Request for Sealed Quotations for Goods

Supply and Delivery of 1x 200kW ABB Variable Speed Drive for Langer Heinrich scheme

Procurement Reference No: G/RFQ/NW-040/2027

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

Attention: 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: Thursday, 19 November 2026 at 11h00 NO LATE BIDS WILL BE

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-040/2027

09 November 2026

Dear Bidders,

Supply and Delivery of 1x 200kW ABB Variable Speed Drive for Langer Heinrich scheme

NamWater 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 to Procurement Management Unit (PMU), email: bids@namwater.com.na (+264 61712009).

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

Yours faithfully,

Procurement Management Unit

PMU

SECTION I: INSTRUCTIONS TO BIDDERS

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 quotation; and

(c) 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.

(b) the List of Goods and Price Schedule 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 Request for Sealed 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 **[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 a 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) Supporting information/literature for all the items offered to substantiate compliance, where applicable. **These documents must be from the manufacturer or an authorized manufacturer's representative. Representatives must provide an authorization letter from the manufacturer confirming their status.**

(h) **The applicant should submit a valid duly completed and signed Manufacturer's authorization letter(s) for the variable speed drive permitting sale and provision of aftersales services of the ABB drives and repairs under warrantee**. Use the Manufacturer's Authorization letter template provided in the bidding document.

(i) 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 **4-12 weeks]** after acceptance/issue of Purchase Order. Deviation in delivery 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 NamWater with the Bidder's name and contact information at the back of the envelope.

8. Submission of Quotations

Quotations 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 **Thursday, 19 November 2026 at 11h00**. Offers by post or hand delivered should reach Private Bag 13389 by the same date and time at latest. Late Offers will be rejected.

Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by NamWater immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of Bid Securing Declaration, will be posted on the website of NamWater and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

NamWater shall have the right to request for clarifications in writing 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 quotation.

11. Technical Compliance

Bidders shall submit along with their quotations 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 applicant should submit a valid duly completed and signed Manufacturer's authorization letter(s) for the variable speed drive permitting sale and provision of aftersales services of the ABB drives and repairs under warrantee.

The Specifications, 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 Payment

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

Not applicable

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation 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 Agreement and General Conditions of Contract.

15. Notification of Award and Debriefing

NamWater 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, NamWater 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: 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 Price list 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]*	**Namibia Water Corporation Ltd (NamWater)**
Procurement Reference Number:	**G/RFQ/NW-040/2027**
Subject matter of Procurement:	**Supply and Delivery of 1x 200kW ABB Variable Speed Drive for Langer Heinrich scheme**

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 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: Instruction to Bidders.

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 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 the Quotation is _____days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted 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 quotation validity.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./Fax	

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.*

Manufacturer's Authorization

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the ***BDS.****]*

Date: *[insert date (as day, month and year) of Bid Submission]*
Procurement Ref. No.: *[insert number of bidding process]*
Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Purchaser]*

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at [*insert full address of Manufacturer's factories*], do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 28 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

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

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Supply and Delivery of 1x 200kW ABB Variable Speed Drive for Langer Heinrich scheme
Procurement Ref No. G/RFQ/NW-040/2027

INSTRUCTIONS TO THE PUBLIC BODY	INSTRUCTIONS TO BIDDERS
At time of preparation of the RFQ, Columns A to I shall be filled in by the Public Entity. [*To be filled by the Public Entity*]	Bidders shall fill-in columns F, G & H 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/month)	Country of Origin
1	VSD, ABB 200 kW / 363A, Model ACS580-01-363A-4+J400	1	Each						
Sub-Total									

NAME:	POSITION:	SIGNATURE	DATE
NAME OF BIDDER:	ADDRESS:		

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 REQUIREMENTS

1. General

This bid is for the supply and delivery of a like to like variable speed drive for the Langer Heinrich dry standby unit in the Business Unit Coastal of NamWater. The VSD is an ABB brand, 200kW model ACS580-01-363A-4+J400.

Bidders shall complete a Technical Compliance Sheet for the item offered. Supporting literature and after sales services proof for item offered shall therefore also be attached.

TECHNICAL COMPLIANCE AND SUPPORTING LITERATURE

Bidders are required to complete a *Technical Compliance Sheet* for the item offered. Bidders shall refer to their attached supporting literature in their bid document to substantiate compliance.

Offers will be disqualified if the Technical Compliance Sheet is incomplete and if the required supporting literature to confirm technical specifications and proof of after sales services are not submitted.

AFTER SALES SERVICES

An authorised service agent capable of servicing the offered items must be located in Namibia.

TRANSPORT, STORAGE & HANDLING

The items shall be adequately packaged and supported during transit to ensure the items are not subjected to undue damages or stress.

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/NW-040/2027**

Bidders should complete columns C and D with the specification of the goods offered. ***Attach annexures with detailed technical literature substantiating compliance and refer to such annexures in column C****. Should an offer not comply with a specific set of specifications, details of any non-compliance/deviation to the specification are required. Attach annexures pertaining to the details of non-compliance/deviation to the offer and refer to such annexures in column D.* ***Failure to complete the Technical Compliance Sheet below shall result in disqualification****. Authorise the specification offered in the signature block below.*

Item No	*Technical Specification Required*	*Compliance and Substantiating Annexure Number*	*Details of Non-Compliance or Relevant Annexure Number*
A	***B***	***C***	***D***
1	**Supply and Delivery of 1x 200kW ABB Variable Speed Drive for Langer Heinrich scheme**		
	Make/Manufacturer:		
	Model: ACS580-01-363A-4+J400	Yes/No	
	Supply: 3-phase AC	Yes/No	
	Input Current: 363-361A	Yes/No	
	Output frequency: 0-500Hz	Yes / No	
	Frame :R9	Yes/No	
	Cooling: Air cooling	Yes/No	
	Enclosure: IP21	Yes/No	
	Serial Number: 1233401541	Yes/No	
	Submit technical data sheet	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: 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. **G/RFQ-GCC** on the website of NamWater (www.namwater.com.na) 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 Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number**: G/RFQ/NW-040/2027**

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 (NamWater)**
Site **GCC 1.1(m)**	The Site/final destination for delivery of the Goods is **NamWater Swakopmund stores**
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 the NamWater, the address and the contact name shall be: Procurement Management Unit (Tel: +264 61 71 2009), E-mail: bids@namwater.com.na Private Bag 13389 Windhoek, Namibia _____ For the Supplier, the address and contact name shall be: _____
Disputes **GCC 10.2**	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: The law that applies to the Contract is the law of Namibia.

Subject and GCC clause reference	Special Conditions
Delivery and Documents **GCC 13.1**	The Goods are to be delivered within **4-12 weeks** from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note; (b) invoice
Price Adjustment **GCC 15.1**	The price charge for the Goods supplied and the related Services performed **shall be not** adjustable. If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used
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 month of invoice and submission of an invoice and its certification by the Purchaser.
Terms of Payment **GCC 16.4 (a)**	The price **shall be not** adjustable to the fluctuation in the rate of exchange.
Payment Period **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 statement 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. ii) An interest rate of **[Market Related]** is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
Performance Security **GCC 18.1**	(i) No performance security is required
Discharge of Performance Security **GCC 18.4**	Not applicable
Packing **GCC 23.2**	The packing, marking and documentation within and outside the packages shall be: **Procurement reference no: G/RFQ/NW-040/2027** **Supply and Delivery of 1x 200kW ABB Variable Speed Drive for Langer Heinrich scheme**

Subject and GCC clause reference	Special Conditions
Insurance **GCC 24.1**	DDP – Delivered Duty Paid
Transportation **GCC 25**	The Goods shall be delivered: **DDP – Delivered Duty Paid**
Inspection and Test **GCC 26.1**	The inspection and tests shall be: _On the power supply voltage _On the signal wiring (4–20 mA, pulse) _ On the grounding resistance _On the insulation resistance
Location of Inspection and Tests **GCC 26.2**	The inspections and tests shall be conducted at: **NamWater Swakopmund stores.**
Liquidated Damages **GCC 27.1**	Liquidated damages for the whole contract are 1/14 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 the purpose of the Warranty, the place(s) of the final destination(s) shall be: **NamWater Swakopmund stores.**

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/NW-040/2027

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet including proof of after sales services		
Bid Securing Declaration		
Evidences for conformity of Goods		
Valid Company Registration from **Ministry of Trade and Industry or BIPA,** a valid certified copy of an original certified by the Namibian Police or Commissioner of Oath.		
Original valid good standing Tax Certificate from **Inland Revenue** or a valid certified copy of an original certified by the Namibian Police or Commissioner of Oath.		
Original valid good Standing Certificate from **Social Security Commission or** a valid certified copy of an original certified by the Namibian Police or Commissioner of Oath.		
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; a valid certified copy of an original certified by the Namibian Police or Commissioner of Oath or a Confirmation Letter from the Employment Equity Commission indicating that the employer did submit the report for the period following from the date when the certificate was issued;		
Supporting Literature		