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# REQUEST FOR QUOTATION FOR GOODS

## Supply and Delivery of Modular and CBET Books to NamWater HRDC

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**Procurement Reference No: G/RFQ/NW-062/2025**

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

### The Quotation/Bid Box

**Att: Procurement Management Unit (+264 61 71 2081, [bids@namwater.com.na](mailto:bids@namwater.com.na) )**

Namibia Water Corporation Ltd.

Private Bag 13389

176 Iscor Street, Aigams Building

Windhoek

**Closing Date: Thursday, 28 November 2024 at 11h00  
NO LATE BIDS WILL BE ACCEPTED!**

## **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.**

## Letter of Invitation

[Name and Address of Bidder \_\_\_\_\_]

**Procurement Reference Number: G/RFQ/NW-062/2025**

**14 November 2024**

Dear bidders,

### **Supply and Delivery of Modular and CBET Books to NamWater HRDC**

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 (Tel: +264 61 71 2081, E-mail: [bids@namwater.com.na](mailto: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

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 annex for 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 **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 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) 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.
- (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 Securing Declaration**

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

## **6. Delivery**

Delivery shall be as soon as possible after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted.

## **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 **28**

**November 2024 at 11h00.** Bids by post or hand delivered should reach Private Bag 13389 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 by NamWater internally immediately after the closing time referred to in instruction 8. 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 posted on the website of NamWater and available to any bidder on request within three working days of the Opening.

**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.

Goods supplied from overseas delivered to NamWater at port of entry shall be on a CIF/CIP basis mentioning the ports of loading and entry with a breakdown in FOB, freight charges and insurance charges for evaluation purpose. The Purchaser reserves the right to subsequently choose any of the possible INCOTERMS conditions at placement of order.

**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**

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: 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:	<b>Namibia Water Corporation (NamWater)</b>
Procurement Reference Number:	<b>G/RFQ/NW-062/2025</b>
Subject matter of Procurement:	<b>Supply and Delivery of Modular and CBET Books to NamWater HRDC</b>

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 is .....**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.

### **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	

**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:.....

Tel 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.



	Steel Fixing ( Brighton Books)	Patrick Gibbons (1979) Macmillan Education limited	24	13 9780333257739 or 100333257731					
	<b>TRADE: SCIENCE</b>								
Level 1	N1 Building Science Revised	J. Dillon	25	978-1-928392-83-5					
	N1 Engineering Science	N. Taylor	25	978-1-928203-18-6					
Level 2	N2 Building Science Revised	J. Dillon	25	978-1-928392-85-9					
	N2 Engineering Science	T. D. Dillon	25	978-1-928203-19-3					
Level 3	N3 Engineering Science Revised	J. Dillon	25	978-1-928203-20-9					
	<b>TRADE: Electrical General</b>								
Level 2	Electrical Trade Theory N2	Ferreira, Adams, Randewijk	20	978-0639103372					
	Industrial Electronics N2	J Kraft	20	9780636044463					
	Electrical Trade Theory Lecture Gide N2	Ferreira, Adams,	1	978-0639103396					

		Randewijk							
Level 3	Electrical Trade Theory N3	Ferreira, Adams, Mitchell	10	978-0639210223					
	Industrial Electronics N3	Engelbrecht	10	978-1920671730					
	Electrical Trade Theory Lecture Gide N3	Ferreira, Adams, Mitchell	1	978-0639210230					
	<b>TRADE: BRICKLAYING &amp; PLASTERING</b>								
Level 1	Engineering Drawing – N1		30	9781868531332					
Level 2	Building Drawing – N1		30	9781868132843					
Level 3	Building Drawing – N2		30	9781928203445					
	<b>TRADE: PLUMBING &amp; PIPE FITTING</b>								
Level 1	Engineering Drawing – N1		30	9781868531332					
Level 2	Engineering Drawing – N1		30	9781868132843					
Level 3	Building Drawing – N2		30	9781928203445					
	<b>TRADE: Water Care</b>								
Level 1	Plant operation theory	Nicholas Taylor	30	621.2 NIC					

	Water and Wastewater treatment practice	Nicholas Taylor	30	628.162 NIC					
Level 2	Plant operation	Nicholas Taylor	30	621.2 NIC					
	Water and Wastewater treatment practice	Nicholas Taylor	30	628.162 NIC					
Level 3	Plant operation theory	Nicholas Taylor	30	621.2 NIC					
	Wastewater treatment practice	Nicholas Taylor	30	628.162 NIC					
	<b>TRADE: Mathematics</b>								
Level 1	N1 – A Ten Week Course in Mathematics	G Oliver	100	0-875016-37-6					
Level 2	N2 – A Ten Week Course in Mathematics	G Oliver	70	0-621143-85-5					
Level 3	N3 - A Ten Week Course in Mathematics	G Oliver	25	1-875016-24-4					
						<b>TOTAL</b>			
NAME:			POSITION:		SIGNATURE			DATE	
NAME OF COMPANY:			ADDRESS:						

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

Architecture Engineering and Construction Collection (AEC) License for 1 year

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/NW-062/2025**

*[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.	<b>TRADE: Carpentry</b>		
2.	<b>TRADE: Science</b>		
3.	<b>TRADE: Electrical General</b>		
4.	<b>TRADE: BRICKLAYING &amp; PLASTERING</b>		
5.	<b>TRADE: PLUMBING &amp; PIPE FITTING</b>		
6.	<b>TRADE: Water Care</b>		
7.	<b>TRADE: Mathematics</b>		

\* 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., physical address, 176 Iscor Street, Aigams Building, Windhoek, except where modified by the Special Conditions below

## SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/NW-062/2025**

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

Subject and GCC clause reference	Special Conditions
<b>Site</b> <b>GCC 1.1(m)</b>	The Site/final destination for delivery of the Goods is <b>NamWater Store, Okahandja</b>
<b>Incoterms Edition</b> <b>GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices</b> <b>GCC 8.1</b>	<p>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: <a href="mailto:bids@namwater.com.na">bids@namwater.com.na</a>            Private Bag 13389 Windhoek, Namibia</p> <p>For the Supplier, the address and contact name shall be:            _____</p>
<b>Delivery and Documents</b> <b>GCC 13.1</b>	<p>The Goods are to be delivered as soon as possible from the date of Purchase Order or Letter of Acceptance.</p> <p>The documents to be furnished by the Supplier are:            (a) signed delivery note and Invoice</p>
<b>Price Adjustment</b> <b>GCC 15.1</b>	The price charge for the Good supplied and related Services performed <b>shall not</b> be adjustable.
<b>Terms of Payment</b> <b>GCC 16.1</b>	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



<b>Subject and GCC clause reference</b>	<b>Special Conditions</b>
<b>Terms of Payment GCC 16.3</b>	Payments shall be made not later than thirty days after the month of invoicing and its certification by the Purchaser.
<b>Terms of Payment GCC 16.4</b>	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.
<b>Performance Security GCC 18</b>	Not Applicable
<b>Packing GCC 23.2</b>	<p>The packing, marking and documentation within and outside the packages shall be:</p> <p><b>G/RFQ/NW-062/2025</b></p> <p><b>Supply and Delivery of Modular and CBET Books to NamWater HRDC</b></p> <p><b>Aigams Building</b></p> <p><b>Northern Industrial Area</b></p> <p><b>Windhoek</b></p>
<b>Insurance GCC 24</b>	The insurance should be covered as described in <b>Delivery Duty Paid (DDP)</b>
<b>Transportation GCC 25</b>	The Goods shall be delivered: <b>Delivery Duty Paid (DDP)</b>
<b>Inspection and Tests GCC 26.</b>	NamWater will inspect all items upon delivery to ascertain Technical compliance and specification compliance verification.
<b>Liquidated Damages GCC 27</b>	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.
<b>Warranty GCC 28.3</b>	The warranty period for the items shall be 12 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.
<b>Repair and Replacement GCC 28.5</b>	The period for repair or replacement shall be: 30 days upon receipt of notice of defect of goods.

**BID CHECKLIST SCHEDULE****Procurement Reference No.: G/RFQ/NW-062/2025**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
List of Goods and Price Schedule		
Specifications Compliance Sheet		
Evidences for conformity of Goods		
Valid company Registration Certificate Copy from <b>Ministry of Trade and Industry</b>		
Original valid good standing Tax Certificate from <b>Inland Revenue</b> or a valid certified copy of an original certified by the Namibian Police of good standing Tax Certificate		
Original valid good Standing Certificate from <b>Social Security Commission</b> 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 <b>Employment Equity Commissioner</b> that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		
<b>Supporting</b> information/literature.		
<b>Failure to complete column C of the Technical Admissibility Sheet shall result in disqualification.</b>		