



## Ministry of Health and Social Services

# Request for Quotations for Works

### RENOVATION AND REPAIRS OF NANKUDU ~~HOSPITAL~~ IN THE KAVANGO WEST REGIONAL Pharmacy HEALTH DIRECTORATE

Name of Bidder: \_\_\_\_\_

Bidder Location: \_\_\_\_\_

Total Bid Price \_\_\_\_\_

Delivery Period \_\_\_\_\_

***NB!!!! Restricted to all service providers in line with renovation, constructions and maintenance of buildings. Preference will be Given to Suppliers in Region.***

Initial: \_\_\_\_\_



REPUBLIC OF NAMIBIA

# MINISTRY OF HEALTH AND SOCIAL SERVICES

Ministerial Building  
Harvey Street  
Private Bag 13198  
Windhoek

OFFICE OF THE EXECUTIVE DIRECTOR

Tel: No: 061 -2032019  
Fax No: 061-304 145  
PA.ED@mhss.gov.na

## Letter of Invitation

Dear Sirs/Madams,

Request for sealed quotations for **RENOVATION AND REPAIRS OF NANKUDU HOSPITAL IN THE KAVANGO WEST REGIONAL HEALTH DIRECTORATE**

The Ministry of Health and Social Services requests 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.

For enquiries, please contact the following people:

1. Technical enquiries: **Mr. N. Hilukilwa- Tel: 061 203 2175**
2. Administrative enquiries: **Ms.M. Haufiku- Tel: 061- 203 2165**

Please prepare and submit your quotation (**by 11h00 of Friday 09 December 2022**), in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

**SECRETARY**  
2022 -11- 24  
**MR EVARISTUS HTASS**  
**SECRETARY FOR PROCUREMENT COMMITTEE**

All official correspondence must be addressed to the Executive Director.



## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The Ministry reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, and
- (b) to accept or reject any quotation or 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
- (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. All pages must be initialled and use of correction fluid is strictly prohibited**

### 3. Validity of Quotations

The Quotation validity period shall be 60 days from the date of submission deadline.

### 4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should please tick below, to indicate whether each of the following document is attached:

	Document name / title	Please tick
1.	<b>Certified Copy of valid Certificate of Good Standing for Procurement Purposes</b> , issued by the Ministry of Finance: Inland Revenue.	
2.	<b>Certified copy of a valid Affirmative Action Compliance Certificate</b> (issued in terms of Section 42 of the Affirmative Action (Employment) Act 29 of 1998, as amended); or <b>Letter from the Employment Equity Commission</b> (letter should be on letterhead, stamped and signed by the EEC).	
3.	<b>Certified Copy of valid Good Standing Certificate with the Social Security Commission.</b>	
4.	<b>Certified Copy of the Close Corporation Certificate</b> (issued in terms of Act 26 of 1988) or <b>Founding Statement or any other Company Registration Certificate</b> . These Certificates should clearly indicate the goods / services that the Supplier is registered to render.	
5.	<b>Certified copy of a valid Certificate of Registration as an SME</b> , issued by the Ministry of Industrialisation, Trade and SME Development (if applicable).	
6.	<b>A written undertaking</b> , as contemplated in section 138(2) of labour Act No 11 of 2007.	
7.	<b>Business Principal in the founding documents of the bidder in line with the bid</b>	
8.	<b>Completeness of document: all bidding documents completed, signed, initialled and submitted</b>	
9.	<b>Bidder's financial capabilities in the form of:</b> <b>Letter of intent from a Financial Institution or</b> <b>Or proof of commitment by Supplier of a bidder to finance or supply the bidder on credit</b>	
10.	<b>Fitness Certificate from Local Authority</b>	

Initial: \_\_\_\_\_

## **5. Delivery**

Delivery shall be 12 weeks after the issuing of the Purchase Order. A penalty of 1% per week shall be instituted on late delivery.

5.1. The following tests and inceptions will be conducted on the goods at delivery:

Check if it is correct delivery as specified on the request for quotation

If delivery is on time

If delivery note is attached

## **6. Sealing and Marking of Quotations**

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Ministry, with the Bidder's name and contact information at the back of the envelope.

## **7. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at The Ministry of Health and Social Services – Finance and Procurement building, Procurement Management Unit (Tender Office), Harvey Street, Windhoek-West, not later than **Friday, 09 December 2022, Time: 11H00.**

## **8. Opening of Quotations**

Quotations will be opened internally by the Ministry immediately after the closing time referred to in instruction 7 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, will be posted on the website of the Ministry and available to any bidder on request within three working days of the Opening.

## **9. Evaluation of Quotations**

The Public Entity 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.

## **10. 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 the Ministry'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.

**Initial:** \_\_\_\_\_

## TECHNICAL EVALUATION CRITERIA.

**TECHNICAL STAFF (NB!!! Complete and Attach certified copies of qualifications)**

**Maximum 40 points**

Maximum 40 points						
1	Key Personnel	Qualifications	Experience	Points Max 25		
	(Name)(Project Manager or Site Supervisor)	Degree = 5 Diploma =3 Certificate =1	0-4 years = 2 ≥5 years = 5	1 No=2	≥2 No=5	
2	Artisans/Technicians	Qualification Diploma = 5 Certificate= 2	Experience 0-4 years = 2 ≥5 years = 5	Points Max 35		
	(Name)			(1-2) No=2	(3-5) No= 5	≥6 No=10
3	Support Staff			Points Max 5		
	(Name)	Qualification/Profession	Position/job category	(1-2) No=2	(3-5) No= 3	≥6 No= 5
Total Points on Staff						

**Note:** Bidders are required to provide qualifications proof of employment experience of personnel proposed for the job for this project.

### PLANT AND EQUIPMENTS Maximum 15 points

	Relevant Equipment	Points	
1	Transport (bakkie) 5	5	
2	Ladder 2	2	
3	Concrete mixer 2	2	
4	Drilling machine 2	2	
5	Generator/ welder 2	2	
6	Jack hammer 2	2	
	<b>Total Points on Plant &amp; Equipment</b>		

**Initial:**

**COMPLETED PROJECTS OF SIMILAR NATURE Maximum 20 Points**

Project Name	Certificate of practical completion attached (Yes/No). If Practical completion certificate is not attached it will not be considered.	Project Value Max 20 points Minimum 1 project Within 5 years		
		(>0-90 000) =10	(>90 001-100 000) =15	>100 001-1 000 000 and above )= 20
Total points				

The Bids that score **70%** and above shall be considered for Further Evaluation

Formulae:  $\frac{\text{Total Bidders Points}}{\text{Maximum Points}} \times 100\% = \text{Bidders\% score}$

**Technical Specifications**

The bid will be evaluated in terms of technical compliance with the Specifications and scope of work as described in the schedule of activities/BoQ

**Price and Price Preference**

Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation. Only bids determined compliant with all the stages of evaluation above will be evaluated in terms of price. Prices of bids deemed not fair and reasonable may not be considered. This will be determined based on the Professional Consultant's Cost Estimate and the Market. Only bids whose offers are within **15%** below and or above of the Project Cost estimate will be considered for award.

**Technical requirements****Relevant experience of the contractor related to the assignment**

Relevant Experience: Proof of experience in construction of similar works in the form of reference letters from clients or substantial completion certificates comprising fully or in part the following components:

**Relevant experience of the contractor related to the assignment****Key personnel**

At least 5 years' experience in construction stipulated in CV. Qualifications in the relevant technical field should be attached

Initial: \_\_\_\_\_

### Listed Tools and Equipment

Availability of Plant and Machinery including proof of ownership OR Letter from the rental agency confirming availability of equipment (and operator if required) for the duration of the project. Transport (Truck/Baggy), Concrete Mixer, Plate Compactor, Dumper, Generator, Jack Hammer, Scaffolding (Proof of ownership OR letter from the rental agency).

### 11. Prices and Currency of Payment

Prices shall remain fixed for the duration of the period and quoted in Namibian Dollars. The Ministry **shall not** consider price increases due to exchange rates, therefore bidders are advised to make their own projections.

### 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 in accordance with terms and conditions contained in Section VI: General Conditions of Contract and Contract Agreement.

### 12. 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 Ministry shall attend to all requests for debriefing made in writing within 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:	
Subject matter of Procurement:	<b><i>RENOVATION AND REPAIRS OF NANKUDU HOSPITAL IN THE KAVANGO WEST REGIONAL HEALTH DIRECTORATE</i></b>

Initial: \_\_\_\_\_

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.

The validity period of the Quotation is 30 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 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	

**Initial:** \_\_\_\_\_



## SECTION IV: PRICED ACTIVITY

### SCHEDULE:

#### *RENOVATION AND REPAIRS OF NANKUDU <sup>pharmacy</sup> HOSPITAL IN THE KAVANGO WEST REGIONAL HEALTH DIRECTORATE*

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price NS	Total Price NS
	Walls (Internal and External)				
	<b>Repair cracks:</b>				
1.	Seal cracks and brick wall defects with Epoxy Resin injection or Epoxy and Cement Mortar	10	M2		
	<b>Paint work:</b>				
2.	On walls prepare, apply one coat Neo Salt Stop or equivalent and approved, one coat' Neo Acrylic wall Primer, make surface imperfection good with 'Neo Repair Paste' and apply two coats 'Neo Naturals' By means of Roller and/or Lime wash brush	284.4	M2		
3.	On all Metal Surfaces, one coat alkyd based zinc phosphate universal primer and two coats 'Neo paints', or equal and approved, gloss enamel paint, on steel. Colour code as per existing or similar approved (burglars frames)	10	M2		
4.	On Timber and Ceiling, Roof members prepare knot with spick and span knotting and prime with "Neo pink wood primer and apply one coat "Neo Eggshell Enamel" or equivalent and approved paint	10	M2		
5.	One coat sealer and two coats exterior quality PVA emulsion paint On ceiling and cornices	166	M2		
	<b>Floor:</b>				
6.	Full-Bodied ceramic tiles, light grey or similar to be approved <b>350x350mm</b> full body ceramic tiles, on wood decks waterproof/ epoxy grout. 100mm high of cut tiles skirting, Tile Bar, Silver 8mm L-shape Aluminium/ stainless steel tile edging trim	166	M2		
7.	150x150x5mm or 200x200x5mm white glazed ceramic wall tiles on sink fixed with adhesive to plaster and flushed pointed with an approved cement based grout to	5	M2		
	<b>Windows</b>				
	Replace all existing windows to bronze aluminium windows				
8.	W1, (1000X1200)	3	Each		
9.	W2, (2000X800)	4	Each		
10.	W3, (2000X1240)	4	Each		

Initial: \_\_\_\_\_

11.	Galvanised mild steel push-up slatted curtain roller shutters complete with standard bottom rail with overhead box 335mm high, 75mm wide guides extruded aluminium T-bar with rubber seal and hot dip galvanised ancillary components including 4,5mm thick end plates, guide rails, side bolted, fixed to brick jambs and concrete lintel over and with canopy cover. Galvanised roller shutter to suit opening size (1200x1200mm)	1	Each		
	<b>Air Condition Installation</b>				
12.	Supply and install air conditioning and ventilation installation unit (Samsung, LG or other approved brands) 12000 BTU	4	Each		
13.	Supply and install air conditioning and ventilation installation unit (Samsung, LG or other approved brands) 24000 BTU	1	Each		
	<b>Doors</b>				
14.	Replace existing wooden doors with double aluminium door both back entrance and front entrance doors (1600x2100)	2	Each		
15.	Install two new doors in the middle of the pharmacy single doors Aluminium	2	Each		
	<b>Roof</b>				
16.	Prepare, prime with Bitumen primer and apply one layer 'Derbigum SP' or other equal and approved 4mm tick torched on fusion waterproofing membrane and seal off the opening inside	10	m		
17.	Supply and install 0.5mm IBR profile full hard galvanised steel troughed roofing with 0.8mm galvanised sheet steel accessories fixed in strict accordance with the manufactures Instructions. Ceilings in single length sheets fixed horizontally to underside of steel purlins.	166	M2		
	<b>Cupboard</b>				
18.	Supply and install steel medicine shelves (4500x700x200) and repair to good condition on the available ones	4	Each		
	<b>Plumbing</b>				
19.	Supply and install 50L geyser with all required fittings	1	Each		
20.	Supply and install kitchen mixer tap with all required fittings	1	Each		
21.	Mixer waste trap 40mm	1	Each		
22.	Supply and install waste pvc pipe (40x2) with access elbow 40mmx1	1	Each		
23.	Supply and install sink B.I.C	1	Each		
	<b>Electrical</b>				

Initial: \_\_\_\_\_

24.	Replace all old plugs and switches and fix damage electrical appliance as well	10	Each		
25.	Supply and install new double fluorescent lights with new fittings (1.5m)	12	Each		
26.	Re-wiring of the DB and labelling of the circuit breakers <b>Wiring Licence</b> of the personnel to perform the task to be attached on the quote	50	m		
				<b>Subtotal</b>	
				<b>VAT @ 15 %</b>	
				<b>Net Construction cost</b>	
				<b>Contingencies (10%)</b>	
				<b>Grand Total</b>	

**Note: The grand total incld VAT should be for both work**

**Kindly note both work will be awarded to the most responsive lowest bid per specifications**

**Initial: \_\_\_\_\_**

## SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Item No	Technical Specification Required	Compliance of Specification Offered Indicate comply/not comply	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	Walls (Internal and External)		
	<b>Repair cracks:</b>		
1.	Seal cracks and brick wall defects with Epoxy Resin injection or Epoxy and Cement Mortar		
	<b>Paint work:</b>		
2.	On walls prepare, apply one coat Neo Salt Stop or equivalent and approved, one coat Neo Acrylic wall Primer, make surface imperfection good with 'Neo Repair Paste' and apply two coats 'Neo Naturals' By means of Roller and/or Lime wash brush		
3.	On all Metal Surfaces, one coat alkyd based zinc phosphate universal primer and two coats 'Neo paints', or equal and approved, gloss enamel paint, on steel. Colour code as per existing or similar approved (burglars frames)		
4.	On Timber and Ceiling, Roof members prepare knot with spick and span knotting and prime with "Neo pink wood primer and apply one coat "Neo Eggshell Enamel" or equivalent and approved paint		
5.	One coat sealer and two coats exterior quality PVA emulsion paint On ceiling and cornices		
	<b>Floor:</b>		
6.	Full-Bodied ceramic tiles, light grey or similar to be approved 350x350mm full body ceramic tiles, on wood decks waterproof/ epoxy grout. 100mm high of cut tiles skirting, Tile Bar, Silver 8mm L-shape Aluminium/ stainless steel tile edging trim		
7.	150x150x5mm or 200x200x5mm white glazed ceramic wall tiles on sink fixed with adhesive to plaster and flushed pointed with an approved cement based grout to		
	<b>Windows</b>		
	Replace all existing windows to bronze aluminium windows		
8.	W1, (1000X1200)		
9.	W2, (2000X800)		
10.	W3, (2000X1240)		
11.	Galvanised mild steel push-up slatted curtain roller shutters complete with		

Initial: \_\_\_\_\_

	standard bottom rail with overhead box 335mm high, 75mm wide guides extruded aluminium T-bar with rubber seal and hot dip galvanised ancillary components including 4,5mm thick end plates, guide rails, side bolted, fixed to brick jambs and concrete lintel over and with canopy cover. Galvanised roller shutter to suit opening size (1200x1200mm)		
	<b>Air Condition Installation</b>		
12.	Supply and install air conditioning and ventilation installation unit (Samsung, LG or other approved brands) 12000 BTU		
13.	Supply and install air conditioning and ventilation installation unit (Samsung, LG or other approved brands) 24000 BTU		
	<b>Doors</b>		
14.	Replace existing wooden doors with double aluminium door both back entrance and front entrance doors (1600x2100)		
15.	Install two new doors in the middle of the pharmacy single doors Aluminium		
	<b>Roof</b>		
16.	Prepare, prime with Bitumen primer and apply one layer 'Derbigum SP' or other equal and approved 4mm tick torched on fusion waterproofing membrane and seal off the opening inside		
17.	Supply and install 0.5mm IBR profile full hard galvanised steel troughed roofing with 0.8mm galvanised sheet steel accessories fixed in strict accordance with the manufactures Instructions. Ceilings in single length sheets fixed horizontally to underside of steel purlins.		
	<b>Cupboard</b>		
18.	Supply and install steel medicine shelves (4500x700x200) and repair to good condition on the available ones		
	<b>Plumbing</b>		
19.	Supply and install 50L geyser with all required fittings		
20.	Supply and install kitchen mixer tap with all required fittings		
21.	Mixer waste trap 40mm		
22.	Supply and install waste pvc pipe (40x2) with access elbow 40mmx1		
23.	Supply and install sink B.I.C		
	<b>Electrical</b>		
24.	Replace all old plugs and switches and fix damage electrical appliance as well		
25.	Supply and install new double fluorescent lights with new fittings (1.5m)		
26.	Re-wiring of the DB and labelling of the circuit breakers <b>Wiring Licence</b> of the personnel to perform the task to be attached on the quote		

Initial: \_\_\_\_\_

## PERFORMANCE REQUIREMENTS

Bidders should complete columns C and D with the specification of the goods offered. Attach detailed technical literature as stated in the requirements. Authorise the specification offered in the signature block below.

Attach detailed technical literature as stated in the requirements. Authorise the specification offered in the signature block below.

### 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 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: Insert Public Entity address/website) except where modified by the Special Conditions below.

### SECTION VI: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order 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

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 Services: (Kavango West Regional Health Directorate)
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.

Initial: \_\_\_\_\_

Subject and GCC clause reference	Special Conditions
<b>Notices</b> <b>GCC 8.1</b>	Any notice shall be sent to the following addresses: For the Ministry, the address and the contact name shall be: Private Bag 13198, Windhoek Attention: For the Supplier, the address and contact name shall be:   
<b>Delivery and Documents</b> <b>GCC 13.1</b>	The Goods are to be delivered within 12 weeks from the date of the Purchase Order. The bidder to ensure that goods are received undamaged. The documents to be furnished by the Supplier are: (a) signed delivery note; and first Invoice for payment.
<b>Terms of Payment</b> <b>GCC 16.1</b>	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice.
<b>Terms of Payment</b> <b>GCC 16.3</b>	Payments shall be made not later than thirty (30) days after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment</b> <b>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</b> <b>GCC 18</b>	(i) No performance security is required
<b>Packing</b> <b>GCC 23.2</b>	The packing, marking and documentation within and outside the packages shall be: product name, quantities
<b>Insurance</b> <b>GCC 24</b>	The bidder bears the cost of insurance
<b>Transportation</b> <b>GCC 25</b>	The Goods shall be delivered: Delivery Duty Paid
<b>Inspection and Tests</b> <b>GCC 26.</b>	Testing and commissioning of goods shall be at the supplier's expense
<b>Liquidated Damages</b> <b>GCC 27</b>	Liquidated damages for the whole contract are 1% per week. The maximum amount of liquidated damages for the whole contract is 5% of the final contract price.
<b>Warranty</b> <b>GCC 28.3</b>	For item 1, the minimum period of warranty/shelf life shall be ____ For item 2, the minimum period of warranty/shelf life shall be ____ For item 3, the minimum period of warranty/shelf life shall be ____

Initial: \_\_\_\_\_

**SCHEDULE 3: QUOTATION CHECKLIST SCHEDULE**

Supplier Name: \_\_\_\_\_

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Evidences for conformity of Goods		
Mandatory Documentations		

**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.

Initial: \_\_\_\_\_