



MINISTRY OF MINES AND ENERGY
PROCUREMENT MANAGEMENT UNIT (PMU)

**REQUEST FOR SEALED QUOTATIONS FOR REPLACEMENT
OF DOOR FRAMES AND DOORS - MINISTRY OF MINES
AND ENERGY**

Procurement Reference No.: W/RFQ/15-03/2018

COMPANY NAME: _____

TOTAL BID PRICE: _____

CLOSING DATE AND TIME OF BID REQUEST (S):

DATE: 14 March 2019

TIME: 10h00

DOCUMENTS TO BE DELIVERED AT:

MINISTRY OF MINES AND ENERGY
PRIVATE BAG 13297
WINDHOEK
6 AVIATION ROAD

Tel: +264 61 284 8111 / 8235

Fax: +264 61 235 632

Email: ProcurementManagement@mme.gov.na

Website: www.mme.gov.na



REPUBLIC OF NAMIBIA

MINISTRY OF MINES AND ENERGY

Tel.: +264 61 284-8111
Fax: +264 61 238643 / 220386
E-mail: info@mme.gov.na
Website: www.mme.gov.na

6 Aviation Road
Private Bag 13297
WINDHOEK

Letter of Invitation

To: _____

W/RFQ/15-03/2018

05 March 2019

Dear Sir/Madam,

REQUEST FOR SEALED QUOTATIONS FOR REPLACEMENT OF DOOR FRAMES AND DOORS - MINISTRY OF MINES AND ENERGY

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/ Paulinus Sheehama.

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,

A handwritten signature in black ink, consisting of a stylized 'N' and 'M' followed by a horizontal line.

Nathaniel Musenge

Head: Procurement Management Unit

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 certified copy of an original **(as certified by the Namibian Police)** of good Standing Tax Certificate;
- (c) have a valid certified copy of an original **(as certified by the Namibian Police)** of good Standing Social Security Certificate;
- (d) have a valid certified copy **(as certified by the Namibian Police)** 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 10:00 AM**. 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 Security/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 _____ 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 _____ days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within _____ 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	

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.: _____

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:

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 _____

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.]



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, owner/representative

of

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:

- ✓ Replacement and painting of old doors and damaged wooden frames
- ✓ Replacement of damage wooden Main kitchen serving counter to new stronger material
- ✓ Company to come for site visit at offices (Head Office)

Performance Requirements:

- ✓ Very urgent.
- ✓ Delivery to be done within 2-3 weeks after placement of purchase order or acceptance letter

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/RFQ/15-03/2018**

Item No:	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1.	Replace of wooden door frames with aluminum door frames				
1.1	Door numbers	14	2.3cm x 83.5cm		
a)	G1 002				
b)	G1 005				
c)	G1 006				
d)	G1 007				
e)	G1 008				
f)	G1 013				
g)	G1 014				
h)	G1 015				
i)	G1 029				
j)	G1 030				
k)	G1 031				
l)	G1 032				
m)	G1 033				
n)	G1 034				
1.2	Door numbers	2	1.63cm x 2.1cm		
a)	G1 016				
b)	G1 022				
1.3	Door numbers	5	1.64cm x 2.1cm		
a)	G1 021				
b)	G1 008				
c)	G2 002				
d)	G2 005				
e)	G2 012				
1.4	Door numbers	1	1.66cm x 2.1cm		
a)	G1 017				
1.5	Door numbers	1	1.72cm x 2.1cm		
a)	G1 009				
1.6	Door numbers	2	83.5cm x 2.1cm		
a)	G1 011				
b)	G1 012				
1.7	Door numbers	3	78cm x 2.3 cm		
a)	F2 001				
b)	F2 042				

c)	G1 001				
1.8	Door numbers	4	84.5cm x 2.3cm		
a)	F2 002				
b)	F2 003				
c)	F2 040				
d)	F2 041				
1.9	Door numbers	1	2,23 cm x 1.78cm		
a)	A008				
1.10	Door numbers	1	82cm x 1.76cm		
	A 007				
2	Replace of wooden door				
	Door numbers	8	1.1cm x 2.5 cm		
a)	105 (fire proof door)				
b)	102 (adjustment only)				
c)	307				
d)	405 (fire proof door)				
e)	605 (fire proof door)				
f)	636				
	Door numbers	2			
h)	713				
g)	724				
i)	Exit door to the roof of Head Office (water and fire proof)	1	1.1cm x 2.5 cm		
3.	Replacement of damage wooden main kitchen counter at ground floor (B005)	1			

Enter 0% VAT rate if VAT exempt.

Subtotal	
VAT @ %	
Total	

*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

Item No.:	Specifications and Performance Required	Compliance Specifications and Performance Offered	Details of Non - Compliance / Deviation (if applicable)
A*	B*	C	D
1.1	Doorframes to office numbers G1001,002,G1 005, 006, 007, 008, 013, 014, 015, 029, 030, 031, 032, 033, 034 G1034 (size2.3cm x 83.5cm) Must be aluminum frames		
	Thickness of the doorframes must be measured as per the door sizes provided in Section IV.		
1.2	Doors frames to office numbers G1016 and G1022 (size1.63cm x 2.1 cm) Must be aluminum frames		
	Thickness of the doorframes must be measured as per the door sizes provided in Section IV.		
1.3	Doors frames to office numbers G1021,008,G2002,G2005,G2012 (size1.64 cm x 2.1 cm) Must be aluminum frames		
	Thickness of the door frames must be measured as per the door sizes provided in Section IV.		
1.4	Doors frames to office numbers G1 016 and G1 022 (size1.66cm x 2.1 cm) Must be aluminum frames		
	Thickness of the doorframes must be measured as per the door sizes provided in Section IV.		
1.5	Doors frames to office numbers G1 016 and G1 022 (size1,72 cm x 2.1 cm) Must be aluminum frames		
	Thickness of the doorframes must be measured as per the door sizes provided in Section IV.		

1.6	Doors frames to office numbers G1 016 and G1 022 (size 83,5 cm x 2.1 cm) Must be aluminum frames		
	Thickness of the doorframes must be measured as per the door sizes provided in Section IV.		
1.7	Doors frames to office numbers F2 001, F2 042 and G1 001 (size cm x 2.1 cm) Must be aluminum frames		
	Thickness of the doorframes must be measured as per the door sizes provided in Section IV		
1.8	Doors frames to office numbers F2 002, F2003, F2040 and F2 041 (size 1,78 cm x 2.3 cm) Must be aluminum frames		
	Thickness of the doorframes must be measured as per the door sizes provided in Section IV		
1.9	Doors frames to office numbers A 008 (size 2,23cm x 1,78 cm) Must be aluminum frames		
	Thickness of the doorframes must be measured as per the door sizes provided in Section IV		
1.10	Doors frames to office numbers A 007 (size 82cm x 1,76 cm) Must be aluminum frames		
	Thickness of the doorframes must be measured as per the door sizes provided in Section IV		
2.	Doors to office numbers (size 1.1cm x 2.5 cm) Must be strong wood with off white paint		
	Thickness of the door must be measured as per the door sizes provided in Section IV		
2.1	Door for exit to the roof (water tank) Must be strong, fire and water proof wood with off white paint		

	Thickness of the door must be measured as per the door sizes provided in Section IV		
2.2	Doors to office numbers 1 st 105, 4 th 405, 6 th 605 floor(size 1.1cm x 2.5 cm) Must be strong and fire proof wood with off white paint		
	Thickness of the door must be measured as per the door sizes provided in Section IV		
3	Main Kitchen (ground floor) serving counter (Toper) length 5m thickness 4.5 m weight 3cm Must be of mineral soda lite material.		

* 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/15-03/2018**) available on the website of the Ministry of Mines and Energy, www.mme.gov.na except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/15-03/2018**

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

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	Ministry of Mines and Energy, 6 Aviation Road, Windhoek

GCC Clause Reference	Special Conditions
Intended Completion Date GCC	The intended completion date is March 2019
Project Manager GCC 1.1(y)	The Project Manager is Ms Laimi Shaningwa
Site GCC 1.1(aa)	The Site is located at the Ministry of Mines and Energy, 6 Aviation Road, Windhoek
Start Date GCC 1.1(dd)	The Start Date shall be after the approval of bid
The Works GCC 1.1(hh)	The Works consist of:
Interpretation GCC 2.2	The project will be completed in the following sections: _____
Interpretation GCC2.3	The following additional documents shall form part of the contract: _____
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 an emergency affecting safety of personnel or the Works or adjacent property.
Delegation GCC 5.1	The Project Manager may delegate his/her duties.
Notices GCC 6	Any notice shall be sent to the following addresses: For the Ministry of Mines and Energy , the address and the contact name shall be: The Secretary: Procurement Committee Ministry of Mines and Energy P/Bag 13297 Windhoek, Namibia Tel. 061 - 284 8111 / 8435

GCC Clause Reference	Special Conditions
	<p>For the Supplier, the address and contact name shall be:</p> <p>_____</p> <p>_____</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> <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>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 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>
Site Date GCC 14.1	<p>The site Data shall be after the contract signed</p>
Possession of the Site GCC 20.1	<p>The Site Possession Date shall be after the contract signed</p>
Procedure for Disputes GCC 24	<p>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</p>

GCC Clause Reference	Special Conditions
	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 5 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates shall not be required..
Defects Liability Period GCC 33.1	The Defects Liability Period is: 12 days.
Payment Certificates GCC 39.7	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.
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) A certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (I)	Not applicable
Price Adjustment GCC 44.	The Contract is 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 0.05% per day. The maximum amount of liquidated damages for the whole of the Works is 2%.
Bonus GCC 47.1	The rate for the Bonus per calendar day is not applicable
Advance Payment GCC 48.1	(i) No advance payment shall be made
Performance Security GCC 49.1	(i) A Performance Security in the form of a Bank Guarantee representing is 10-15% (ii) of the final contract price shall be required.
GCC 56.1	"As built" drawings or operating and maintenance manuals are not required.

GCC Reference	Clause	Special Conditions
GCC 59.1		The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works, is: 2%

SCHEDULE 2**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.:**

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Security(if applicable)		
[Public Entity to insert any other]		

MANDATORY SITE MEETING

Monday, 11 March 2019, 10h00

Auditorium

Ministry of Mines and Energy

6 Aviation road

Windhoek

Enquiries: Klemens Muronga

Tel: 061 2848111

