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**MINISTRY OF MINES AND ENERGY  
PROCUREMENT MANAGEMENT UNIT (PMU)**

**REQUEST FOR SEALED QUOTATIONS FOR TILING OF OFFICES  
AND FLOOR CORRIDORS, MINISTRY OF MINES AND ENERGY**

**Procurement Reference No.: W/RFQ/15-01/2018**

**COMPANY NAME:** \_\_\_\_\_

**TOTAL BID PRICE:** \_\_\_\_\_

**CLOSING DATE AND TIME OF BID REQUEST (S):**

**DATE:** 14 March 2019

**TIME:** 10h00

**Procurement Management Unit  
Ministry of Mines and Energy  
Head Office  
6 Aviation Road  
Windhoek Namibia**

**Tel:** +264 61 284 8111 / 8435

**Fax:** +264 61 235 632

**Email:** [ProcurementManagement@mme.gov.na](mailto:ProcurementManagement@mme.gov.na)

**Website:** [www.mme.gov.na](http://www.mme.gov.na)



REPUBLIC OF NAMIBIA

MINISTRY OF MINES AND ENERGY

Tel.: +264 61 284-8111  
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6 Aviation Road  
Private Bag 13297  
WINDHOEK

Letter of Invitation

To: \_\_\_\_\_

Procurement Ref Nr.: **W/RFQ/15-01/2018**

**05 March 2019**

Dear Sir/Madam,

**REQUEST FOR SEALED QUOTATIONS FOR REPLACEMENT OF FLOOR AND WALL COVERING WITH TILES MINISTRY OF MINES AND ENERGY HEAD OFFICE**

The MINISTRY OF MINES AND ENERGY 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 in writing to  
[ProcurementManagement@mme.gov.na](mailto:ProcurementManagement@mme.gov.na)

Kindly prepare and submit your quotation on or before **Thursday, 14 March 2019 at 10H00** in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation. Expected time of completion of works after receipt of Official Purchase Order is **14 days**.

Yours faithfully

Nathaniel Musenge

**SECRETARY: PROCUREMENT COMMITTEE**

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The Ministry of Mines and Energy reserves the right:

- (a) to split the contract as per the lowest evaluated cost per lot; and
- (b) to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

### 2. Preparation of Quotations

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

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment as deemed appropriate

You are advised to carefully read the complete Request for Quotations document, including the Special Conditions of Contract in Section VII, before preparing your Quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

### 3. Validity of Quotations

The quotation validity period shall be 30 days from the date of bid submission deadline.

### 4. Eligibility Criteria

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

- (a) have a valid certified copy of company Registration Certificate;
- (b) have a valid original/certified copy (as certified by the Namibian Police) of good Standing Tax Certificate;
- (c) have a valid original/certified copy (as certified by the Namibian Police) of good Standing Social Security Certificate;
- (d) have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) have a certified copy of certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Submit signed Bid-securing Declaration.
- (g) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;

### 5. Bid Securing Declaration

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

#### 6. Works Completion Period

The completion period for works shall be two weeks after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

#### 7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name at the back of the envelope.

#### 8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at the **Ministry of Mines and Energy, 6 Aviation Road, Ground Floor, Block F1; Office F1 005** not later than **14 March 2019 at 10:00PM**. Quotations by post or hand delivered should reach **6 Aviation** by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered.

#### 9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security/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.

#### 10. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

#### 11. 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.

#### 12. Prices and Currency of Payment

Prices for the execution of works shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works, and shall include all duties. The whole cost of performing the works shall be included in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted.

#### 13. Margin of Preference

13.1. The applicable margins of preference and their application methodology are as follows: **Not applicable**

13.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: **Not applicable**



**14. Award of Contract**

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the works shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

**15. Performance Security**

The successful bidder shall upon acceptance of its offer submit a Performance Security as per the format contained in the Schedule for an amount of 10% of the contract price.

**16. Notification of Award and Debriefing**

The Public Entity shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within 7 days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within 7 days of the unsuccessful bidders being informed of the award.

## SECTION II: QUOTATION LETTER

(to be completed by Bidders)

[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it will be rejected.**

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

We offer to execute the Works detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

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

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act during the procurement process and the execution of any resulting contract.

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

The validity period of our Quotation is **14 days** from the date of the bid submission deadline.

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

Works will commence within **5 days** from date of issue of Purchase Order/ Letter of Acceptance.

Works would be completed within **14 days** from date of issue of Purchase Order / Letter of acceptance.

**Quotation Authorised by:**

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No. & E-mail	

[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**

**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: STATEMENT OF REQUIREMENTS

### A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

#### Specifications:

- ✓ Remove old Tiles and Replace it with new Tiles.
- ✓ Remove carpets and replace with new tiles.
- ✓ Company to come for site visit/viewing before closing date of bid.

#### Performance Requirements:

- ✓ The work should be done within 2 -3 weeks after receiving a Purchase Order or Acceptance letter.
- ✓ Company to submit three options of ceramic tiles for both floors and walls with quotation / document before or on closing date of bid.



## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/RFQ/15-01/2018**

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1.	Replace affected tiles in office no: 524, 525				
2.	Replace tiles in the following corridors: Floors 1, 2, 3 (head office), ground floor Auxiliary				
3.	Replace wall tiles in toilets of floors 7, 6, 5, 4, 3, 2 & 1.				
4.	Replace tiles at cartographer open area and offices				
5.	Replacement of carpets with tiles in the GSN DPS and Secretary offices.				
6.	Replace tiles between museum and labs				
7	Remove old Carpets and Replace it with Tiles in the offices No: 625, 629, 624, 618, 621 and 322				
Enter 0% VAT rate if VAT exempt.				<b>Subtotal</b>	
				<b>VAT @      %</b>	
				<b>Total</b>	

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

### Priced Activity Schedule Authorised By:

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

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **W/RFQ/15-01/2018**

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	Replace affected tiles in office no: 524, 525		
2.	Replace tiles in the following corridors: Floors 1, 2, 3 (head office), ground floor Auxiliary		
3.	Replace wall tiles in toilets of floors 7, 6, 5, 4, 3, 2 & 1.		
4.	Replace tiles at cartographer open area and offices		
5.	Replacement of carpets with tiles in the GSN DPS and Secretary office.		
6.	Replace tiles between museum and labs		
7	Remove old Carpets and Replace it with Tiles in the offices No: 625, 629, 624, 618, 621 and 322		

\* 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 Ministry of Mines and Energy, [www.mme.gov.na](http://www.mme.gov.na) except where modified by the Special Conditions below.

## SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/15-01/2018**

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract.

<b>GCC Clause Reference</b>	<b>Special Conditions</b>
<b>Employer GCC 1.1(r)</b>	<b>Ministry of Mines and Energy, 6 Aviation Road, Windhoek</b>
<b>Intended Completion Date GCC</b>	The intended completion date is March 2019.
<b>Project Manager GCC 1.1(y)</b>	The Project Manager is Ms Laimi Shaningwa.
<b>Site GCC 1.1(aa)</b>	The Site is located at the Ministry of Mines and Energy, 6 Aviation Road, on the way to Eros Airport, Windhoek and Tsumeb Station
<b>Start Date GCC 1.1(dd)</b>	The Start Date shall be after the approval of bid
<b>The Works GCC 1.1(hh)</b>	The Works consist of: Removing old and broken tiles and replacing them with new ceramic ones. Removing of carpets and replace them with new ceramic tiles.
<b>Interpretation GCC 2.2</b>	The project will be completed in the following sections: _____
<b>Interpretation GCC2.3</b>	The following additional documents shall form part of the contract: _____
<b>Language and Law GCC 3.1</b>	The language of the contract is English.  The law that applies to the Contract is the law of Namibia.
<b>Project Manager's Decisions 4.1</b>	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the

GCC Clause Reference	Special Conditions
	Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
<b>Delegation GCC 5.1</b>	The Project Manager may delegate his/her duties.
<b>Notices GCC 6</b>	<p>Any notice shall be sent to the following addresses:</p> <p>For the <b>Ministry of Mines and Energy</b>, the address and the contact name shall be:</p> <p><b>The Secretary: Procurement Committee</b>  <b>Ministry of Mines and Energy</b>  <b>P/Bag 13297</b>  <b>Windhoek, Namibia</b>  <b>Tel. 061 - 284 8111 / 8235</b></p> <p>For the Supplier, the address and contact name shall be:</p> <p>_____</p> <p>_____</p> <p>_____</p>
<b>Insurance GCC 13.1</b>	<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> <p>(a) for the Works, Plant and Materials: _____</p> <p>_____</p> <p>(b) for loss or damage to Equipment: _____</p> <p>_____</p> <p>(c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract</p> <p>_____</p> <p>_____</p> <p>(d) for personal injury or death:</p> <p>(i) Of the Contractor's employees: _____</p> <p>_____</p> <p>(ii) Of other people: _____</p> <p>_____</p> <p>(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where</p>



GCC Clause Reference	Special Conditions
	<p>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.</p> <p>All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.</p>
<b>Site Date</b> <b>GCC 14.1</b>	The site Data shall be after the contract signed.
<b>Possession of the Site</b> <b>GCC 20.1</b>	The Site Possession Date shall be after the contract signed.
<b>Procedure for Disputes</b> <b>GCC 24</b>	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.
<b>Program</b> <b>GCC 25.1</b>	The Contractor shall submit for approval a Program for the Works within 5 days from the date of the Letter of Acceptance or issue of Purchase Order.
<b>Defects Liability Period</b> <b>GCC 33.1</b>	The Defects Liability Period is: 12 days.
<b>Payment Certificates</b> <b>GCC 39.7</b>	A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor.
<b>Payments</b> <b>GCC 40</b>	<p>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:</p> <p>(a) A certificate of Completion of the Works.</p>
<b>Adverse weather Conditions</b> <b>GCC 41.1 (I)</b>	Not applicable.
<b>Price Adjustment</b> <b>GCC 44.</b>	The Contract is not subject to price adjustment.
<b>Retention</b> <b>GCC 45.</b>	(i) no proportion of any payments shall be retained
<b>Liquidated Damages</b> <b>GCC 46.1</b>	The liquidated damages for the whole of the Works are 0.05% per day. The maximum amount of liquidated damages for the whole of the Works is 2%.
<b>Bonus</b> <b>GCC 47.1</b>	The rate for the Bonus per calendar day is not applicable
<b>Advance Payment</b> <b>GCC 48.1</b>	(i) No advance payment shall be made



GCC Clause Reference	Special Conditions
<b>Performance Security</b> <b>GCC 49.1</b>	(i) A Performance Security in the form of a Bank Guarantee representing is 10-15% (ii) of the final contract price shall be required.
<b>GCC 56.1</b>	"As built" drawings or operating and maintenance manuals are not required.
<b>GCC 59.1</b>	The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works, is: 2%

**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.:**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Securing Declaration		

## **MANDATORY SITE MEETING**

Monday, 11 March 2019, 10h00

Auditorium

Ministry of Mines and Energy

6 Aviation road

Windhoek

Enquiries: Klemens Muronga

Tel: 061 2848111

