



PROCUREMENT MANAGEMENT UNIT
For the
Oranjemund Town Council

✉ P.O Box 178 – Corner of 8th Avenue & 12th Street, Oranjemund, NAMIBIA – Tel: (+264) 63 233 500
Fax: (+264) 63 233 501 – E-mail: procurement@ormdtc.com.na – Website: www.ornjemund-tc.com

B I D D I N G D O C U M E N T S

Issued on: **16/04/2024**

REQUEST FOR SEALED QUOTATION

PROVISION OF ANIMAL CONTROL & MANAGEMENT SERVICES

FREE

Procurement Reference No: **NCS/RFQ/ORTC-07/2023/24**

Closing date & Time: **Monday, 6 May 2024 at 15h00**

PARTICULARS OF BIDDER

Business Name:

Postal Address:

Telephone No:

Cell No.:

Fax No.:

Contact Person:

E-Mail Address:

Bid Price:

INFORMATION TO THE BIDDERS:

Bidders shall enclose **One (1) Bidding document** with all necessary supporting documents in a single sealed envelope with the Procurement Reference Number “**NCS/RFQ/ORTC-07/2023/24**” The inner and outer of the envelope shall bear the Bidder’s name and address, to be deposited in the Bid Box at the Oranjemund Town Council, corner of 8th Avenue and 12th Street, on or before, **Monday, 06 May 2023 at 15h00**

Evi Maria Nakanyala
PROCUREMENT MANAGEMENT UNIT



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Letter of Invitation

To: (Name of bidder)

.....
.....
.....
.....

Tuesday 16 April 2024

Dear Sir/Madam,

NCS/RFQ/ORTC-07/2023/24: - PROVISION OF ANIMAL CONTROL & MANAGEMENT SERVICES

Oranjemund Town Council invites you to submit your quotation for the items described in detail hereunder.

Note that any resulting contract shall be subject to the terms and conditions referred to in the document. Queries, if any, should be addressed to *Mrs. Evi Maria Nakanyala, Head of Procurement or for head.pmu@ormdtc.com.na P.O Box 178, Oranjemund, Tel +264 63 233 500.* Document to be submitted in sealed envelope marked Quotation Reference No **NCS/RFQ/ORTC- 07/2023/24.**

Your quotation should reach the Oranjemund Town Council on or before the 6 May 2024, by 15h00 at latest.

Yours faithfully,

Evi Maria Nakanyala
PROCUREMENT MANAGEMENT UNIT

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Oranjemund Town Council reserves the right:

- (a) to split the contract as per the lowest evaluated cost per site, or
- (b) to accept or reject any quotation or to cancel the quotation process; and
- (c) reject all quotations at any time prior to contract award.

2. Preparation of Quotations

You are requested to quote for the services mentioned in Section III, by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Performance Standards in Section V; and
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Quotations document, including the Contract Data Sheet 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 for **Ninety (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 of the Close Corporation Certificate (issued in terms of Act 26 of 1988) or Founding Statement or any other relevant Company Registration Certificate. These Certificates should clearly indicate the goods/services that the Supplier/Bidder is registered to render;**
- (b) **Have an original or originally certified copy of a good Standing Tax Certificate from NAMRA;**
- (c) **Have an original or originally certified copy of Good Standing Certificate from the Social Security Commission;**
- (d) **Have a valid originally certified copy 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;**

- (e) **Have a written undertaking as contemplated in section 138(2) of the Labour Act, 2007**
- (f) **Submit signed Bid-securing Declaration.**
- (g) **Have valid reference letters of the previous work done by the company**
- (h) **Have valid registration/fitness certificate from any local authority**

5. Bid Security/Bid Securing Declaration

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

6. Contract Period for Services

The completion period for services shall be within **One (1) months** after acceptance/issue of Purchase Order. Deviation in service period shall be considered if such deviation is reasonable (*Programme of works*).

7. Documents to be submitted

Bidders shall submit along with their quotation documents giving company's profile, past experience and evidence of similar services provided together with customers' reference details.

8. Sealing and Marking of Bids

Bids should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Oranjemund Town Council with the Bidder's name at the back of the envelope.

9. Submission of Bids

Bids should be deposited in the Bid Box located at Oranjemund Town Council head office, finance building, not later than 06th May 2024, by 15h00 at latest. Bids by post or hand delivered should reach by the same date and time. Late bids will be rejected. Bids received by e-mail will not be considered.

Place of closing is:

Oranjemund Town Council
Corner of 8th Avenue & 12th Street,
Oranjemund,

10. Opening of Bids

Bids will be opened internally by the Oranjemund Town Council immediately after the closing time referred to in section 9 above. A record of the Bid Opening stating the name of the Bidders and the amount, the presence or absence of a Bid Security/Bid-Securing Declaration will be put on the website of the Oranjemund Town Council and available to any bidder on request within three working days of the Opening.

11. Evaluation of Bids

The Oranjemund Town Council shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation.

12. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Oranjemund Town Council. Evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

13. Prices and Currency of Payment

Prices for the execution of services shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

14. Margin of Preference

Not applicable

15. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the works 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.

16. Performance Security

Not applicable

17. Notification of Award and Debriefing

The Oranjemund Town Council shall after award 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 of ward on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven days (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 Priced Activity Schedule 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 may be rejected.**]*

Quotation Addressed to:	Oranjemund Town Council
Procurement Reference Number:	NCS/RFQ/ORTC-07/2023/24
Subject matter of Procurement:	PROVISION OF ANIMAL CONTROL & MANAGEMENT SERVICES

We offer to provide the services detailed in the Scope of Services, 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 Security/Bid Securing Declaration (BSD)** attached hereto and subscribe fully to the terms and conditions contained therein.

The validity period of our quotation is **Ninety (90) days** from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity 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 bid validity.

The service will commence within _____ *[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within _____ *[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.

Quotation 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**

[This form is to be deleted if Bid Security is not applicable.]



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 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.*

SECTION III: SCOPE OF SERVICES

A. SCOOF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

SCHEDULE OF QUANTITIES			
ITEM	DESCRIPTION	Requirement	QTY
1	PRELIMINARY & GENERALS		
	Fixed Charged Items:		
	Workshop/ office & Transport		
	Accommodation		
	Tools and Equipment		
	Water supplies, Electrical supplies, Communication and Access		
	Certificates and Personnel remunerations	Monthly	
	Preparation of monthly reports	Monthly	
2	MANAGEMENT OF DOG KENNELS		
	Watering and cutting of the grass	Once weekly	
	Cleaning of kennels	daily	
	Feeding the impounded animals	daily	
	Provision of adequate space to impound unwanted animals	daily	
	Monitor impounded animals	daily	
	Deal with impounded animals as per the Town Councils regulations	daily	
3	MONITORING OF ANIMALS IN TOWN		
	Removal of dogs out of street	daily	
	Removed of cats out of the street	Ad-hoc	
	Attend to animals' complaints (cats, birds, dogs and poultry)	Ad-hoc	
	Conduct domestic animals survey and keep records	quarterly	
	Conduct wild animals survey and keep records	quarterly	
	Conduct public monitoring and enforcement	daily	
	Conduct house inspection on domestic animals (compliance to requirement)	on going	
	Disposal of dead animals	ad-hoc	
	Facilitate public notices & provide education to public	ad-hoc	
	facilitate dog & cat, identification system such as installation of chippings	ad-hoc	
4	SERVICE PROVIDER'S TEAM		
	Salaries	Monthly	
	Identification cards	to be worn daily	
	other safety precaution	when applicable	
	Uniform	daily	
	Provide necessary safety & care (PPE, vaccination etc.)		
Accommodation	if applicable		
5	ANIMALS CARE & BEE'S CONTROL		
	Monitor & facilitate deworming	monthly	
	Conduct dipping	monthly	
	Monitor & facilitate vaccination	quarterly	
	Monitor & facilitate chipping (identification)	daily	
	Keep record		
Bees, control	Rate only		

Section V. Scope of Service and Performance Specifications

1. SCOPE DESCRIPTION

Provision of animal control and management services:

The contractor shall implement and ensure enforcement of the Regulations relating to keeping of dogs as per Government Gazette Notice No 388 of 2013 which will include but not limited to the following:

Provision of dogs control and management services:

- To enforce the Town Council regulations relating to dogs;
- Control and remove stray dogs (roaming freely) out of public space;
- Liaising with the dog owners
- To ensure that all dogs in Oranjemund are registered and have license issued by Oranjemund Town Council;
- Ensure that all dogs owner have warning signs at their house gate;
- Co-ordinate vaccination campaigns with state veterinary to ensure a health dogs & cats population;
- Implement a dog population Control program which shall include, keeping an updated record of dogs & cats in Oranjemund and implementing an effective dog population control mechanism;
- Arrange and ensure that state veterinary or private veterinary visit Oranjemund and veterinary services such as vaccination of local animals are updated;
- Ensure that all dogs in Oranjemund are vaccinated, dewormed and neutered;
- Impound all dogs found in the street unattended or attended but not without a leash;
- Keep proper register of all impounded dogs and cats as required by Regulation 7 (6) and provide Town Council with a monthly report;
- Feed and take care of impounded dogs & cats and recover the cost of such care from the person who claims their dogs & cats;
- Provide care for owned dogs at the request and special arrangement of the owner that leaves for holiday; and
- Generally, to conduct dog & cats survey in Oranjemund Town and keep records;
- Facilitate dog & cat identification system such as installation of dog chippings
- Control cruelty to pets in Oranjemund

Provision of services relating to cats, birds, poultry and wild animals

- Conduct animals survey and inspection as it may be required on the schedule of activities, daily/weekly or per month;
- Ensure all pets registration and owners have licences through regular inspection & survey;
- Solve all complaints relating to cats, birds, poultry and wild animals;

- Remove carcasses of dead animals and dispose it off at a designated dumpsite;
- Ensure all Health or Environmental Nuisances arising from pets or wild animals are migrated timely;

General Animal Control Services

- Carry out animal control duties as issued by the Town Council Supervisor.
- Execute any other task which may be assigned to the Service Provider which is within the scope of services provided by Oranjemund Town Council in relation to the Regulations.
- Make provision of reasonable Workshop/ office & Transport to provide effective professional services where necessary to ensure proper living Accommodation
- All reasonable tools and equipment are adequate to complete the daily tasks. Use of water and Electrical supplies should be put into consideration at work office and dogs kennels, Communication and Access. Certificates and Personnel Payment.

Management of dog Kennels

- Kennels should be maintained clean at all time, which includes cutting and watering of lawn and removing unwanted odour;
- All impounded animals kept at the kennels are fed accordingly;
- There is provision of adequate space to impound unwanted animal. It is the obligation of the service provider to deal with or get rid of the impounded animals as per the above-mentioned regulations;
- Find best alternative to do away with unwanted animals and facilitate to have adequate space at the kennels at all times;

Monitoring of Animals in Town

- To ensure that there are no pets, poultry, chicken, dogs, and cats roaming freely in the public. Except the wild animals (Oryx, Jackals etc). Service Provider to ensure all owners of pets/domestic animals found roaming in the streets are identified, animals impounded and fines paid by the owners as per the regulations;
- To remove all pets out of street/public open space.
- Conduct wild and domestic animals survey when requested by the Town Council designated official(s);
- Conduct house inspection on domestic animals and to ensure that there is compliance as required;
- To undertake disposal of dead animals around the town;
- Facilitate public notices & provide education to public on good care practises of domestic animals etc;

Service Provider's team

- Indicate number of employees and remunerate them in accordance with Labour Act of Namibia;
- Service Provider's team to have identification cards for field work, uniform and to adhere to safety precaution when handling all animals in town.
- Council has no obligation to find accommodation for the contractor employees and contractor should ensure reasonable means of the wellness of its employees.

Animals Care Services

- Service Provider to make necessary arrangements to ensure that domestic animals are dipped against parasitic infections.
- To make necessary arrangements to facilitate deworming programs.
- To monitor & facilitate vaccination of all pets
- To deal with animal's identification or chipping thereof, create data base for ease reference and monitoring. Service provider required to facilitate **cross border permits** for animals
- To keep proper records for the Town Council for planning purposes.

Bees control

- Support the control of bees and relocation

2. DURATION OF CONTRACT IS ONE (1) YEAR

3. NOTES ON DRAWINGS

Contractor to provide the services within the Town of Oranjemund,

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/ORTC-01/2023/24

[Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be redesigned and customized as per the type of services required].

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	PRELIMINARY & GENERALS	Continuous	Monthly		
2	MANAGEMENT OF DOGS KENNELS	Continuous	Monthly		
3	MONITORING OF ANIMALS IN TOWN & SURVEY	Continuous	Monthly		
4	PERSONNEL (TEAM)	3	Monthly		
5	ANIMALS CARE	Continuous	Monthly		
7	BEEES, CONTROL	Rate per activities	Rate only		
6	OTHER:				
Other additional costs					
Subtotal					
VAT @ %					
Total/Monthly					

Enter 0% VAT rate if VAT exempt.

Priced Activity Schedule Authorised By:

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

SECTION V: Bidding Data Sheet

[This section should be filled in by the Employer before issuance of the bidding documents. The insertions should correspond to the information provided in the Invitation for Bids]

A. General	
ITB 1.1	<p>The Employer is Oranjemund Town Council, Fax 063 233 501 Tel 063 233 500. P.O Box 178, Oranjemund;</p> <p>The name and reference number of the Procurement is Provision of Animal Control and Management Services in Oranjemund: NCS/RFQ/ORTC-07/23/2024</p> <p>Oranjemund Town Council Corner of 12th Street & 8th Avenue Tel: +264 63 233 500, Fax: +263-233501 Website: www.oranjemund-tc.com Email: head.pmu@ormdtc.com.na, Date: 16th April 2024</p>
ITB 2.2	The Funding Agency is: Oranjemund Town Council
ITB 5.2	Pre-qualifications “have not” been carried out.
ITB 5.3	<p>The Qualification Information and Bidding forms to be submitted are as follows:</p> <ul style="list-style-type: none"> - Proof of ownership of vehicle or hire - Company profile with record of one (1) year in animals’ control (<i>See Section VI: Scope of service and Performance Specification</i>). - Qualification of supervisor - with animal handling recognition certifications, Safety & security related recognition. - Reference letter of previous work done
ITB 5.3(b)	<p>(a)No written evidence is required.</p> <p>(c)In the case of Bids submitted by an existing or intended JV an undertaking signed by all parties (i) stating that all parties shall be jointly and severally liable, if so required in accordance with ITB 5.4, and (ii) nominating a Representative who shall have the authority to conduct all business for and on behalf of any and all the parties of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution.”]</p> <p><i>Note: The power of Attorney or other written authorization to sign may be for a determined period or limited to a specific purpose.</i></p>
ITB 5.5(a)	The minimum required annual volume of Services for the successful Bidder in any of the last 3 years shall be [1 time] the annual contract amount payable to the selected bidder for the contract or part therefore, as applicable.
ITB 5.5(b)	The experience required to be demonstrated by the Bidder should include as a minimum that he has executed during the last 5 years the following: as listed of activities required to show the compliance with 5.5(a)
ITB 5.5(c)	<p>The essential equipment to be made available for the Contract by the successful Bidder shall be listed.</p> <p>Bidder to list the equipment in his/her profile.</p>
ITB 5.5(e)	The minimum amount of liquid assets and/or credit facilities net of other contractual commitments of the successful: Not applicable

ITB 5.5 (f)	The qualification criteria in Sub-Clause 5.5 are modified as follows: “none”.
ITB 5.6	Subcontractors’ experience “ will ” be taken into account.
ITB 8.1	A pre-bid meeting shall be: Not applicable

SECTION VI: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/ORTC-07/2023/24

[Bidders should complete columns C and D with the specifications and Performance standards of the services 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	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	KINDLY SEE ATTACHED SPECIFICATIONS		

* Columns A and B to be completed by Public Entity.

Specifications and Performance Standard Compliance Sheet Authorised By:

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

SECTION VII: 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) Ref: NCS-LS/RFQ-GCC for procurement of services (lump-sum) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: _____

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC [*This section is to be customised by the Public Entity to suit the requirements of the specific procurement*].

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(a)	Adjudicator is Not Applicable for this contract
Definitions GCC 1.1(l)	The Member is: [<i>to be inserted at contract signing</i>] _____
Definitions GCC 1.1(o)	The Service Provider is: [<i>to be inserted at contract signing</i>] _____
Notices GCC 1.4	Any notice shall be sent to the following addresses: For the Oranjemund Town Council, the address and the contact name shall be: Procurement Management Unit, Oranjemund Town Council, P.O Box 178, Oranjemund Mrs. Evi Maria Nakanyala For the [Service Provider], the address and contact name shall be: _____ _____
Authorised Representatives GCC 1.6	The Authorised Representatives are: For the Public Entity: _____ For the Service Provider [<i>to be inserted at contract signing</i>]: _____
Effectiveness of Contract GCC 2.1	The date on which this Contract shall come into effect is _____

Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is _____.
Intended Completion Date GCC 2.3	The intended completion date is _____.
Prohibition GCC 3.2.3(c)	List of Activities: Any possible violations shall immediately be brought to the attention of the Authorized representatives for instructions to be issued
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	The other actions are. N/A
Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9	Restrictions on the use of documents prepared by the Service Provider are: Not applicable
Payments of Liquidated Damages GCC 3.10.1	Liquidated damages for the whole contract are 1% of the final contract price] per week. The maximum amount of liquidated damages for the whole contract is 10% of the final contract price.
Lack of Performance Penalty GCC 3.10.3	The percentage to be used for the calculation of lack of Performance Penalty (ies) is 10%. (Where applicable)
Performance Security GCC 3.11	A Performance Security in the form of a Bank Guarantee representing [10%] of the final contract price shall be required

Assistance and Exemptions GCC 5.1	The assistance and exemptions provided to the Service Provider are: Not applicable
Contract Price GCC 6.2(a)	The amount in local currency is Namibian Dollar(N\$)
Terms and Condition of Payment GCC 6.4	Insert the payment terms in line with the GCC. Within 30 days
Interest on Delayed Payments GCC 6.5	Payment shall be made within 30 days of receipt of the invoice and the relevant documents.
Price Adjustment GCC 6.6.1	Price adjustment <i>is not</i> applicable.
Identifying Defects GCC 7.1	The following inspections shall be carried out: _ <ul style="list-style-type: none"> • Quality of work and service provided The defect liability period is: 12 months
Dispute Settlement GCC 8.2	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute may be referred to court by either party.
Dispute Settlement GCC 8.2.3	Not Applicable
Dispute Settlement GCC 8.2.4	The arbitration procedures of <i>relevant law of Namibia</i> will be used.
Dispute Settlement GCC 8.2.5	Not Applicable

SCHEDULE 3

(a) COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

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

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

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

SCHEDULE 4**QUOTATION CHECKLIST SCHEDULE**

PROCUREMENT REFERENCE NO.: NCS/RFQ/ORTC-07/2023/24

Description	Attached (please tick if submitted and cross if not)
Bid Security/Bid securing declaration	
Company profile, past experience and references were similar services have been provided	
Originally certified copy of a valid company Registration Certificate	
originally certified copy of valid good Standing Tax Certificate;	
have an originally certified copy of a valid good Standing Social Security Certificate;	
have originally certified copy of a valid Affirmative Action Compliance certificate.	
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;	
Reference letters of the previous work done by the company	

Quotation Letter submitted, clearly indicating the bid validity period	
Completed and signed “Section IV: Price activity Schedule”	
Completed and signed Section V: specifications and performance standard compliance sheet”	

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.*