Request for Sealed Quotations For Goods

Supply and Delivery of 4x 500mm Butterfly Valves for Swakopmund-Rossing Terminal Reservoirs

Procurement Reference No: G/RFQ/NW-036/2027

Name of Bidder		
Contact Person		
E-mail Address		
Postal Address		
Total Amount (Excl. VAT)		
Contact Phone number	**Work:**	**Mobile:**

Documents must be posted / delivered to:

The Quotation/Bid Box

Att: Procurement Management Unit (+264 61 71 2009, bids@namwater.com.na)

Namibia Water Corporation Ltd.

Private Bag 13389

176 Iscor Street, Aigams Building

Windhoek

Closing Date: Tuesday, 03 November 2026 at 11h00
NO LATE BIDS WILL BE ACCEPTED!

Initials……

NOTICE TO BIDDERS

- **Please take note of initializing all pages of the standard bidding document and initial all the supporting documents including company profiles, brochures, etc.**
- **Take note to sign all relevant pages as stipulated in the biddingstandard document.**
- **Copies of documents not certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963) will not be accepted.**

Initials……

Namibia Water Corporation Ltd.
Private Bag 13389, Windhoek, Namibia
Tel: +264 61 71 2066
Fax: +264 61 21 0741

Letter of Invitation

[Name and Address of Bidder_____]

Procurement Reference Number: G/RFQ/NW-036/2027

22 October 2026

Dear bidders,

Invitation for Bids for Supply and Delivery of 4x 500mm Butterfly Valves for Rossing Terminal Reservoirs

NamWater invites you to submit your best bid for the items described in detail hereunder. Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to Procurement Management Unit (PMU) Email: bids@namwater.com.na , Private bag 13389, Windhoek.

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

Yours faithfully,

Procurement Management Unit (PMU)

SECTION I: INVITATION FOR BIDS

1. Rights of Public Entity

NamWater reserves the right:

(a) to split the contract as per the lowest evaluated cost per item, or

(b) to accept or reject any bid; and

(c) to cancel the bidding process and reject all bids at any time prior to contract award.

2. Preparation of Bids

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

(a) the Bid Letter in Section II with its Bid Securing Declaration,

(b) the List of Goods and Price Schedule in Section III;

(c) the Specifications and Compliance Sheet in Section V; and

(d) any other attachment deemed appropriate.

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

3. Validity of Bids

The Bid validity period shall be **120** days from the date of submission deadline.

4. Eligibility Criteria

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

(a) Have a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a full valid company Registration Document;

(b) Have an original or a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a valid Good Standing Tax Certificate, as certified by the Commissioner of Oath;

(c) Have an original valid good Standing Social Security Certificate.

(d) Have a valid certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), 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 or a valid certified copy of the original document, as certified by the Commissioner of Oath;

(e) Submit signed Bid-securing Declaration.

(f) 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;

(g) Supply Product catalogues and any other literature to substantiate the following compliances.

- Face-to-face 350mm, EN 558, Basic Series 14
- Flange drilling, EN 1092-2 / ISO 7005-2, PN10

(h) A Bidder that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission or thereafter, shall be disqualified.

Bids from service providers appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.

Links for checking the ineligibility lists are available at:

- Republic of Namibia, Procurement Policy Unit

  https://egp2.gov.na/forms/SearchSuspendedBidders.jsf

- African Development Bank

  https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures

- Asian Development Bank

  http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenView&count=999

- European Bank for Reconstruction and Development

  http://www.ebrd.com/pages/about/integrity/list.shtml

- Inter-American Development Bank Group

  http://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals,1293.html

- World Bank Group
  http://www.worldbank.org/en/projects-operations/procurement/debarred-firms

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be **10-18 weeks** after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable.

7. Sealing and Marking of Bids

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

8. Submission of Bids

Bids should be deposited in the Quotation/Bid Box located at Namibia Water Corporation Ltd Head office, Private Bag 13389, 176 Iscor Street, Aigams Building, Windhoek, not later than **Tuesday, 03 November 2026 at 11h00.** Quotations by post or hand delivered should reach NamWater, 176 Iscor Street, Aigams Building by the same date and time at latest. Late bids will be rejected.
Bids received by e-mail will not be considered

9. Opening of Bids

Bids will be opened internally by NamWater immediately after the closing time referred to in instruction 8 above.

10. Evaluation of Bids

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

11. Technical Compliance

Bidders shall submit along with their bids documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

The Specifications and Performance Requirements, and Compliance Sheet details the minimum specifications of the goods items to be supplied. The specifications have to be met, but no credit will be given for exceeding the specifications.

12. Prices and Currency of Bids

Bids shall be fixed in Namibian Dollars.

13. Margin of Preference

Not applicable

14. Award of Contract

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

15. Notification of Award and Debriefing

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

SECTION II: BID LETTER

(to be completed by Bidders)

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

Bid addressed to*: [name of Public Entity]*	**Namibia Water Corporation Ltd (NamWater)**
Procurement Reference Number:	**G/RFQ/NW-036/2027**
Subject matter of Procurement:	**Supply and Delivery of 4x 500mm Butterfly Valves for Rossing Terminal Reservoirs**

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your Invitation for Bids referenced above.

We confirm that we are eligible to participate in this bidding exercise and meet the eligibility criteria specified in Section 1: Invitation for Bids.

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 to disqualification on the grounds mentioned in the BD.

The validity period of our bid is _____ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that our quoted prices in the List of Goods and Price 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 delivery period offered, from the date of issue of Purchase Order/ Letter of Acceptance, is as shown in the List of Goods items and Price Schedule.

Bid 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	

[This form is to be deleted if Bid Securing Deceleration is not applicable.] **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:
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

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

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

Dated on _____ day of _____, _____
[*insert date of signing]*

Corporate Seal (where appropriate)

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]
delete if not applicable / appropriate

Republic of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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

1. EMPLOYERS DETAILS

Company Trade Name:……

Registration Number :...……...

Vat Number: ……

Industry/Sector: ……

Place of Business:……..

Physical Address:……..

Tell No.:……

Fax No.:…….

Email Address:……..

Postal Address:……..

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

…….....

Email Address:……..

2. PROCUREMENT DETAILS

Procurement Reference No.:……..

Procurement Description: ……..

……

……

Anticipated Contract Duration: …….

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

……

3. UNDERTAKING

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

of ……*[insert full name of company]*

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

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

Signature: ……..

Date: ……..

Seal:…….

Please take note:

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

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Supply and Delivery of 4x 500mm Butterfly Valves for Rossing Terminal Reservoirs
Procurement Ref No. G/RFQ/NW-036/2027

INSTRUCTIONS TO THE PUBLIC BODY	INSTRUCTIONS TO BIDDERS
At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity. [*To be filled by the Public Entity*]	Bidders shall fill-in columns E – I and fill the total E = mark with a *if an equivalent is quoted F = Rate per unit G =Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page

A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD[1]	Total price without VAT NAD	VAT NAD	Delivery weeks) (days/	Country of Origin
1.	DN500 PN10 double-eccentric BFV, GBX operated, 350mm face-to-face	4	Each						
			Total						

NAME:	POSITION:	SIGNATURE	DATE
NAME OF COMPANY:	ADDRESS:		

*Cat6 cabling for all the Cameras and access control MUST be in another colour, other than grey - e.g. yellow, green, or blue

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

   Currency: …….. Exchange Rate: …….

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA**= NOT APPLICABLE, NQ = NO QUOTE

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENT

GENERAL DESCRIPTION AND BACKGROUND

This RFQ calls for the Supply and Delivery of 4x 500mm Butterfly Valves for Rossing Terminal Inlet Reservoirs. Supply of DN500 PN10 double-eccentric or double-offset butterfly valve, resilient EPDM seated, ductile iron body, stainless-steel shaft and gearbox with hand wheel, light grey-green/pale sage green epoxy coating minimum 250 µm, flanged to EN 1092-2 PN10, face-to-face dimension 350 mm in accordance with EN 558 Basic Series 14, complete with all accessories.

Technical Specifications for DN500 PN10 double-eccentric BFV, GBX operated, 350mm face-to-face:

- **Valve Type:** Double-eccentric, resilient-seated butterfly valve
- **Nominal Diameter:** DN500
- **Nominal Pressure:** P10
- **Face-to Face dimension:** 350mm
- **Face-to-face standard:** EN558, Basic Series 14
- **Design Standard:** EN593
- **Flange drilling:** EN 1092-2/ISO 7005-2, PN10
- **Color:** light grey-green / pale sage green
- **External coating:** Epoxy coating
- **Gearbox:** IP67-rated gearbox
- **Shaft:** Stainless steel
- **Seat:** Integral resilient EPDM seat, suitable for potable water
- **Seal retainer ring:** Corrosion resistant materials (SS)

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/NW-036/2027

[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.]

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	***B****	***C***	***D***
1.0	General Information		
	Manufacture/Brand		
	All valves conform to Face-to-face standard: EN558, Basic Series 14 (350mm)	(Yes / No)	
2.0	Specifications		
2.1	Dimensions		
	Diameter (500mm)		
	Valve Type Double-eccentric, resilient-seated butterfly valve		
	Flange drilling: EN 1092-2/ISO 7005-2, PN10		
	External coating: Epoxy coating		
3.0	Delivery Period not more than 18 weeks?	(Yes / No)	
	Delivery at Namwater Swakopmund?	(Yes/No)	

***** *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: 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) for the Procurement of Goods - Ref. **G/RFQ-GCC** on the website of Namibia Water Corporation Ltd *(www.namwater.com.na)* except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/NW-036/2027**

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser **GCC 1.1 (h)**	The purchaser is: **Namibia Water Corporation ltd**
Site **GCC 1.1(m)**	The Site/final destination for delivery of the Goods is **NamWater Store, @ Namwater Swakopmund.**
Incoterms Edition **GCC 4.2(b)**	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices **GCC 8.1**	Any notice shall be sent to the following addresses: For NamWater, the address and the contact name shall be: **The Accounting officer** Email: bids@namwater.com.na Tel: +264 61712009 _____ For the Supplier, the address and contact name shall be _____
Settlement of Dispute **GCC 10.2**	Arbitration proceedings shall be conducted in accordance to the following rules: _____
Delivery and Documents **GCC 13.1**	The Goods are to be delivered **10-18 weeks** from the date of Purchase Order or Letter of Acceptance. The shipping and other documents to be furnished by the Supplier are: (a) signed delivery note; (b) invoice

Subject and GCC clause reference	Special Conditions
Price Adjustment GCC15.1	The Price shall not be adjustable
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4	The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of Requirements.
Payment Method GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) **On Acceptance:** The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.
Performance Security GCC 18.1	(i) No performance security is required
Discharge of Performance Security GCC 18.4	The performance security will be discharged no later than: not applicable
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: **G/RFQ/NW-036/2027** **Supply and Delivery of 4x 500mm Butterfly Valves for Rossing Terminal Reservoirs**
Insurance GCC 24	**Not applicable**
Subject and GCC clause reference	**Special Conditions**
Transportation GCC 25	The Goods shall be delivered: **Delivery Duty Paid (DDP)**
Inspection and Tests GCC 26.	The inspection on size and other specs shall be: On Delivery at the **NamWater Store, @ Namwater Swakopmund.**

Subject and GCC clause reference	Special Conditions
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are 0.5% per day. The maximum amount of liquidated damages for the whole contract is 10% of the final contract price.
Warranty GCC 28.3	The period of validity of the warranty shall be: **12 months for all the parts supplied**
Repair and replacement GCC 28.5	The period for repair and replacement of defects shall be: **60 days**

SCHEDULE 2

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	NAD	**NAD**
Raw Materials, Accessories & Components		
• Imported (CIF)	.....	
• Local (VAT & Excise Duty Fee)	.....	.....
Labour Cost		
• Direct Labour	.....	.
• Clerical Wages	.....	.
• Salaries to Management	.....	.....
Utilities		
• Electricity	.....	
• Water	.....	
• Telephone	.....	.....
Depreciation	.....	
Interest on Loans	.....	
Rent	.....	.....
Other (please specify)		
• **.....**	.....	
• **.....**	.....	
• **.....**	.....	.....
TOTAL COST		

Local Value Added = <u>Total Cost – Cost of imported inputs</u> x 100
Total Cost

- **The cost structure should be certified by a Certified Accountant**

Initials……

SCHEDULE 3

BID CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/NW-036/2027

Description	**Attached (please tick if submitted and cross if not)**
Bid Letter	
List of Goods and Price Schedule	
Specification and Compliance Sheet	
Bid Securing declaration	
Evidences for conformity of Goods	
Valid company Registration Certificate Copy from **Ministry of Trade and Industry**	
Original valid good standing Tax Certificate from **Inland Revenue** or a valid certified copy of an original certified by the Namibian Police of good standing Tax Certificate	
Original valid good Standing Certificate from **Social Security Commission or** a valid certified copy of an original certified by the Namibian Police of good standing Tax Certificate	
Valid 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;	