



**NAMIBIA WATER CORPORATION LTD**

# **Request for Sealed Quotations for Goods:**

**Supply and Delivery of Four (4) Level Transmitter units  
for Monitoring Water Level in the Elevated Tanks in  
Oshakati**

**Procurement Reference No: G/RFQ/ NW-060/2025**

<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 2015, [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, 05 December 2024 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 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.

Initials.....



## NAMIBIA WATER CORPORATION LTD

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-060/2025

12 November 2024

Dear Bidder,

#### **Supply and Delivery of Four (4) Level Transmitter units for Monitoring Water Level in the Elevated Tanks in Oshakati**

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 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

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## **SECTION I: INSTRUCTIONS TO BIDDERS**

### **1. Rights of Public Entity**

The NamWater Ltd 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) Supporting information/literature requested under Section IV, number 8

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;
- (g) Supporting information/literature to substantiate compliance

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- (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 to a maximum of **4 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 Ltd 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 , 05 December 2024 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

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Quotations will be opened internally by NamWater Ltd 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 Securing Declaration, will be posted on the website of NamWater Ltd 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 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 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 unless otherwise stated.

#### **12. Prices and Currency of Payment**

Prices shall be fixed in Namibian Dollars.

#### **13. Margin of Preference**

13.1 The applicable margins of preference and their application methodology are as follows: **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 Ltd 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 Ltd shall end 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:	<b>Namibia Water Corporation Ltd</b>
Procurement Reference Number:	<b>G/RFQ/NW-060/2025</b>
Subject matter of Procurement:	<b>Supply and Delivery of Four (4) Level Transmitter units for Monitoring Water Level in the Elevated Tanks in Oshakati</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 BD].

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.

### 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	

Initials.....

**Appendix to Quotation Letter**

**BID SECURING DECLARATION**

**(Section 45 of Act)**

**(Regulation 37(1)(b) and 37(5))**

**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**

Initials.....





**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:.....

Initials.....

**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 III: LIST OF GOODS AND PRICE SCHEDULE

**QUOTATION FOR: Supply and Delivery of Four (4) Level Transmitter units for Monitoring Water Level in the Elevated Tanks in Oshakati**

**Procurement Ref No. G/RFQ/NW-060/2025**

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]				<u>Bidders shall fill-in columns F, G &amp; H and fill the total</u> 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	F	G	H
Item no.	Description of Goods	Quantity	Unit of measure	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD
1	Supply and Delivery of Four (4) <b>Level Transmitter units</b> for Monitoring Water Level in the Elevated Tanks in Oshakati	4	Each			
	<b>Delivery period [Weeks]</b>			<b>TOTAL</b>		
NAME:		POSITION:		SIGNATURE		DATE
NAME OF BIDDER:		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

Initials.....

# SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

## Technical Specification for Level Transmitter units for Monitoring Water Level in the elevated Tanks in Oshakati

### 1. Introduction

This technical specification outlines the requirements for the level transmitters used to continuously measure the water level in tanks and provide real-time monitoring. The primary objective is to ensure accurate, reliable, and efficient monitoring of water levels to prevent overflow or dry conditions in the tanks.

### 2. Scope

This specification covers the following aspects:

- System design and components
- Compliance with relevant standards and regulations

### 3. System Design and Components

#### 3.1. Level Transmitter

<b>Type:</b>	Free Space Radar
<b>Measuring range:</b>	0...10m
<b>Output signal :</b>	4..20mA + HART + Bluetooth Commissioning
<b>Power supply :</b>	10.5 to 30 VDC 2-wire
<b>Reference accuracy:</b>	Digital: ±2mm / Analog: 0.02%
<b>Resolution:</b>	1mm
<b>Electrical connection:</b>	10m Cable
<b>Display:</b> required	Compatible with Remote Display, display not
<b>Overvoltage protection:</b>	Integrated overvoltage protection.
<b>Degree of Protection:</b>	IP66/68 NEMA 4X/6P Hermetically sealed wiring and fully potted electronics
<b>Process temperature:</b>	-40 ...+85°C
<b>Process Pressure:</b>	-1 to 3 bar
<b>Housing Material:</b>	PVDF
<b>Process Connection:</b>	External Thread ISO228 G1-1/2"
<b>Extra Functionality:</b>	Programming of Open Channel Flow Curves Signal interference immunity with multiple sensor installations on one tank

Initials.....

**7. Compliance and Standards**

The level transmitter sensors must comply with the following standards and regulations:

<b>Certificates and approvals:</b>	CRAN Approval / CE / RoHS / EAC
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## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **Procurement Ref No. G/RFQ/NW-060/2025**

Bidders should complete column C with the specification of the goods offered and **attach annexures with detailed technical literature substantiating compliance**. Offers of equipment failing to comply with one or more of the specifications shall be disqualified. **Failure to complete column C of the Specifications and Compliance Sheet shall result in disqualification.**

**Procurement Reference Number: G/RFQ/NW-060/2025**

Make and model offered Item 1: \_\_\_\_\_

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>
1	Supply and Delivery of Four (4) Level Transmitter units for Monitoring Water Level in the Elevated Tanks in Oshakati		

Initials.....

<b>Type:</b>	Free Space Radar
<b>Measuring range:</b>	0...10m
<b>Output signal :</b>	4..20mA + HART + Bluetooth Commissioning
<b>Power supply :</b>	10.5 to 30 VDC 2-wire
<b>Reference accuracy:</b>	Digital: ±2mm / Analog: 0.02%
<b>Resolution:</b>	1mm
<b>Electrical connection:</b>	10m Cable
<b>Display:</b> required	Compatible with Remote Display, display not required
<b>Overvoltage protection:</b>	Integrated overvoltage protection.
<b>Degree of Protection:</b>	IP66/68 NEMA 4X/6P Hermetically sealed wiring and fully potted electronics
<b>Process temperature:</b>	-40 ...+85°C
<b>Process Pressure:</b>	-1 to 3 bar
<b>Housing Material:</b>	PVDF
<b>Process Connection:</b>	External Thread ISO228 G1-1/2"
<b>Extra Functionality:</b>	Programming of Open Channel Flow Curves Signal interference immunity with multiple sensor installations on one tank

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**Specifications and Compliance Sheet Authorized By:**

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

All Bids shall be accompanied with detailed supporting literature for all couplings to enable Namwater to evaluate the conformity to specification and include additional features.

**Offers with insufficient details or information will not be considered.**

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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 Namibia Water Corporation Ltd., physical address, 176 Iscor Street, Aigams Building, Windhoek, 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-060/2025**

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 GCC 1.1(m)</b>	The Site/final destination for delivery of the Goods is <b>176 Iscor Street NamWater at the Aigams Building, Northern Industrial Area in Windhoek</b>
<b>Incoterms Edition GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices GCC 8.1</b>	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 2015), E-mail: <a href="mailto:bids@namwater.com.na">bids@namwater.com.na</a> Private Bag 13389 Windhoek, Namibia  For the Supplier, the address and contact name shall be: _____
<b>Delivery and Documents GCC 13.1</b>	The Goods are to be delivered within 3 weeks the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note; (b) Invoice

Initials.....

<b>Subject and GCC clause reference</b>	<b>Special Conditions</b>
<b>Terms of Payment GCC 16.1</b>	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
<b>Terms of Payment GCC 16.3</b>	Payments shall be made not later than thirty days after month of of an invoicing and its certification by the Purchaser. Payment will only be made if all the delivered items are to specifications
<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>Packing GCC 23.2</b>	The packing, marking and documentation within and outside the packages shall be: Addressed to NamWater and the Procurement reference No. clearly marked. Good should be in protective packaging for safety.
<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 if goods conform to specifications. Payment will only be made if all the delivered items are to specifications.
<b>Liquidated Damages GCC 27</b>	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.
<b>Warranty GCC 28.3</b>	The period of validity of the warranty shall be: Not Applicable
<b>Repair and Replacement GCC 28.5</b>	The period for repair or replacement shall be : <b>2-3 weeks</b>

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# SCHEDULE 1

## QUOTATION CHECKLIST SCHEDULE

**Procurement Reference No.: G/RFQ/NW-060/2025**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specifications Compliance Sheet		
Evidence 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.		

***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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