



**REQUEST FOR QUOTATION FOR WORKS**

**CONSTRUCTION OF PREDATOR PROOF KRAALS IN KUNENE REGION**

**Procurement Reference No: W/RFQ/GPTF-08/2023**

**Date of issue: 04 August 2023**

**Closing date and time: 24<sup>th</sup> August 2023, 11H00am**

**Bidder Name:** .....

**Postal Address:** .....

**Telephone No:** .....

**Mobile No.:** .....

**Contact Person:** .....

**E-Mail Address:** .....

**Bid Price (vat incl.)** .....

**VAT Registration no.** .....

**Game Product Trust Fund (GPTF),**

P O Box 28157, Auas Valley

Tel: +264 61 431 7700

Windhoek

Tel:+264 61 4317719

Physical Address: 8933 Heinitzburg heights,c/o Heinitzburg & Dr Theo Ben – Gurirab Streets

Klein Windhoek

**Administrative Enquiries:**

Ms. Johanna Maharero

Tel: +264 61 431 7738/00

Email: [jmaharero@eif.org.na](mailto:jmaharero@eif.org.na)

**Letter of Invitation**

**W/RFQ/GPTF-08/2023**

**To: (Contractor)**

**04<sup>th</sup> August 2023**

Dear Prospective Bidder,

**Request for Quotations for Proposed Construction of predator proof kraals in Kunene region  
(Preference will be given to local suppliers from Kunene region.)**

The Game Products Trust Fund (GPTF) invites you to submit your quotation for the works described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the Bidding document. All queries should be submitted in writing and addressed to: *Ms. Johanna Maharero* email: [jmaharero@eif.org.na](mailto:jmaharero@eif.org.na)

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

There will be no compulsory site visit for this project, however you are urged to make your own arrangements to visit the site to familiarize yourself with the conditions of the site. Please contact **Mr. Christopher Munwela** at +264 811660462 or [Christopher.munwela@meft.gov.na](mailto:Christopher.munwela@meft.gov.na) for more details regarding this bid.

Yours faithfully,

**PROCUREMENT MANAGEMENT UNIT**

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The Game Products Trust Fund (GPTF) reserves the right:

- (a) to split the contract as per the lowest evaluated cost per items; 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 items 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 VI, 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 **Ninety (90)** days from the date of bid closing.

### 4. Eligibility, Technical Evaluation Criteria

To be eligible to participate in this Quotation exercise, you should include with your bid the following documents and **failure to do so will render your bid incomplete**:

- (a) Certified copy of the Company Registration Certificate;
- (b) Original or certified copy of a valid Tax Good Standing Certificate from the Namibia Revenue Agency;
- (c) An original or certified copy of a valid Good Standing Certificate: Social Security Commission;
- (d) Certified copy of the letter of Affirmative Action from the Office of the Employment Equity Commissioner stating that the bidder is not a relevant employer, or an exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) A 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.
- (f) Proof of access to equipment needed to carry out this project.
- (g) Fully completed Price Activity Schedule.
- (h) All pages and attachments must be initialized.
- (i) Certified copy of a Certificate of Fitness from a local authority
- (j) Submit a signed Bid Securing Declaration.
- (k) Submit a minimum of three (3) references letters / completion certificate of work done within the last 3 years, with a contract value for each project between N\$500 000.00 – N\$1 000 000.00
- (l) Submit CVs of Foreman with at least 3 years' experience in similar works
- (m) Exclusive preference will be given to local bidders, whose principal place of business must

- be in Kunene Region (Bidders to attached proof)  
(n) Bank Rating

**5. Bid Security/Bid Securing Declaration**

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

**6. Works Completion Period**

The completion period for works shall be thirty days (30) after acceptance of purchase order. Deviation in completion period shall not be accepted

**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 on the outer side of the envelope.

**8. Submission of Quotations**

The submission of quotations will close at **11H00am Namibian Time on 24<sup>th</sup> August 2023** and should be deposited in the **bid box at the First Floor Reception:**

**Game Products Trust Fund (GPTF)**

**8933 Heinitzburg Heights,**

**C/o Heinitzburg & Dr. Theo Ben-Gurirab Streets,**

**Klein Windhoek**

**Late quotations will be rejected. Electronic submissions/quotations will not be accepted.**

## 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 Securing Declaration, will be available to any bidder on request within three working days of the Opening.

## 10. Evaluation of Quotations

The Game Products Trust Fund shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared based on evaluated costs, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation. Bids that are **10%** above or below the **Market price / Estimate** cost may be disqualified.

## 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 Namibia 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:

*N/A*

13.2. Bidders applying for the Margin of Preference shall submit, upon request, evidence of:

*N/A*

## 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 the terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

## 15. Performance Security

A performance Security of 10% is required and will only be released 30 days after project completion.

## 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 via email 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.

Data Form 1

**SECTION II: BIDDING FORMS**  
**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: [ name of Public Entity]	<b>Game Products Trust Fund</b>
Procurement Reference Number:	<b>W/RFQ/GPTF-08/2023</b>
Subject matter of Procurement:	<b>CONSTRUCTION OF PREDATOR PROOF KRAALS IN KUNENE REGION</b>

We offer to execute the Works detailed in the Statement of Requirements, 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 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.

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 Award.

Works will be completed within                      [Bidder to insert number] days from date of issue of Letter of Award / Purchase Order.

**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	

Data Form 2

**Appendix to Quotation Letter**

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

**Date:** .....

**Procurement Ref No.:** .....

**To: Game Products Trust Fund  
P O Box 28157  
Auas Valley**

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**

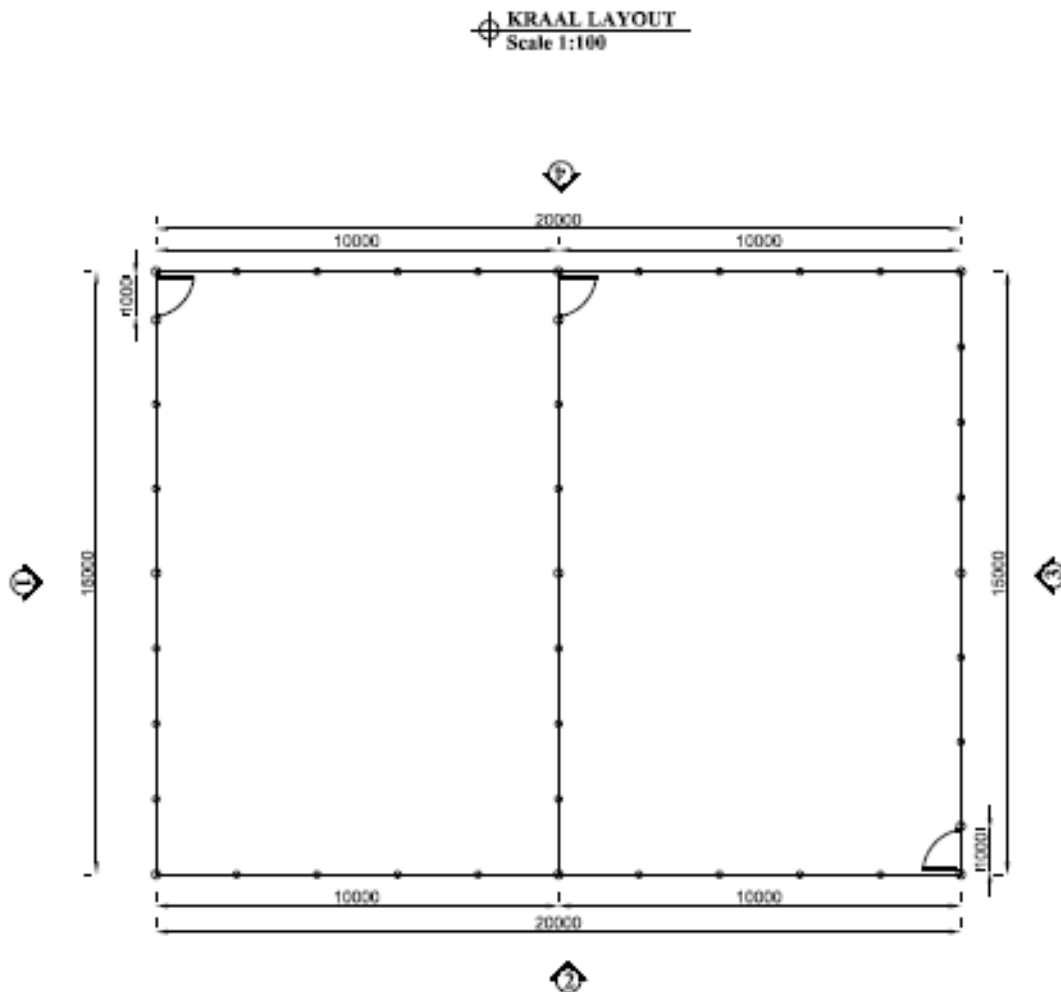
## SECTION III: STATEMENT OF REQUIREMENTS

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

**SUPPLY, DELIVER ALL MATERIALS AND CONSTRUCT 20 PREDATOR PROOF FENCE KRAALS IN VARIOUS CONSERVANCIES IN THE KUNENE REGION**

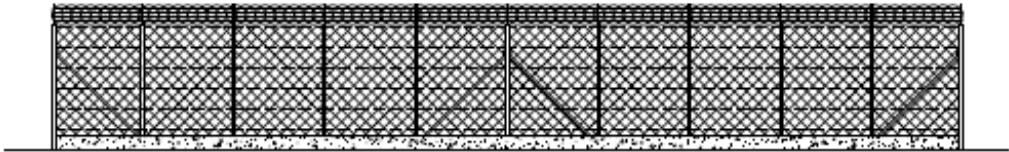
### B. DRAWINGS

**WORKS SHALL BE PERFORMED IN ACCORDANCE WITH THE ATTACHED DRAWINGS AND BILLS OF QUANTITIES**

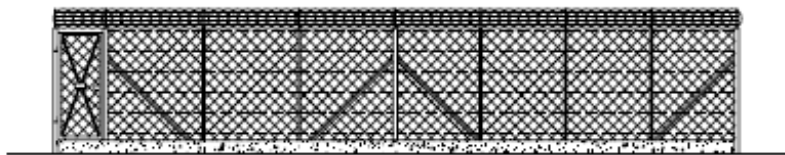




**IMPORTANT NOTE:**  
80% UV PROTECTION GREEN SHADENET  
WITH SEAMS, WEBBING, EYELETS AND  
LACING TO COVER THE ENTIRE LENGTH  
OF THE PREDATOR-PROOF FENCE.



⊕ **SIDE 2 & 3 ELEVATIONS**  
Scale 1:100



⊕ **SIDE 1 & 4 ELEVATIONS**  
Scale 1:100

## Section IV: Priced Activity Schedule

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

The quantities shown in the B.O.Q are approximate and subject to **re-measurement** for payment purposes.

Item	Description	Item	Qty	Rate	Amount
	<b>SITE CLEARANCE AND EXCAVATION</b>				
A	<b>Clearing of trees and shrubs:</b> for a distance of 85m in length, width not exceeding 2m ( <b>85m x 2m = 170.00m<sup>2</sup> x 20 Kraals</b> )	m <sup>2</sup>	3400		
B	<b>Excavate</b> in earth for holes for fencing, partial backfilling and carting away surplus excavated material	m <sup>3</sup>	196		
	<b>FENCING</b>				
	<b>Corner Posts and Gate Support Posts</b>				
C	101mm x 1.6mm diameter 3m high	No	180		
	<b>Security posts</b>				
D	3m x 76mm x 1.6mm long covering an area of <b>85m long x 20 kraals at an average distance of 2.5m apart. (Intermediates)</b>	No	540		
E	3m x 48mm x 1.6mm at corners, gate posts & at selected intermediates for added strength ( <b>Stays</b> )	No	280		
	<b>Wire galvanized binding 1.6mm</b>				
F	5kg for binding six lines of steel wire 2.24mm covering an area of 85m to 50 posts x 20 kraals	No	20		
	<b>Wire galvanised high strain 2.24mm</b>				
G	Six strains of wire drawn at an average distance of 450mm apart. with the first strain 150mm above ground. Strains to be tight taut.	m	10200		
	<b>Diamond Mesh Wire</b>				
H	2400mm x 50mm x 2.50mm x 30m	No	60		
	<b>Security Gate</b>				

I	Size 1000 x 2350mm high overall with 450mm long 45° overhang with barbed wire and covered with 50mm galvanised diamond wire mesh as for fencing and with suitable eye-bolt hinges and 300mm long galvanised drop bolts fixed in position complete	No	60		
	<b>Stretch Strands of wire and razor coil</b>				
J	4 strands of barbed wire tied/bound to poles	m	6800		
K	Razor wire coil tied/bound to barbed wire strands	m	1700		
	<b>CONCRETE WORKS</b>				
L	<b>Concrete work (on 14 stay posts x 20 kraals):</b> Enclose the bottom of the hole with concrete barrier <b>600mm x 600mm x 600mm (m<sup>3</sup>)</b>	m <sup>3</sup>	60.48		
M	<b>Concrete work (on 36 posts x 20 kraals):</b> Enclose the bottom of the hole with concrete barrier <b>600mm x 450mm x 450mm (m<sup>3</sup>)</b>	m <sup>3</sup>	89.424		
N	<b>Concrete edge beam</b> below security fencing size 300mm x 200mm x 85m <b>x 20 kraals</b>	m	1700		
	<b>UV PROTECTION SHADENET</b>				
O	<b>80% UV Protection Green Shadenet</b> with seems, webbing, eyelets and lacing cords <b>(on 85m x 2.4m high x 20 kraals)</b>	m <sup>2</sup>	4080		
	<b>SUB-TOTAL</b>				
	<b>Add: Preliminaries (10%)</b>				
	<b>Sub-total before VAT</b>				
	<b>VAT @15%</b>				
	<b>GRAND-TOTAL</b>				

## PRICED ACTIVITY SCHEDULE

**NOTE: -**

**VAT to be stated explicitly.**

**VAT**

**NUMBER.....**

ITEM	DESCRIPTION	TOTAL COST (N\$)
	<b>TOTAL SCHEDULE OF QUANTITIES</b>	
	<b>ADD 10% CONTIGENCY</b>	
	<b>SUB TOTAL</b>	
	<b>ADD 15% VAT</b>	
<b>TOTAL (VAT INCL.)</b>		<b>N\$</b>

**Priced Activity Schedule Authorised By:**

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



**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:**.....

Data Form 4

## Schedule of Contractor's Equipment Offered

The Bidder is to state below each item of major equipment which he guarantees to provide on the site within the time indicated hereunder. If such equipment is not owned by the Bidder, he shall attach a letter of intent from a reputable equipment (plant) hire firm that such equipment will be provided during the period of the Contract.

TYPE	REGISTRATION NUMBER	DESCRIPTION AND MAKE	YEAR OF MANUFACTURE	NUMBER OF HOURS SINCE NEW *	NAME OF OWNER **	WHERE EQUIPMENT CAN BE INSPECTED	DATE AVAILABLE

\* In case of major overhauls, state the number of hours since last overhaul.

\*\* When not owned by the Tenderer, also state whether the equipment will be held under a hire agreement or a hire-purchase agreement.

\*\*\* State the earliest date available on site or the number of days after award of contract.

The Contractor also undertakes to bring onto the site, without additional costs to the Employer, any additional construction equipment, which in the opinion of the Engineer is necessary for completing the contract within the tendered contract period.

### Schedule of Contractor's Equipment Offered (Continued)

The Bidder is to state below each item of major equipment which he guarantees to provide on the site within the time indicated hereunder. If such equipment is not owned by the Bidder, he shall attach a letter of intent from a reputable equipment (plant) hire firm that such equipment will be provided during the period of the Contract.

TYPE	REGISTRATION NUMBER	DESCRIPTION AND MAKE	YEAR OF MANUFACTURE	NUMBER OF HOURS SINCE NEW *	NAME OF OWNER **	WHERE EQUIPMENT CAN BE INSPECTED	DATE AVAILABLE

\* In case of major overhauls, state the number of hours since last overhaul.

\*\* When not owned by the Tenderer, also state whether the equipment will be held under a hire agreement or a hire-purchase agreement.

\*\*\* State the earliest date available on site or the number of days after award of contract.

The Contractor also undertakes to bring onto the site, without additional costs to the Employer, any additional construction equipment, which in the opinion of the Engineer is necessary for completing the contract within the tendered contract period.



Data Form 5

## Schedule of Personnel Offered

The Bidder is to state below the number of each category of personnel who he intends to provide on Site for the execution of the Works and in the case of professional and technical staff the number of years of appropriate experience after qualification. Such staff shall be named and guaranteed.

PROFESSIONAL AND TECHNICAL	NATIONALITY		EXPERIENCE
	NAMIBIAN	NON-NAMIBIAN	
(a) <b>Foreman</b> Name:			
(b). <b>Other</b> (specify):			

Data Form 7

## Schedule of Work Satisfactorily Completed By Bidder

Bidders must insert in the space provided below and submit with the Bid the following statement, showing a list of work, similar in nature to the work defined in these documents, which they have successfully carried out. Present commitments shall also be listed, indicating the date due for completion. Absence of this statement may prejudice the tender as being submitted by an inexperienced contractor, and may be set aside.

FOR WHOM DONE	NATURE OF WORKS	VALUE OF WORKS	SCHEDULE COMPLETION	ACTUAL COMPLETION



Data Form 9

## Example: Letter of Intent from Financial Institution

Letterhead of Financial Institution

Date: .....

### LETTER OF INTENT

This Serves to inform the **Game Products Trust Fund (GPTF)** that the Financial Institution, herein represented by.....(the undersigned) in his/her capacity as....., is willing to issue a Performance Guarantee to the value of N\$ ..... in favour of the **Game Products Trust Fund (GPTF)** in the event that Bid # ..... be awarded to .....

The Performance Guarantee will be in the same wording and format as the one included in the Bid Dossier.

Signed: .....

## Section V: Specifications and Compliance Sheet

Procurement Reference Number: **W/RFQ/GPTF-08/2023**

*[Bidders should complete columns C and D with the specifications and performance of the Works offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications 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	<b>AS PER BILL OF QUANTITY</b>		

*[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 in the signature block below.]*

**\* 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	

## General Conditions of Contract

Any resulting contract shall be placed by means of a Purchase Order / Letter of Award and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (Ref. W/RFQ/GPTF-08/2023) as appended to this RFQ, except where modified by the Special Conditions below.

### Section VI: Contract Agreement

Any resulting contract shall be placed by means of a Purchase Order / Letter of award and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Works except where modified by the Special Conditions below.

### Section VII: SPECIAL Conditions of Contract

Procurement Reference Number: **W/RFQ/GPTF-08/2023**

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
<b>Employer</b> GCC 1.1(r)	Game Products Trust Fund
<b>Intended Completion Date</b> GCC	The intended completion date is: <b>As per agreed programme</b>
<b>Project Manager</b> GCC 1.1(y)	Mr. Christopher Munwela <a href="mailto:christopher.munwela@mef.gov.na">christopher.munwela@mef.gov.na</a> / +264811660462
<b>Site</b> GCC 1.1(aa)	The Site is located in the Kunene Region
<b>Start Date</b> GCC 1.1(dd)	The Start Date shall be within <b>fourteen (14) days after award.</b>
<b>The Works</b> GCC 1.1(hh)	The Works consist of the <b>Construction of Predator Proof Kraals in Kunene Region</b>
<b>Interpretation</b> GCC 2.2	The project will be completed in the following sections: N/A
<b>Interpretation</b> GCC2.3	The following additional documents shall form part of the contract:  Performance Guarantee valued at 10% of the contract value.  Contractor's All Risks insurance cover
<b>Language and Law</b> GCC 3.1	The language of the contract is English.  The law that applies to the Contract is the law of Namibia.
<b>Project Manager's Decisions</b> 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

GCC Clause Reference	Special Conditions
	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</b> <b>GCC 5.1</b>	The Project Manager may delegate his/her duties.
<b>Notices</b> <b>GCC 6</b>	<p>Any notice shall be sent to the following addresses:  For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be</p> <p>_____</p> <p>For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be:</p> <p>_____</p> <p>_____</p> <p>_____</p>
<b>Insurance</b> <b>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: (for the full amount of the works including removal of debris, professional fee etc...)</p> <p>(b) For loss or damage to Equipment: (for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer.</p> <p>(c) For loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well).</p> <p>(d) for personal injury or death:</p> <p>) Of the Contractor's employees: [The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</p> <p>Of other people: [This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</p>

GCC Clause Reference	Special Conditions
	<p>Or 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 must provide 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>
<b>Site Date</b> <b>GCC 14.1</b>	The site Date shall be: As per agreed programme
<b>Possession of the Site</b> <b>GCC 20.1</b>	The Site Possession Date shall be: Within fourteen (14) days after award.
<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 five (5) days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
<b>GCC 25.3</b>	Program updates shall be required.
<b>Defects Liability Period</b> <b>GCC 33.1</b>	The Defects Liability Period is: 180 days.
<b>Payment Certificates</b> <b>GCC 39.7</b>	Interim Payment for plant and material on site is applicable.
<b>Payments</b> <b>GCC 40</b>	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: the payment certificate; and a certificate of Completion of the Works
<b>Adverse weather Conditions</b> <b>GCC 41.1 (I)</b>	Namibia Meteorological Services to define adverse weather conditions
<b>Price Adjustment</b> <b>GCC 44.</b>	The Contract is not subject to price adjustment.
<b>Retention</b> <b>GCC 45.</b>	(ii) 10% of the amount shall be retained from any payment. Half of the retention money will be released after formal taking over of the Works and the remaining shall be released after the Defect Liability Period subject to the Contractor making good all defects.*



GCC Clause Reference	Special Conditions
<p><b>Liquidated Damages</b> <b>GCC 46.1</b></p>	<p>The contractor shall bare all cost of liquidated damages for the whole of the Works.</p> <p>The maximum days of liquidated damages for all works of the works is 365 days.</p>
<p><b>Bonus</b> <b>GCC 47.1</b></p>	<p>The rate for the Bonus per calendar day is: <b>N/A</b></p>
<p><b>Advance Payment</b> <b>GCC 48.1</b></p>	<p>(i) No advance payment shall be made</p>
<p><b>Performance Security</b> <b>GCC 49.1</b></p>	<p>(i) A performance Security of 10% of contract value is required.</p>
<p><b>GCC 59.1</b></p>	<p>The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works, is: <i>10%</i></p>

## Section III - Evaluation Criteria

This section contains supplementary criteria that the Employer shall use to evaluate bids.

### Evaluation Criteria

In addition to the eligibility criteria specified in Clause ITB4 of Section I 'Instruction to Bidders' (ITB) the following margin of preference and evaluation criteria shall apply:

#### a) Request for Quotation

This bid is in terms of the **National Bidding Procurement Act and in terms of Clause 32** is limited to the following:

1. Readily available commercial standard goods not specially manufactured to the particular specifications of the public entity;
2. Small services; or
3. Small works

If the estimated value of work does not exceed the prescribed threshold.

#### b) Range of Bid

Bids that fall within a range of 10% below or 10% above the estimated construction cost, including provisional sums, contingencies, escalation and VAT, will be adjudicated.

#### c) Margin of Preference

Not Applicable

#### d) Evaluation Criteria

##### 1. Evaluation

**In addition to the eligibility criteria listed in ITB 4 the following criteria shall apply:**

Quotations will be evaluated based on eligibility criteria and value for quote. The quote with the lowest value will be selected to execute the work.

#### e) Calculation of the Tender Index

The **Tender Index (IT)** for each compliant Tender will be calculated by weighted attributes using the formula below:

$$IT = 0.3 \times PS + 0.7 \times TS$$

**PS = the Price Score** for the Tender under consideration, calculated **Contract TS = the Technical Score** for the Tender under consideration

The **Technical Score** will be calculated for each Tender in accordance with the following formula:

$$TS = (TF + TX + TC + TM + TN + TD + TP)$$

where the various elements of the equation are defined and derived as follows:

#### TYPICAL TECHNICAL SCORE TABLE

ITEM	NON-PRICE ATTRIBUTES TECHNICAL / CAPACITY/ PDN ATTRIBUTES	MAX. POINTS
TF	<b>Financial Resources (Data Form 2)</b> Bid Declaration Form Bank Rating Letter of Intent for Performance Guarantee	5 5 5
TX	<b>Relevant Experience (Data Form 7)</b> Comply with Experience Requirements Submit a minimum of three (3) references letters / completion certificate <b>(15)</b> of work done within the last 3 years, with contract value for each project between N\$500 000.00 – N\$1 000 000.00 <b>(10)</b>	15 10
TC	<b>Relevant Competence: Staff</b> <ul style="list-style-type: none"> <li>Foreman - With relevant experience in the construction of fences and general building works, CV with 3 years in similar works</li> </ul>	10
TC	<b>Plant Capacity (Data Form 4)</b> <ul style="list-style-type: none"> <li>Jackhammer <b>(5)</b></li> <li>Generator (7kva) <b>(5)</b></li> <li>Truck/LDV <b>(5)</b></li> </ul>	15
TM	<b>Project Methodology</b> <ul style="list-style-type: none"> <li>Bidder to give detailed methodology <b>(20)</b> on how to execute the project, should include a detailed program of works <b>(5)</b></li> </ul>	20
TP	<b>Preference</b> <ul style="list-style-type: none"> <li>Fitness Certificate</li> </ul>	10
<b>TS</b>	<b>Technical Score</b>	<b>100</b>

**Note:** With reference to the Technical Score Table above, Bidders are required to fill in all the relevant Bidding Forms in Section II and to submit certified copies of supporting documentation that will enable the Evaluators to verify (and award points with regard to) the above-mentioned attributes. Bidders who achieve a Technical Score of less than 70 will be deemed to be non-compliant and will be disqualified from any further evaluation.

## Schedule 4: Quotation Checklist Schedule

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

**Procurement Reference No.: W/RFQ/GPTF-08/2023**

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedules	
Specification and Compliance Sheet	
Certified copy of the company Registration Certificate;	
Original or Certified copy of valid Tax good standing Certificate from NamRA;	
an original or certified copy of valid good Standing Social Security Certificate;	
Have an Certified copy of Affirmative Action certificate	
Certified copy of the letter of Affirmative Action from the Office of the Employment Equity Commissioner stating that the bidder is not a relevant employer, or an exemption issued in terms of Section 42 of the Affirmative Action Act, 1998	
A 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.	
Have proof of access to equipment needed to carry out this project.	
All pages and attachments must be initialed	
Have a Certified copy of the original Fitness Certificate	

*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.*