



Request for Sealed Quotations for Goods

Supply and Delivery of Two (2) Dual Cylinder Scale for 68kg Gas Cylinder

Procurement Reference No: G/RFQ/NW-057/2025

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 2081, bids@namwater.com.na)

Namibia Water Corporation Ltd.
Private Bag 13389
176 Iscor Street, Aigams Building
Windhoek

**Closing Date: Thursday, 05 December 2024 at 11h00
NO LATE BIDS WILL BE ACCEPTED!**

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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 bidding standard 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.**



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-057/2025

12 November 2024

Dear Bidder,

Supply and Delivery of Two (2) Dual Cylinder Scale for 68kg Gas Cylinder

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 (Tel: +264 61 71 2081, E-mail: bids@namwater.com.na) Private Bag 13389 Windhoek, Namibia.

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

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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 **90 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;

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(g) Supporting information/literature for all the items offered to substantiate compliance, where applicable.

(h) Failure to complete column C of the Technical Admissibility Sheet shall result in disqualification.

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 Security/Bid Securing Declaration

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

6. Delivery

Delivery shall be **4-6 weeks** after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name 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 **05 December 2024 at 11h00**. Offers by post or hand delivered

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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 the Public Entity 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 a Bid Security/Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

NamWater shall have the right to request for clarifications in writing during evaluation. Substantially responsive offers shall be compared according to lifecycle cost to establish the lowest evaluated offer.

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 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.

No partial award.

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 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.

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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:	NamWater
Procurement Reference Number:	G/RFQ/NW-057/2025
Subject matter of Procurement:	Supply and Delivery of Two (2) Dual Cylinder Scale for 68kg Gas Cylinder

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 BSD.

The validity period of the Quotation isdays 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	

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Appendix to Quotation Letter

BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(5) and 56(2))

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*

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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:.....

Tel No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

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

.....

Email Address:.....

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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.*

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SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

GENERAL

This quote calls for the supply and delivery of a Dual Cylinder Scale for 68 kg Chlorine gas bottles. This document must be read fully and **each applicable section must be completed in full** and signed by an authorized company representative.

GENERAL SCALE SPECIFICATIONS

- Scale platform(s) shall be constructed of non-corrosive PVC plastic and sized for **68 kg cylinders**.
- Chlorine scales shall be provided and shall be of the digital readout/electronic load cell type.
- Scale shall be of the single load cell design. Weight shall be transferred via a pivoted platform to a single stainless steel canister load cell of the electronic strain gauge type.
- Load cell shall be mechanically sealed with O-rings. Potted-type load cells shall **not** be accepted.
- Platform shall allow for easy loading and off-loading of cylinder preferred height not more than 38mm.
- Platform scale coating system shall be resistant to moisture, chemicals, abrasion, impact and UV light with a minimum dry thickness of 2.03mm.
- Each Scale Platform **must have its own** Indicator Monitoring two channels.
- The indicator must be able to connect simultaneously to two platforms if the two platforms are separate systems.
- Load cell system shall be immune to all RFI (Radio Frequency Interference) or EMI (Electromagnetic Interference), power failures and lightning strikes.
- **Include cylinder chaining bracket** for wall mounting and shall use a double coil chain and a spring loaded snap hook to secure cylinder.
- Dial shall be temperature stable with damper installed to prevent shock damage during cylinder loading.
- Provided with **a 4-20mA output signal for each cylinder**.
- Low Level alarm.
- Communications port for remote diagnostics.
- Re-calibration of the scales should not be required at each change of the bottle.
- The remote mounted LCD indicator shall carry the CE marking and shall be housed in a NEMA 4X, UL approved enclosure. All operations shall be keypad operated & menu driven in order to avoid compromising the NEMA 4X seal at any time. The alphanumeric LCD readout shall have backlighting for readability in low light conditions. Power requirement shall be 24 VDC.

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- A six-digit numerical display shall give operator the ability to monitor the chemical by weight (kg) or volume (litres). A bar graph display shall read 0-100% for the net contents. A dual mode TARE key shall allow user to enter the tare weight of the vessel or enter the net weight of the chemical depending on application needs. A diagnostics menu shall allow recalibration without the need to apply field test weights. A user adjustable filter function shall stabilize display in the event of vibration from pumps or mixers in the immediate vicinity of the scale. The full-scale accuracy shall be 0.25% or better.
- The indicator shall output net weight via a 4-20mA signal and full-scale output shall be user adjustable via the keypad. Indicator shall have four adjustable set points to display low or high level conditions on the indicator. Set points shall activate **Two 0.5 Amp** contact relays.
- The scale shall carry a Full Five (5) Year Factory Warranty. "Limited" Warranties shall **not** be acceptable.

TYPICAL SCALE SPECIFICATIONS

PHYSICAL SPECIFICATIONS		
#	CHARACTERISTIC	VALUE
1	NO. OF PLATFORMS	2
2	CAPACITY	163 kg PER PLATFORM
3	CYLINDER SIZE (DIMENSION)	304 mm DIA. MAX
4	CYLINDER SIZE (kg)	68 kg
5	PLATFORM HEIGHT	41 mm
6	ACCURACY	±0.25% FULL SCALE
7	LOAD CELL NOMINAL OUTPUT	0.9Mv/v
8	OVERLOAD CAPACITY	150% RATED CAPACITY
9	TEMPERTURE COMPENSATED RANGE	-1°C TO 46°C
10	OPERATING TEMPERTURE	-18°C TO 49°C
11	HOOK-UP CABLE	4.6 m 6-CONDUCTOR
12	CELL INPUT VOLTAGE	5-15VDC
13	INPUT RESISTANCE	350 OHMS MIN.
14	OUTPUT RESISTANCE	350 OHMS NOM.
15	SHIPPING WEIGHT	21 kg

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WEIGH INDICATOR SPECIFICATIONS		
#	CHARACTERISTIC	VALUE
1	DISPLAY	6 digit numerical display, LCD
2	INPUT RANGE	-0.4 TO 3.3 mV/V
3	OUTPUT	TWO 4-20mAdc into 400 OHMS
4	LINEARITY	±0.1%
5	POWER REQUIREMENT	24 VDC
6	TEMPERTURE RANGE	-10 TO 40 °C
7	ENCLOSURE TYPE	NEMA 4X SURFACE MOUNT

OPTIONS		
#	CHARACTERISTIC	VALUE
1	LOW WEIGHT ALARM RELAYS	Two x 0.5 Amp dry contacts
2	SERIAL COMMUNICATION	MODBUS RS485(2 WIRE)
3	INDICATOR ENCLOSURE	STAINLESS STEEL
4	CYLINDER SUPPORT BRACKET & SAFETY CHAINS	
5	FLOOR MTG STAND FOR INDICATOR	

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SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/NW-057/2025**

Bidders should complete column C **Failure to complete column C of the Technical Compliance Sheet shall result in disqualification.**

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/Deviation (if Applicable)
<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	MAKE AND MODEL		
	COUNTRY OF MANUFACTURE		
Scale	NO. OF PLATFORMS: 2		
	CAPACITY: 163 kg PER PLATFORM		
	CYLINDER SIZE (DIMENSION): 304 mm DIA. MAX		
	CYLINDER SIZE: 68 kg		
	PLATFORM HEIGHT: 41 mm		
	ACCURACY: ±0.25% FULL SCALE		
	LOAD CELL NOMINAL OUTPUT : 0.9Mv/v		
	OVERLOAD CAPACITY: 150% RATED CAPACITY		
	TEMPERTURE COMPENSATED RANGE: -1°C TO 46°C		
	OPERATING TEMPERTURE: -18°C TO 49°C		
	HOOK-UP CABLE: 4.6 m 6-CONDUCTOR		
	CELL INPUT VOLTAGE: 5-15VDC		
	INPUT RESISTANCE: 350 OHMS MIN		
	OUTPUT RESISTANCE: 350 OHMS NOM.		
SHIPPING WEIGHT: 21 kg			

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DISPLAY: 6 digit numerical display, LCD		
INPUT RANGE: -0.4 TO 3.3 mV/V		
OUTPUT: TWO 4-20mA_{dc} into 400 OHMS		
LINEARITY: ±0.1%		
POWER REQUIREMENT: 24 VDC		
TEMPERATURE RANGE : -10 TO 40 °C		
ENCLOSURE TYPE: NEMA 4X SURFACE MOUNT		

Specifications and Compliance Sheet Authorised By:

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

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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**) (*available at public entities physical address/website: https://eprocurement.gov.na/documents/-/document_library/ycvk/view/53613* 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.

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SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Ref No. G/RFQ/NW-057/2025

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

Subject and GCC clause reference	Special Conditions
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is NamWater Stores, Windhoek
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 Ltd the address and the contact name shall be: Procurement Management Unit (Tel: +264 61 71 2081), E-mail: bids@namwater.com.na Private Bag 13389 Windhoek, Namibia For the Supplier, the address and contact name shall be: _____
Delivery and Documents GCC 13.1	The Goods are to be delivered within 4-6 weeks from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note and Invoice
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following complete 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 the month of invoicing 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.
Performance Security GCC 18	Not Applicable

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Subject and GCC clause reference	Special Conditions
Packing GCC 23.2	<p>The packing, marking and documentation within and outside the packages shall be:</p> <p>G/RFQ/NW-057/2025</p> <p>Supply and Delivery of Two (2) Dual Cylinder Scale for 68kg Gas Cylinder</p> <p>Aigams Building Northern Industrial Area Windhoek</p>
Insurance GCC 24	<p>The insurance should be covered as described in Delivery Duty Paid (DDP)</p>
Transportation GCC 25	<p>The Goods shall be delivered: Delivery Duty Paid (DDP)</p>
Inspection and Tests GCC 26.	<p>NamWater will inspect all items upon delivery to ascertain Technical compliance and specification compliance verification.</p>
Liquidated Damages GCC 27	<p>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.</p>
Warranty GCC 28.3	<p>The warranty period for the scales shall be 60 months from date of delivery. The Supplier shall rectify, free of charge, any defects developing under proper use and arising solely from faulty materials, faulty designs, faulty workmanship and unacceptable deviation from performance criteria as specified in this document.</p> <p>Should any repairs, rectifications and/or component replacements be conducted as warranty claims, the warranty period shall be extended equal to the duration required to complete the respective repairs, rectifications and/or component replacements as measured from the date of the claim submission until delivery to NamWater.</p> <p>All components affected by any repairs, rectifications and/or component replacements conducted as warranty claims, shall, following the repair, rectification and/or component replacement, remain under warranty for the remainder of the original warranty period after reinstallation and commissioning.</p> <p>If more than 1/3 of any class of component fails within the warranty period, NamWater shall have the right to demand replacement of all that class of component on the Supplier's account.</p> <p>The Supplier shall transfer the benefit of any and all periods of warranty by the manufacturer of the equipment, which may be un-expired at the end of the above warranty period (s), to NamWater.</p>

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Subject and GCC clause reference	Special Conditions
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 30 days upon receipt of notice of defect of goods.

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SCHEDULE 3: QUOTATION CHECKLIST SCHEDULE

Procurement Ref No. G/RFQ/NW-057/2025

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specifications Compliance Sheet		
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;		
Supporting information/literature.		
Failure to complete column C of the Technical Admissibility Sheet shall result in disqualification.		

***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.*

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