



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

Reference: 4/5/4

## Request for Sealed Quotations

**SITE PREPAREDNESS OF THE DONATION OF ICU FIELD  
HOSPITAL AT OTJIWARONGO DISTRICT HOSPITAL IN  
OTJOZONDJUPA REGION**

**Name of Bidder:**

\_\_\_\_\_

**Bidder Location:**

\_\_\_\_\_

**Total Bid Price**

\_\_\_\_\_

All official correspondence must be addressed to the Executive Director.





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 site preparedness of the donation of ICU Field Hospital at Otjiwarongo District Hospital in Otjozondjupa Region**

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- 2032744
2. Administrative enquiries: **Ms. M.P. Epafra**- Tel: 061- 2032255

Please prepare and submit your quotation (by 11h00, 20 December 2022, **Tuesday**), in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

  
MR EVARISTUS IITA  
SECRETARY: PROCUREMENT COMMITTEE

## SECTION I: INSTRUCTIONS TO BIDDERS

All official correspondence must be addressed to the Executive Director.



### 1. Rights of Public Entity

The Ministry reserves the right:

- (a) to award the contract to a lowest bidder quoted for all items, 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 initialed and use of correction fluid is strictly prohibited.**

### 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 please tick below, to indicate whether each of the following documents are attached:

No	Document name / title	Please tick
1.	<b>Certified Copy of a 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 a <b>Letter from the Employment Equity Commission</b> (letter should be on letterhead, stamped and signed by the EEC).	

3.	<b>Certified Copy of a 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 Industrialization, 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, initialed and submitted.</b>	
9.	<b>Letter/s of reference of similar work done or Reference letter of similar work done, and equivalent projects or more project value executed or Copy of Purchase Order submitted together with delivery note signed by the purchaser</b>	
10.	<b>Bidder's financial capabilities in the form of: Letter of intent from a Financial Institution or proof of commitment by Supplier of a bidder to finance or supply the bidder on credit</b>	
11.	<b>Company's fitness certificate from a local authority.</b>	

## 5. Delivery

Delivery shall be **four (4) week/s** 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 **Tuesday, 20 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 and 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.

### TECHNICAL EVALUATION CRITERIA

**TECHNICAL STAFF (attach qualifications NB. CVs without certified copies of qualifications will not score points)**

1	Key Personnel	Qualifications	Experience	Points Max 15		
	(Name)	Degree = 5 Diploma =3 Certificate =1	0-4 years = 2 ≥5 years = 5	1 No=2	≥2 No=5	
	Project Manager					
	Site Supervisor					
	Engineer etc					
2	Artisans/Technicians	Qualification	Experience	Points Max 20		
	(Name)	Diploma = 5 Certificate= 2	0-4 years = 2 ≥5 years = 5	(1-2) No=2	(3-5) No= 5	≥6 No=10
	Brick layers					
	Electricians					
	Plumbing					
	Tilers etc					
3	Support Staff			Points Max 5		
	(Name)	Qualification/Profession	Position/job category	(1-2) No=2	(3-5) No= 3	≥6 No= 5
	Driver					
	Cleaner					
	<b>Total Points on Staff</b>					

### PLANT AND EQUIPMENTS Maximum 15 points

	Relevant Equipment	Points	
1	Transport (Truck)	5	
2	Concrete Mixer	2	
3	Compactor	2	
4	Scaffolding	2	
5	Generator	2	
6	Jack Hammer	2	
	<b>Total Points on Plant &amp; Equipment</b>		

**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 in Millions Max 20 points			
		Minimum 1 project Within 5 years			
		(>0-200 000) =5	(200 001-300 000) =10	(300 001-400 000)=15	>401 000=20
Total points					

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

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

**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**

<p><b>Relevant experience of the contractor related to the assignment</b></p> <p>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:</p>
<p><b>Relevant experience of the contractor related to the assignment</b></p> <p><b>Key personnel</b></p> <p>(CV to be provided with maximum of 3 pages). At least 5 years' experience in construction stipulated in CV. Qualifications in the relevant technical field should be attached</p> <p><b>Site Supervisor</b> At least 5 years' experience in construction site supervision stipulated in CV.</p>
<p><b>Listed Tools and Equipment</b></p> <p>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).</p>

### **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.

### **12. 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.

### **13. 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 authorization on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. If your quotation is not authorized, it will be rejected.]

Quotation addressed to:	
Subject matter of Procurement:	<b>Site preparedness of the donation of ICU Field Hospital at Otjiwarongo District Hospital in Otjozondjupa Region</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.

The validity period of the Quotation is **90 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 Authorizing the Quotation:		Position:	Signature:
Date		Phone No./Fax	

**BID SECURING DECLARATION**

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

Date: .....

To: Ministry of Health and Social Services

**I/We\* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.**

I/We\* accept that under section 45 of the Act, I/we\* may be suspended or disqualified in the event of

- (a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;
- (b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;
- (c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We\* be successful bidder; or
- (d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.

I/We\* understand this bid securing declaration ceases to be valid if I am/We are\* not the successful Bidder

Signed:

.....  
[insert signature of person whose name and capacity are shown]

Capacity of: .....

[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:

.....  
[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
[insert date of signing]

Corporate Seal (where appropriate)

[Note\*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

**\*delete if not applicable / appropriate**



## Republic Of Namibia

### Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

#### 1. EMPLOYERS DETAILS

Company Trade Name :.....

Registration Number  
:.....

Vat Number:  
:.....

Industry/Sector:  
:.....

Place of Business  
:.....

Physical Address  
:.....

Tell No  
:.....

Fax No  
:.....

Email Address  
:.....

Postal Address  
:.....

Full name of Owner/Accounting Officer

.....

.....

..

Email Address

.....

## 2. PROCUREMENT DETAILS

Procurement Reference N

.....

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.*

### SECTION III: LIST OF GOODS AND PRICE SCHEDULE

Specification for site preparedness of the donation of ICU Field Hospital  
at Otjiwarongo District Hospital in Otjozondjupa Region

#### LIST OF SPECIFICATION

- For site the concrete should be 30by 30 meters
- Your site should have approximately 60 by 60 meters of space for installation
- It must have at least 20cm above ground level with a slope of 5cm to one side.
- To have rain water flow away from tent
- Also allow for 5 meters buffer all the ground, the perimeter of the foundation to allow for the ropes to extend out with tent stakes.

INSTRUCTIONS TO THE PUBLIC BODY						INSTRUCTIONS TO BIDDERS	
						Bidders shall fill-in columns E to F • Bidders shall fill in and sign the bottom section of this page	
A	B	C	D	E		F	
Item code	Description	Qty	UOM	Unit Price (Excl. VAT) N\$	Total price (Excl. VAT) N\$	Delivery Period	
	Concrete slab						
	Site clearance	3600m <sup>3</sup>	each				
	Excavation	58.8m <sup>3</sup>	each				
	Foundation concrete	23.4m <sup>3</sup>	each				
	Compaction	900m <sup>2</sup>	each				
	Brickwork in foundation	72m <sup>2</sup>	each				
	Concrete slab	180m <sup>3</sup>	each				
	<b>Sub Total (a)</b>						
	<b>VAT 15%</b>						
	<b>Grand Total</b>						
NAME OF BIDDER:						ADDRESS:	

The price shall be treated as firm in Namibian Dollars for all intent and purpose.  
Key notes: NA=NOT APPLICABLE, NQ=NO QUOTE

## SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Item No	Technical Specification Required	Compliance of Specification Offered Indicate comply/not comply	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
	Specification for site preparedness of the donation of ICU Field Hospital at Otjiwarongo District Hospital in Otjozondjupa Region		
	Site clearance		
	Excavation		
	Foundation concrete		
	Compaction		
	Brickwork in foundation		
	Concrete slab		

### 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. Authorize the specification offered in the signature block below.



**Specifications and Compliance Sheet Authorised by:**

Name:		Signature:	
Position:		Date:	
Authorized 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: (Walvis Bay District Hospital )

Subject and GCC clause reference	Special Conditions
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	<p>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:</p> <p>_____</p> <p>_____</p>
Delivery and Documents GCC 13.1	<p>The Goods are to be delivered within 4 week/s from the date of the Purchase Order. The bidder to ensure that goods are received undamaged.</p> <p>The documents to be furnished by the Supplier are:            (a) signed delivery note; and first Invoice for payment.</p>
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice.
Terms of Payment GCC 16.3	Payments shall be made not later than <b>(90) days</b> after submission of an invoice 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	(i) No performance security is required
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: product name, quantities
Insurance GCC 24	The bidder bears the cost of insurance
Transportation GCC 25	The Goods shall be delivered: Delivery Duty Paid
Inspection and Tests GCC 26.	Testing and commissioning of goods shall be at the supplier's expense
Liquidated Damages GCC 27	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.
Warranty GCC 28.3	<p>For item 1, the minimum period of warranty/shelf life shall be ____</p> <p>For item 2, the minimum period of warranty/shelf life shall be ____</p> <p>For item 3, the minimum period of warranty/shelf life shall be ____</p>

## SCHEDULE 2: COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	N\$	N\$
<b>Raw Materials, Accessories &amp; Components</b>		
• Imported (CIF)	.....	
• Local (VAT & Excise Duty Fee)	.....	.....
<b>Labour Cost</b>		
• Direct Labour	.....	.
• Clerical Wages	.....	.
• Salaries to Management	.....	.....
<b>Utilities</b>		
• Electricity	.....	
• Water	.....	
• Telephone	.....	.....
<b>Depreciation</b>	.....	
<b>Interest on Loans</b>	.....	
<b>Rent</b>	.....	.....
<b>Other (please specify)</b>		
• .....	.....	
• .....	.....	
• .....	.....	.....
<b>TOTAL COST</b>		

Local Value Added =  $\frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$

Total Cost

**NB! The cost structure should be certified by a Certified Accountant**

**SCHEDULE 3: QUOTATION CHECKLIST SCHEDULE**

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

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Evidences for conformity of Goods		
Expression of Interest Document		
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.