



BIDDING DOCUMENTS

Issued on: 19 March 2025

for

**Procurement of
Cleaning of Storm Water Channels in Eenhana Town**

Procurement Reference No: NCS/RFQ/ETC – 03/2024/2025

Bidder's name:

Contact Person:

Telephone no:Mobile no:.....

Total Bid Price:

Lot 1 N\$.....

Lot 2 N\$.....

Lot 3 N\$.....

Closing Date: Monday, 24 March 2025 @15H00

Eenhana Town Council
Private Bag 88007
EENHANA
Telephone: 065-290600



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Eenhana Town Council reserves the right:

- (a) to split the contract as per the lowest evaluated cost per site, or
- (b) to accept or reject any quotation or to cancel the quotation process; and
- (c) 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 Securing Declaration, where applicable;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Performance Standards 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 Contract Data Sheet 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 for *30* days from the date of submission deadline.

4. Eligibility Criteria

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

- (a) have a valid company Registration Certificate with at least 51% owned by Namibian citizen.
- (b) have an original valid good Standing Tax Certificate;
- (c) have an original valid 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 certificate indicating SME Status
- (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.
- (h) have reference two (2) letter / testimonial letter of previous work done demonstrating a sound knowledge of the nature of work.
- (i) Documentary evidence of ownership / leasing agreement of the transport (backy, or a backy with a trailer) to transport the sludge from the site to Borrow Pit.
- (j) Documentary evidence of ownership / leasing agreement for the Water Pump machine.

5. Bid Securing Declaration

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

6. Contract Period for Services

Once off

7. Documents to be submitted

Bidders shall submit along with their quotation documents, past experience and evidence of similar services provided with customers' reference details/ in case of technical staff reference letter from previous employer stating experience and performance of similar services.

8. Sealing and Marking of Quotations

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

9. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Cashier, **108 Church Street** not later than Monday, **24 March 2025 @ 15H00. Compulsory site meeting to be held on Monday, 10H00-11H00.**

Quotations by post or hand delivered should reach Eenhana Town Council by the same date and time at latest.

Late quotations will be rejected.

Quotations received by e-mail/fax will not be considered.

10. Opening of Quotations

Quotations will be opened at a bid opening session by the Eenhana Town Council immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid-Securing Declaration will be made available to any bidder within 3 work days of the opening.

11. Evaluation of Quotations

The Eenhana 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

12. Scope of Services and Performance Standards

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

13. Price and Currency of Payments

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency. 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. Labour Clause

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

15. Margin of Preference Margin of Preference

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

None

16. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service shall be selected for award of contract. In line of the above, not bidder shall be awarded more than two sub stations provided that there are other qualified bidders.

Award of contract shall be by issue of a Purchase Order in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract.

17. Performance Security

N/A

18. Notification of Award and Debriefing

The Eenhana Town Council shall after award must 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 of ward on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven days (7) days of the unsuccessful bidders being informed of the award.

(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 may be rejected.**]*

Quotation Addressed to: <i>[Name of Public Entity]</i>	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to provide the services detailed in the Scope of Services, 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: Request for Quotations.

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 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 *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

The validity period of our 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 bid validity.

The service will commence within _____ *[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within _____ *[insert number]* 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:

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:
[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***

[This form is to be deleted if Bid Security is not applicable.]

Appendix to Quotation Letter



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 SERVICES

(a) brief description of the services

This service relates to the cleaning service for the Storm Water Channel, removal and Cleaning of the Walls and Floors of the Channels.

Scope of Work

1. *Cleaning of the Storm Water Channel CBD (LOT A)*
2. *Cleaning of the Storm Water Channel Endjonga (LOT B)*
3. *Cleaning of the Storm Water Channel OB Location (LOT C)*

(b) The emptying and cleaning of sewer pump activities includes the following services:

1. *Removal of sludge from Water Channel*
2. *Cleaning of the ultimate gravity manhole x 2 (not more than 6m per manhole)*
3. *Weeding, Sweeping, Removal of grass and bushes inside and outside of the Pump House. The outside part is 1.5m away from the Pump House. dusting and removing of the spider webs. (Bidder must ensure that the place is clean to allow free movement of vehicles during operation).*

(c) Disposal of sludge and rubbish

- *The contractor is required to remove all collected rubbish and dispose them at the site as designated.*

The Service Provider shall make available, at its own cost, all necessary equipment, machinery and materials and human capital *as required* to adequately perform the services and shall attach documentary evidence that it is in position of the following:

Technical requirements

1. **Workforce:** Should have a team of 10 physical fit local youth including women to carry out the work.
2. **Transport:** Have at least a Pick Bakkie (1 tone) / a Trailer with a capacity of 1^{m3} to transport the sludge from the storm water channel to the designated site.
3. **Tools:** Have 5 x Spades, 5 x Shovels, 5 x Wheelborrow, 1 x Panga, 1 x Axe, 2 x Buckets and working road traffic signs.
4. **Equipment:** Have PPE's, (Overall, Gloves, Gum Boots / Safety boots, (N95 Masks).
5. Have a Water Pump Machine.
6. Have all necessary tools and equipment in place ready for inspection upon receipt of the contract.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

[Complete the unit and total prices for each item listed below. Authorize the prices quoted in the signature block below.]

The quantities shown below are approximate and subject to re-measurement for payment purposes.

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price per Lot (N\$)
A*	B*	C*	D*	E	F
1.	Cleaning of the Storm Water Channel CBD (LOT A)	777,7	meter		
2.	Cleaning of the Storm Water Channel Endjonga (LOT B)	736	meter		
3.	Cleaning of the Storm Water Channel OB Location (Lot C)	922	meter		
Enter 0% VAT rate if VAT exempt.				Subtotal	
				VAT @ 15 %	
				Total	

Note: Only one (1) lot pe Bidder will be awarded

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

Priced Activity Schedule Authorized By:

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

SECTION IV: PRICED ACTIVITY SCHEDULE**SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET**

Procurement Reference Number: _____

[Bidders should complete columns C and D with the specifications and Performance standards 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	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	Cleaning of the Walls and Floors of the Channels. <ul style="list-style-type: none"> • Removal of Shrubs alongside and inside the Storm Water Channel. 		
2	Pumping of water out of the Channel.		
3	Transportation of all waste to the designated site.		
4	Spreading of the useful removed sand on un even areas.		

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

Specifications and Performance Standard Compliance Sheet Authorised By:

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

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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), **Ref: NCS-/RFQ-GCC** for the procurement of services (time based) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: _____

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].

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract <i>shall be rendered as and when required by Eenhana Town Council and shall be communicated through a correspondence requesting the service.</i>
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities <i>within 14 days from the date of effective of the contract.</i>
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is: The Mr. Gotlieb Andima, The Building Inspector. The Authorized Representative of the Service Provider is: _____
GCC 2.6 Insurance and liabilities to Third Party	N/A
GCC 2.7 Reporting Obligations	The Service Provider shall report to: <i>Mr Steve Mwaningange, Senior Manager Urban, Development & Technical Services, 108 Church Street @ Tel. 065 290600/19.</i>
GCC 2.10 Performance Security	N/A
GCC 4.2 Contract Price	The amount payable is: _____ per month.
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider upon receipt of an invoice within 30 days.
GCC 4.5 Price Adjustment	The prices not <i>shall be</i> adjustable to the fluctuation in the rate of exchange.

QUOTATION CHECKLIST SCHEDULE

[Public Entity to update the Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

Procurement Reference No.:

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Performance Compliance Sheet	
Bid Security (if applicable)	
Documents evidencing eligibility	
Company profile	
Two past experience and references letters where similar services have been provided.	

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.*