal:**.....

*Please take note:*

1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

### SECTION III: SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

#### NB: ADDITIONAL REQUIREMENTS

- Supply, Replacement and Installation of 16 old Air conditioners and Fixing of 2 Fridges at National Planning Commission Office -Windhoek
- Bidder (s) must be in the line of business for the work to be carried out.
- Site inspection is Compulsory before quoting and is scheduled on 14 November 2023 @10:00, National Planning Commission; Venue: Reception area, Ground floor

### SECTION IV: PRICED ACTIVITY SCHEDULE-W/RFQ/26-79/2023

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	
1	Replacement and installation of air conditioner ; Capacity :24000 btu	1			
2	Replacement and installation of air conditioner ; Capacity :18000 btu	1			
3	Replacement and installation of air conditioner ; Capacity :12000 btu	12			
4	Servicing of Fridges	2			
<b>Other additional costs</b>					
<b>Subtotal</b>					
<b>VAT %</b> <b>@</b>					
<b>Total</b>					

*\* Columns A to D to be completed as applicable by Public Entity.*

**Priced Activity Schedule Authorised By:** ..... [Insert company seal] Authorised by:

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

**SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET**

Procurement Reference Number: W/RFQ/26-79/2023

*[Bidders should complete columns C and D with the specification of the services 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	Replacement and installation of air conditioner ; Capacity :24000 btu		
2	Replacement and installation of air conditioner ; Capacity :18000 btu		
3	Replacement and installation of air conditioner ; Capacity :12000 btu		
4	Servicing of Fridges		

\* 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 for the Procurement of works available on the website of the National Planning Commission Public Entity [www.npc.gov.na](http://www.npc.gov.na) except where modified by the Special Conditions below.

## SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: W/RFQ/26-79/2023 The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
<b>Purchaser GCC 1.(a)</b>	The purchaser is: <b>National Planning Commission</b>
<b>Disputes Settlement GCC 8.2</b>	Not Applicable
<b>Disputes Settlement GCC 8.2.1</b>	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.
<b>Price Adjustment GCC 15.1</b>	Price adjustment <b>not</b> applicable.
<b>Contract Price GCC 16.</b>	The amount in local currency is <i>Namibian Dollars</i>
<b>Terms of Payment GCC 16.1</b>	Payments shall be made within 30 days after submission of an invoice and the relevant documents.
<b>Performance Security GCC 17.</b>	<b>Not Applicable</b>
<b>Service Completion Period GCC 18.</b>	The completion period for services shall be <b>21 working days</b> after acceptance of Purchase Order. Deviation in completion period <i>shall not be accepted.</i>
<b>Inspection and Test GCC 26.1</b>	The inspection and tests shall be:
<b>Location of Inspection and Tests GCC</b>	The inspections and tests shall be conducted at: <b>Compulsory Site inspection and briefing to be conducted on 14 November 2023, 10:00 at National Planning Commission-Windhoek, Venue: Reception area, Ground floor</b>

<b>Subject and GCC clause reference</b>	<b>Special Conditions</b>
<b>Warranty/Guarantee</b>	2-year guarantee
<b>Notices GCC</b>	<p>Any notice shall be sent to the following addresses:</p> <p>National Planning Commission  Government Office Park  Office No. 044  Ms. Sylvia Kaune  Head: Procurement Management Unit  +26461 2834006</p>
<b>Repair and Replacement GCC 28.5</b>	The period for repair or replacement shall be: Within the guarantee and warrant period as specified.

### SCHEDULE 3

### QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: W/RFQ/26-79/2023

Description	Attached (please tick if submitted and cross if not submitted)	
Quotation Letter		
A duly signed Bid Securing Declaration		
Specification and Compliance Sheet		
A certified copy of a valid Company Registration Certificate		
Original/certified valid good Standing Tax Certificate		
Original/certified valid good Standing Social Security Certificate		
Valid certified copy of Affirmative Action Compliance Certificate		
Written undertaking		

**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.

