



PROCUREMENT MANAGEMENT UNIT

REQUEST FOR SEALED QUOTATIONS FOR WORKS

PROCUREMENT FOR THE REMOVAL OF REEDS FROM OSHAKATI WEST OXIDATION PONDS – OSHAKATI TOWN COUNCIL. PROCUREMENT REFERENCE NO: **W/RFQ/OSHTC-08/2024/2025**

BID SUBMISSION:

- This is a hard copy request, and responses must be submitted in the Bid Box located at Oshakati Town Council Civic Centre, 906 Sam Nujoma Road, Oshakati.
- **Compulsory Site meeting: 03 March 2025 at 09H00, Technical Department**
- Deadline for request for clarifications from Bidders **Tuesday, 14 March 2025**
- Quotation Submission must be submitted before the closing date and time:
- Closing Date and Time of Bids: **Thursday, 20 March 2025 @ 10h00**
- Bidders must register their bids in the bid submission register at PMU Office before submitting their bids in the bid box.

Procurement Management Unit

Oshakati Town Council

906 Sam Nujoma Road

Private Bag 5530

OSHAKATI

Namibia

Name of Bidder: _____

Email address: _____

Contact Number: _____

Bid Amount Excl. Vat	
VAT	
Total inclusive	

Oshakati Town Council Gives Notice of the Following Request for Sealed Quotations – Works:

Procurement Ref No	W/RFQ/OSHTC-08/2024/2025
Description of Services	PROCUREMENT FOR THE REMOVAL OF REEDS FROM OSHAKATI WEST OXIDATION PONDS – OSHAKATI TOWN COUNCIL. PROCUREMENT REFERENCE NO: W/RFQ/OSHTC-13/2024/2025
Closing Date & Time	Thursday, 20 March 2025 @ 10H00
Quotation Submission Address	By Hand at: 906 Sam Nujoma Road Oshakati Town Council Civic Centre OSHAKATI
Validity Period of Quote	90 days (from closing date)
Construction period	Eight (8) Weeks

- a) This request and responses must be submitted by hand on the address stated in the Quotation Submission Address before the closing date and time.
- b) Under no circumstance should the response be submitted, copied, or forwarded to any email address of any Oshakati Town Council employee prior to the deadline
- e) If any clarification is required, kindly contact the Procurement officers below in writing.
- f) The Company reserves the right to amend the Bid amount at any time prior to the deadline for submission.
- g) Please note that this is a Request for Quotation/Proposal only. All responses to this document will be treated as strictly confidential and will be used for the evaluation of this RFQ only.
- h) Oshakati Town Council may at its sole discretion, accept or reject any quotation. Therefore, there is no obligation on Oshakati Town Council to accept the lowest or any bid. Oshakati Town Council may accept or reject any part of a quotation without being obliged to accept such quotation in its entirety.

Contact Person for Enquiries and Clarifications:

Name	Anna-Liisa Korea	Hilja MT. Munenguni
Designation	Head of Procurement	Buyer
Telephone	+264 65 229500/535/536	+264 65 229604/600
Email	akorea@oshtc.na / procurementunit@oshtc.na	hilyak@oshtc.na

25 February 2025

Letter of Invitation

Company Name: _____

Postal Address: _____

Dear Sirs/Madam

RE: PROCUREMENT FOR THE REMOVAL OF REEDS FROM OSHAKATI WEST OXIDATION PONDS – OSHAKATI TOWN COUNCIL

1. Oshakati Town Council invites you to submit your best quote for the items described in detail hereunder **Procurement for the removal of reeds from Oshakati West oxidation ponds – Oshakati Town Council**. This RFQ constitutes a solicitation and contract agreement.
2. Any resulting contract shall be subject to the terms and conditions referred to in the document.
3. Queries, if any, should be addressed to the Procurement Officials on the front page.
4. Please prepare and submit your quotation in accordance with the instructions given.

Yours faithfully,

Lovisa Samuel

Deputy Secretary of Procurement Committee

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Oshakati Town Council reserves the right:

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

2. Form of bid

This is a hard copy bid submission, and responses must be submitted to the delivery address stated on the cover page. Bidders are required to complete the envelop cover page and paste it on top of their bid envelop.

3. Preparation of Quotations

You are requested to quote for the works 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 Compliance Sheet 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 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.

4. Validity of Quotations

The quotation validity period shall be **90** days from the date of bid submission deadline.

5. Eligibility Criteria (Mandatory Legal Document)

To be eligible to participate in this Quotation exercise, the bidder shall submit with this bid document:

- (a) A certified copy of a valid company Registration Certificate.
- (b) An original or certified copy of a valid good Standing Tax Certificate; **(Valid at the deadline of submission of bid)**
- (c) An original or certified copy of a valid good Standing Social Security Certificate; **(Valid at the deadline of submission of bid)**

- (d) A certified copy of a valid 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; **(Valid at the deadline of submission of bid).**
- (e) A certified copy of a valid "Fitness Certificate" from a Local Authority Health Department or Ministry of Health & Social Services. **(Valid at the deadline of submission of bid).**
- (f) Bidder submitted a written Special Power of Attorney (declaration) from the company that the undersigned person is herewith granted a special power of attorney to initial and sign the standard bidding document for the purposes of procurement process. **NB: (Not applicable to sole owners of entities (companies) who are signing their own bids, however required if a sole owner is using someone else to sign on their behalf.**
- (g) Requested certified copies of documents shall only be considered if **(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)**
- (h) All bids that do not comply with the eligibility criteria or any other requirement in this document will be disqualified.

6. Mandatory Administrative Documents

- (a) Bid Securing Declaration
- (b) Bid Submission Form
- (c) A written 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 as contemplated in section 138(2) of the Labour Act, 2007
- (d) Submit a methodology of how t

7. Capability of Bidders

The Bidder warrants that it has/will have the capacity to perform as required.

The Bidder shall furnish, as part of the response, documents establishing the bidder's eligibility to propose and to deliver the goods as required. The documentary evidence shall establish to Oshakati Town Council's satisfaction that:

- a) The bidder has the financial, technical, and capacity necessary to fulfil its obligations under the eventual Contract or Purchase Order.
- b) The bidder has established the necessary infrastructure and has adequate equipment, resources, and such other facilities as required to fulfil its obligations under the eventual Contract or Purchase Order.
- c) Bidders must, upon request, furnish such additional information that Oshakati Town Council may reasonably **require as to their ability to provide the works.**

8. Enquiries

- a) All enquiries in connection with this bid document shall be directed in writing (e-mail is acceptable) to the person(s) as listed in the invitation Letter with a cut-off date of three calendars before the bid submission deadline.
- b) Replies to enquiries will be issued to all bidders and potential bidders in the form of addenda to be initialled and submitted by bidders as part of the bid document.
- c) Any verbal information given or perceived to have been given shall not be binding to the Oshakati Town Council.

9. Site Visits

Friday, 03 March 2025 @ 09H00

10. Extensions of Time

Oshakati Town Council may in its absolute discretion by written notice to all Bidders extend the submission closing time. If any bidder applies for and is granted an extension of time to lodge its submission, the extension so granted shall apply to all bidders who will be advised of the extended closing date for receipt of quotations whether their submissions have or have not been lodged. If a bidder has already lodged a submission, it may revise that submission and resubmit it no later than the extended submission closing time.

11. Addenda

Oshakati Town Council may, from time to time, clarify any aspects of the RFQ documentation, which require clarification and will issue addenda to all bidders detailing such clarifications.

12. Bid Security/Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in this document.

13. Works Completion Period

Completion of works shall be **2 months (60 days)**, after acceptance/issue Purchase Order. Deviation in Completion schedule shall be considered if such deviation is reasonable.

14. Submission of Quotation

Quotations should be submitted to Procurement Management Unit, Oshakati Town Council, Bid Box located at Oshakati Town Council Civic Centre, 906 Sam Nuyoma Road, Oshakati, Namibia. not later than

Closing date: : Friday, 20 March 2025 @ 10h00

- a) Quotations by e-mail would not be considered
- b) Late quotations will be rejected

15. Opening of Quotations

Quotations will be opened internally by the Oshakati Town Council. A record of the Quotation Opening Report stating the name of the bidders and the amount quoted will be available to any bidder on request within three working days of the Opening.

16. Evaluation of Quotations

The Oshakati 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 price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

17. Technical Compliance

The Specifications and Compliance Sheet details the minimum specifications of the works to be carried out. The specifications have to be met, but no credit will be given for exceeding the specifications.

Additional Criteria
<ul style="list-style-type: none"> a) Bidder must include a company profile b) Bidder must include the Program of Works c) Submit one or two pages on the methodology of effectively removing reeds that should consider or address the following: <ul style="list-style-type: none"> - Personal Protective Equipment (PPE) <i>such as Gloves (chemical-resistant and waterproof) to prevent contact with contaminated water, Waterproof boots to avoid direct exposure to sewage, Protective clothing (coveralls) to minimize skin contact, Safety goggles or face shields to protect eyes from splashes, Respirators or masks (if needed) to prevent inhalation of harmful gases (e.g., hydrogen sulfide, methane), Life jackets if working near deep water, Risk Assessment & Planning.</i> - Risk Assessment & Planning <i>such as Conduct a risk assessment before starting work, identify potential hazards such as slippery surfaces, unstable ground, toxic gases, and waterborne diseases, ensure proper signage is in place to warn workers and the public, develop an emergency response plan for incidents such as falls, drowning, or gas exposure</i> - Safe Work Practices <i>such as Use mechanical equipment (e.g., weed harvesters, long-reach cutters) to minimize direct contact, avoid stirring up sediments, which may release harmful gases, remove reeds in sections to prevent sudden release of large amounts of decomposing organic matter, Maintain a safe distance from deep areas or unstable pond banks, Use proper disposal methods for removed reeds to prevent contamination</i> - Gas Monitoring & Ventilation <i>such as Monitor air quality for toxic gases (hydrogen sulfide, methane, ammonia), Work in well-ventilated areas, if toxic gases are present, stop work immediately and evacuate.</i> - Hygiene & Health Precautions <i>such as Workers must wash hands thoroughly with soap and clean water after work, avoid eating, drinking, or smoking near sewage ponds, Provide clean water and sanitation facilities for workers, Vaccinations (e.g., hepatitis A, tetanus) are recommended for workers in high-risk environments, Workers should report any signs of illness (e.g., skin infections, respiratory issues) immediately</i> - Training & Supervision <i>such as Train workers on hazard recognition, PPE use, and emergency procedures, supervise operations to ensure compliance with safety protocols, Ensure only authorized personnel enter the worksite.</i> <p>Or any safety and health measures that can guide and ensure that the risk of accidents, infections, and environmental contamination are minimized</p> <p>NB: work is offered based on purchase order and no advance payment will be made.</p>

18. Prices and Currency of Payment

Prices for the execution of works 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 works, and shall include all duties.** The whole cost of performing the works shall be included in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted. The bidders must provide a price exclusive of any General Sales Tax or Value Added Tax for each item and all delivery points detailed in the Quotation Response Document.

19. Margin of Preference

Kindly take note that the Margin of Preference is applicable, and the bid is reserved for bidders who qualify for one or more of the categories of the margin of preference.

NB: Margin of Preference is not automatically applied and should be declared by the bidder.

1.1. The applicable margins of preference and their application methodology be applied as per formula below:

$$\frac{A=MP \times BP}{100}$$

- (a) "A" represents the amount to be determined:
- (b) "MP" represents the total percentage of all margins of preferences granted in respect and
- (c) "BP" represents the bid price.

CATEGORIES OF BIDDERS	MARGIN OF PREFERENCE	DOCUMENT EVIDENCE TO BE SUBMITTED	CRITERIA
Manufacturer	2%	-Certificate of registration from a registering authority. -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Valued Added Calculation in Annexure 1, and as certified by an Accountant.	"manufacturer" means a person or a company that is involved in the physical or chemical transformation or materials or components into new products whether. – (a) the transformation is through work. (i) Performed by a power-driven machine or by hand; or (ii) Done in a home or factory; or (iii) The new

			products are sold on a wholesale or retail basis.
Micro, Small and Medium Enterprise	1%	-A valid SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership	a bidder who is a MSME, means an enterprise that has a valid micro, small and medium enterprise certificate issued by the Ministry responsible for trade, whose minimum equity is 51 % owned by Namibians.
Women owned enterprise	1%	-IDs of all shareholders Founding statement/company registration indicating ownership structure/shareholder certificate -declaration indicating the percentage of Namibian female ownership	A bidder who is a woman or whose minimum equity is 51% owned by Namibian women.
Youth Owned enterprise	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -declaration indicating the percentage of Namibian youth ownership.	A bidder who is a youth (from the age of 16 -35 as per the Namibian Act) or whose minimum equity is 51% owned by Namibian youths

Previously Disadvantaged person owned enterprise	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificates -declaration indicting the percentage of Namibian PDPs ownership.	a bidder who is a PDP or whose minimum equity is 51% owned by Namibian PDPs.
Suppliers providing environmental protection	1%	-Declaration and proof that the bidder meets the requirements set out in the bidding document.	A bidder that promotes the protection of the environment, maintain ecosystems and sustainable use of natural resources as specified by the public entity in the bidding document.
Suppliers providing employment to Namibian	1%	-declaration that the bidder employs 50% or more Namibian citizens.	A bidder who employs 50% or more Namibian citizens.
TOTAL	10%		

- Exclusive preference will be allowed for the following categories:

#	Category of Local Supplier	Margin of Preference
1	Micro, Small & Medium Enterprise (SME)	1%
2	Women Owned Enterprise	1%
3	Youth Owned Enterprise	2%
4	Previously Disadvantaged Person Owned Enterprise	2%
5	Suppliers providing employment to Namibian citizens	1%
	Total	7%

- A bidder must include a declaration in its bid, outlining the preferences the bidder qualifies for and the grounds for such qualifications.
- Share Certificates
- Proof of Qualification for categories (i.e ID of youth and woman, SME Certificate, employee list and nationality)

20. Language

Bidder responses shall be submitted in the English language.

21. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation, most economical beneficial to Council 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.

22. Performance Security

The successful bidder shall upon acceptance of its offer submit a Performance Security as per the format contained in the Schedule for an amount of 10% of the contract price.

23. Notification of Award and Debriefing

Oshakati Town Council 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 within **seven (7) days** for all bids after request from the bidder. Furthermore, Oshakati Town Council shall attend to all requests for debriefing made in writing within **seven (7) days** of the unsuccessful bidders being informed of the award.

24. Costs

Any costs incurred by a Bidder, in the preparation and submission of its response must be borne by the Bidder.

25. Final Check

Please check that you have attached all documents, details or additional information that are related or requested in this document before submitting your responses.

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 will be rejected***

Quotation addressed to:	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to execute the Works detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instructions to Bidders

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act 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. We further understand that this subscription could lead disqualification on the grounds mentioned in the BDS

The validity period of our Quotation is **90** days from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity Schedule are not fixed and firm and will be subject to revision or variation if we are awarded the contract **prior to the expiry** date of the quotation validity.

Works will commence within Five (5) days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within 60 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:

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:

Capacity of:.....

Name:

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

Dated on _____ day of _____, _____

Corporate Seal

[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.]



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 of:.....

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: STATEMENT OF REQUIREMENTS

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

The following scope of works defines the tasks and procedures to be involved in the removal of reeds from sewage oxidation ponds but not limited to. It ensures that all activities are performed efficiently, safely, and in compliance with environmental regulations. Below is a detailed scope of works:

1. Preliminary Works

1.1 Site Assessment & Planning

Conduct a site survey to determine the extent of reed infestation.

Identify pond dimensions, water depth, sludge levels, and accessibility.

Assess potential hazards such as toxic gases, unstable ground, and contaminated water.

Develop a risk management and safety plan.

1.2 Mobilization of Equipment & Personnel

Transport machinery, tools, and personal protective equipment (PPE) to the site.

Set up safety barriers, warning signs, and temporary access paths if required.

Deploy skilled labor, machine operators, and environmental specialists.

2. Reed Removal Operations

2.1 Cutting & Harvesting of Reeds

Use manual tools (sickles, machetes, rakes) for small-scale removal.

Deploy mechanical equipment (weed harvesters, aquatic mowers) for large-scale cutting.

Ensure reeds are cut efficiently without disturbing pond liners or excessive sediment.

Use floating barriers or nets to collect cut reeds and prevent clogging of pond outlets.

2.2 Root Removal

Extract reed roots using dredging equipment, long-reach excavators, or manual rakes.

Take precautions to avoid damage to pond structures or excessive disturbance of sludge.

Implement measures to minimize sediment resuspension and water contamination.

3. Disposal & Environmental Management

3.1 Biomass Disposal & Processing

Composting

If feasible, process reeds into organic matter for reuse.
Landfilling, Dispose of reeds in an approved landfill if necessary.

3.2 Environmental Protection Measures

Monitor water quality before, during, and after removal.
Use sediment control measures to prevent pond contamination.

4. Safety & Compliance

4.1 Worker Safety & PPE Requirements

Provide PPE (gloves, boots, coveralls, goggles, masks, life jackets).
Implement hygiene protocols (handwashing, decontamination).
Conduct regular gas monitoring for hydrogen sulfide, methane and ammonia
Ensure emergency response measures are in place (first aid, flotation devices).

5. Post-Removal Activities

5.1 Site Cleanup & Rehabilitation

Remove debris and restore pond structures.
Stabilize any disturbed embankments or affected areas.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	<u>SECTION NO. 1 - Preliminary Works & Site Preparation</u>				
1	<u>BILL NO. 1</u>				
2	<u>Preliminary Works & Site Preparation</u>				
2.1	Site Survey & Assessment, includes mapping the extent of reed growth, water depth analysis, and hazard identification; Risk Assessment & Safety Compliance, which Includes permits, safety training, and protective measures, Mobilization & Demobilization, Transportation of workers, equipment, and materials to and from the site.	Sum	1		
3	<u>Equipment & Machinery Costs</u>				
3.1	Mechanical Harvesters/Aquatic Mowers, used for large-scale reed cutting. Long-reach Excavators/Dredging Equipment If root and rhizome removal is necessary. Boats & Floating Platforms For reed collection in deep ponds. Gas Monitoring Equipment For detecting harmful gases like hydrogen sulfide, Pumps & Water Management Tools, If water levels need to be adjusted.	Sum	1		
4	<u>Reeds Removal & Disposal</u>				
4.1	Manual Cutting & Collection Costs for using sickles, machetes, and rakes, Mechanical Cutting & Harvesting Includes fuel, maintenance, and operator costs, Root & Rhizome Removal If complete eradication is needed.	m2	4,560		
4.2	Transportation & Storage, moving reeds to designated disposal sites	Sum	1		
4.3	Composting as reeds are to be processed into organic material	Sum	1		
5	<u>Safety & Environmental Compliance</u>				
5.1	Personal Protective Equipment (PPE), Gloves, boots, coveralls, goggles, masks, and life jackets.	Sum	1		
5.2	First Aid & Emergency Equipment, First aid kits, flotation devices	Sum	1		
6	<u>Post-Removal Monitoring & Maintenance</u>				
6.1	Site Cleanup & Rehabilitation, Restoring Pond conditions after removal of reeds	Sum	1		
	Subtotal				N\$ -
	<u>VAT@ 15%</u>				N\$ -
	TOTAL				N\$ -

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: _____

[Bidders should complete columns C and D with the specifications and performance of the Works offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications 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	Preliminary Works & Site Preparation		
2	Equipment & Machinery Costs		
3	Reeds Removal & Disposal		
4	Safety & Environmental Compliance		
5	Post-Removal Monitoring & Maintenance		

*

Columns A and B to be completed by Public Entity.

Specifications and Compliance Sheet Authorised by:

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

SECTION VI: 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 works (Ref. **W/RFQ/OSHTC-08/2024-2025**) available on the website of the Public Entity (insert website address) except were modified by the Special Conditions below.

SECTION VII: 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 Works except were modified by the Special Conditions below.

SECTION VIII SPECIAL CONDITIONS OF CONTRACTProcurement Reference Number: **W/RFQ/OSHTC-08/2024-2025**

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

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	Oshakati Town Council
Intended Completion Date GCC	The intended completion date is: Six weeks after receiving purchase order
Project Manager GCC 1.1(y)	The Project Manager is: Mrs. Hilja MT. Munenguni/Mr. Amandus Uugwanga
Site GCC 1.1(aa)	The Site is in Oshakati Town in Oshakati West
Start Date GCC 1.1(dd)	The Start Date shall be: Three (3) days after receiving purchase order from Procurement Management Unit
The Works GCC 1.1(hh)	The Works consist of: As defined under scope of work
Interpretation GCC 2.2	The project will be completed as defined.
Language and Law GCC 3.1	The language of the contract is English. The law that applies to the Contract is the law of Namibia.
Project Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation GCC 5.1	The Project Manager may delegate his/her duties.
Notices GCC 6	Any notice shall be sent to the following addresses: Oshakati Town Council,

GCC Clause Reference	Special Conditions
	<p>Procurement Management Unit Sam Nuuyoma Drive, Private Bag 5530 Oshakati Anna-Liisa Korea Head of Procurement +264 65 229500/535/536 akorea@oshtc.na/procurementunit@oshtc.na or Mrs. Hilja MT. Munenguni/ Amandus Uugwanga +264 65 229600/604/606</p> <p>For the Service Provider the address and contact name shall be: _____ _____ _____</p>
<p>Insurance GCC 13.1</p>	<p>The Contractor to ensure provision of insurance for the following:</p> <ul style="list-style-type: none"> (a) for the Works, Plant and Materials: (for the full amount of the works including removal of debris, professional fee etc...) (b) for loss or damage to Equipment: (for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer. (d) for personal injury or death: <ul style="list-style-type: none"> (i) of the Contractor's employees: [The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works]. (ii) of other people: This cover shall be for an adequate a (e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable. <p>The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the Contractor's All Risks coupled with the Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.</p> <p>NOTE: INSURANCE IS OPTIONAL IF REQUIRED.</p>

GCC Clause Reference	Special Conditions
Site Data GCC 14.1	The site Data shall be: Available to successful bidder.
Possession of the Site GCC 20.1	The Site Possession Date shall be: Three (3) days after receiving Appointment Letter/ Purchase Order from Procurement Management Unit
GCC 23.1& GCC 23.2	Appointing Authority for the Adjudicator. No Adjudicator shall be appointed for this Contractor
GCC 24	<p>In case a of any kind arises between the Employer and the Contractor in connection with or arising out of, the Contract or the execution of works or after completion of works and whether before or after reputation or other termination of contract , including any dispute as to any opinion, instruction, determination, certificate or valuation of the Employer's Representative, the matter in dispute shall ,in the first place, be referred in writing to the Employer's representative, with a copy to the other party.</p> <p>The Employer and the contractor shall make every effort to solve the dispute amicably by direct informal negotiation. If, after thirty (30) days, the party have failed to solve their disputer different by such mutual consultation, then either the Public Entity or contractor may give notice to the party of its intention to refer the matter to:</p> <p>Commence arbitration, as hereinafter provided, as to matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice given.</p>
Program GCC 25.1	The Contractor shall submit Program of Works during bid submission
GCC 25.3	Program updates shall be required.
Defects Liability Period GCC 33.1	The defects liability Period is: 6 months.
Payment Certificates GCC 39.7	Payment shall be made once off after all work is completed
Payments GCC 40	<p>The payment shall be paid on progress within 30 days of receipt by the Employer of an invoice, supported by:</p> <ul style="list-style-type: none"> (a) the payment certificate; and (b) progress report of the Works.

GCC Clause Reference	Special Conditions
Adverse weather Conditions GCC 41.1 (I)	N/A
Price Adjustment GCC 44.	The Contract is Not subject to price adjustment.
Retention GCC 45.	(i) No portion of any payments shall be retained*
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works shall be 0.5% per day of the Contract Price up to the maximum. The maximum number of liquidated damages for the whole of the Works shall be 10% of the Contract Price.
Bonus GCC 47.1	The rate for the Bonus per calendar day is: N/A
Advance Payment GCC 48.1	(i) No advance payment shall be made
Performance Security GCC 49.1	(i) No Performance Security is required.
GCC 56.1	"As built" drawings or operating and maintenance manuals <i>are</i> required. (ii)
GCC 59.1	(iii) The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works, is: [Not Applicable]

Self-Declaration Form - Margin of Preference

Procurement Reference No: W/RFQ/OSHTC-08/2024-2025

Title: Procurement for the removal of reeds from Oshakati West oxidation ponds – Oshakati Town Council

I/We the undersigned declare that:

1. I / we are eligible for the following categories of Exclusive Preference in terms of allowable Margin of Preferences as outlined in the Code of Good Practice and in accordance with applicable laws at the date of the deadline for bid submission.
2. We attached hereto the following documentary evidence in support of the grounds for qualification.

#	Category of Local Supplier	Margin of Preference
1	Micro, Small & Medium Enterprise (SME)	
2	Women Owned Enterprise	
3	Youth Owned Enterprise	
4	Previously Disadvantaged Person Owned Enterprise	
5	Suppliers providing employment to Namibian citizens	
Total		7%

#	Category of Local Supplier	Documentary Evidence
1	Micro, Small & Medium Enterprise (SME)	<ul style="list-style-type: none"> • SME registration certificate • Declaration indicating the percentage of Namibian MSME ownership
2	Women Owned Enterprise	<ul style="list-style-type: none"> • ID's of all shareholders • Founding statement/ company registration indication ownership structure/ shareholder certificate • Declaration indicating the percentage of Namibian female ownership
3	Youth Owned Enterprise	<ul style="list-style-type: none"> • ID's of all shareholders • Founding statement/ company registration indication ownership structure/ shareholder certificate • Declaration indicating the percentage of Namibian youth ownership
4	Previously Disadvantaged Person (PDP) Owned	<ul style="list-style-type: none"> • ID's of all shareholders • Founding statement/ company

	Enterprise	registration indication ownership structure/ shareholder certificate • Declaration indicating the percentage of Namibian PDP ownership
5	Suppliers providing employment to Namibian	• Declaration that the bidder employs 50% or more Namibian citizens

Declared at _____ this ____ day of _____ 2025

Signature (of duly authorised officer): _____.

Full Name and Designation: _____

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: W/RFQ/OSHTC-08/2024/2025

NB: Please Complete the Quotation Check List below

Description	Attached	Not Attached
Quotation Letter		
Priced Activity Schedule		
Specification and Compliance Sheet		
Attach Work programme with completion period		
Bidding document Shall be duly filled in, duly signed, and dated at each place (so indicated)		
Indelible ink used, no correction fluid used, and all corrections crossed out and initialled or signed		
Bidding document and all attachments that a bidder submits, shall be all be initialled.		
Bid Validity Period as indicated in the bidding document		
Completed Self-Declaration Form - Margin of Preference		
A certified copy of a valid company Registration Certificate		
An original or certified copy of a valid good Standing Tax Certificate; (Valid at the deadline of submission of bid)		
An original or certified copy of a valid good Standing Social Security Certificate; (Valid at the deadline of submission of bid)		
A certified copy of a valid Affirmative Action Compliance Certificate. (Valid at the deadline of submission of bid)		
A completed, signed and stamped written undertaking form as contemplated in section 138(2) of the Labour Act, 2007		
A completed and signed Bid Securing Declaration.		
A certified copy of a valid "Fitness Certificate" from a Local Authority /Health Department or Ministry of Health &and Social Services. (Valid at the deadline of submission of bid).		
Bidder submitted a written Special Power of Attorney		

<p>(declaration) from the company that the undersigned person is herewith granted a special power of attorney to initial and sign the standard bidding document for the purposes of procurement process. NB: (Not applicable to sole owners (100% ownership) of entities (companies) who are signing their own bids, however required if a sole owner is using someone else to sign on their behalf or there is more than one sole owner.</p>		
<p>Requested certified copies of documents shall only be considered if (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.</p>		
<p>Submit one or two pages on the methodology of effectively removing reeds</p>		
<p>Company profile</p>		
<p>NB: All bids that do not comply with the eligibility criteria or any other requirement in this document will be disqualified and If contractor is currently committed with council project will not be considered for award.</p>		

***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.*

Contract Agreement

THIS AGREEMENT made on the _____ day of _____ between **OSHAKATI TOWN COUNCIL** (hereinafter “**the Employer**”), of the one part, and

.....
hereinafter “**the Contractor**”), of the other part:

WHEREAS the Employer desires that the Works known as **REMOVE OF REEDS FROM OSSHAKATI WEST OXIDATION PONDS FOR OSHAKATI TOWN COUNCIL**

OSHAKATI TOWN COUNCIL PROCUREMENT REFERENCE NO: W/RFQ/OSHTC-08/2024/2025 should be executed by the Contractor, and has accepted a Bid by the Contractor for the execution and completion of these Works and the remedying of any defects therein,

The Employer and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.

- (a) the Notification of award
- (b) the Bid
- (c) the Addenda Nos _____
- (d) the Appendix to the General Conditions of Contract
- (e) the General Conditions of Contract;
- (f) the Specification
- (g) the Drawings; and
- (h) the completed Schedules,

3. In consideration of the payments to be made by the Employer to the Contractor as indicated in this Agreement, the Contractor hereby covenants with the Employer to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Namibia on the day, month and year indicated above.

Signed by: _____

For and on behalf of the Employer

In the presence of _____

Witness Name, Signature, Address, Date

Signed by: _____

For and on behalf of the Contractor

In the presence of: _____

Witness Name, Signature, Address, Date



ENVELOP COVER

DESCRIPTION:

PROCUREMENT FOR THE REMOVAL OF REEDS FROM OSHAKATI WEST OXIDATION PONDS – OSHAKATI TOWN COUNCIL

PROCUREMENT REFERENCE NO: W/RFQ/OSHTC-08/2024/2025

DELIVERY ADDRESS FOR:

**Oshakati Town Council
906 Sam Nuyoma Road
Private Bag 5530
Oshakati
Tel:065-229500**

CLOSING TIME AND DATE: Thursday, 20 March 2025 @ 10h00

FROM:

COMPANYNAME: _____

CONTACT NUMBER _____

P. O. BOX: _____

CONTACT PERSON: _____

EMAIL: _____