



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

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REQUEST FOR SEALED QUOTATIONS (WORKS)

REQUEST FOR SEALED QUOTATIONS FOR RENOVATION WORKS AT THE RIETFONTEIN CAMPUS HOSTEL

Procurement Reference No: W/RFQ/NUST-016/2023

**Namibia University of Science and Technology
13 Jackson Kaujeua Street, Private Bag 13388, Windhoek, NAMIBIA.
Telephone: +264 61 2072020 Fax: +264 61 2072966; E-mail address: bidbox@nust.na**



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Request for Quotation

Letter of Invitation

Dear Prospective Service Provider

Subject: Request for sealed Quotations for the renovations for works at the Rietfontein campus Hostel.

The Namibia University of Science and Technology (NUST) invites you to submit your best quote for the items described hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Any request for clarification should be forwarded in writing to Mrs. Rosemary Tjombonde-kakuuai; Tel: +264 61 207 2020 Fax: +264 207 2966; e-mail address: bidbox@nust.na.

Please prepare and submit your quotation following the instructions or inform the undersigned if you will not submit a quote.

Yours faithfully,

Rosemary Tjombonde-Kakuuai

Secretary to the Procurement Committee

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

NUST reserves the right:

- (a) to split the contract as per the lowest evaluated cost per lot; and
- (b) to accept or reject any quotation or to cancel the process and reject all quotations at any time before the contract is awarded.

2. Preparation of Quotations

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

- (a) the Quotation Letter in Section II with its annexure 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.

Before preparing your quotation, you are advised to carefully read the Request for Quotations document, including the Special Conditions of Contract in Section VII. 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 **180** days from the bid submission deadline date.

4. Mandatory eligibility criteria

To be eligible to participate in this quotation exercise, bidders should attach the following **mandatory documents**:

- a) A valid certified copy of the Company registration certificate (BIPA), clearly indicating shareholders' and principals' contact details (***Attach certified copies of the Identification Document of all shareholders***);
- b) A valid original or certified copy of good standing Tax Certificate (NAMRA);
- c) A valid original or certified copy of the Good Standing Social Security Certificate;
- d) (A valid original or certified copy of the Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- e) Submit signed Bid-securing Declaration
- f) A written undertaking, as contemplated in Section 138(2) of the Labour Act, 2007.

Only a valid certified copy of an original document, as certified by the Namibian Police, will be accepted.

Failure to submit these mandatory documents will result in bidders quotation being disqualified from further evaluation.

5. Technical eligibility Criteria

- a) Valid CIF (Construction Industry Federation) membership certificate.
- b) Product specification training certificate from Neo paints, Plascon or Dulux Namibia on elastic waterproofing to be overcoated with one coat multi dur.
- c) Experience and evidence of similar work and magnitude provided together with customers' reference details (**attach at least three (3) references**).
- d) Detailed company profile relating to the bid discipline.

6. Bid Securing Declaration

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

7. Services Completion Period

The work completion period shall be within **60 days** after acceptance/issue of the Purchase Order. No work shall commence without an official Purchase Order from NUST.

Deviation in the completion period **shall not** be accepted and will only be considered if such deviation is reasonable.

8. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to Namibia University of Science and Technology, with the bidder's name at the back of the envelope.

9. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at:

Namibia University of Science and Technology

13 Jackson Kaujeua Street

Bid Box

Administration Building (First Floor)

Windhoek

17 November 2023 (Friday)

12h00 (local time)

Quotations by post or hand should reach Namibia University of Science and Technology by the same date and time at the latest. Late quotations will be rejected and returned unopened.

Quotations received by e-mail will not be considered.

10. Compulsory Site Inspection

Bidders are invited to attend the **compulsory** sites Inspection scheduled to take place at:

Rietfontein Campus Hostel

Date: 27th October 2023

Time: 11h00

Technical contact person: Mr Frank Puriza fpuriza@nust.na +264 61 207 2973

Bidders are required to sign a site inspection register.

11. Opening of Quotations

Quotations will be opened internally by NUST immediately after the closing time referred to in section 9 above. A record of the quotation opening stating the name of the bidders, the amount quoted, and the presence or absence Bid Securing Declaration will be made available to any bidder on request within three (3) working days of the Opening.

12. Evaluation of Quotations

NUST has the right to request clarifications in writing during evaluation. Substantially responsive offers shall be compared based on evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

13. 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.

14. 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 included in the quoted prices.

15. Margin of Preference

None

16. 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. The award of contract shall be by the 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.

17. Notification of Award and Debriefing

NUST shall, after the contract 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 on its website, www.nust.na, within seven (7) days. Furthermore, **NUST** shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your quotation with the 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:	NUST Procurement Management Unit 13 Jackson Kaujeua Street Windhoek
Procurement Reference Number:	W/RFQ/NUST – 016/2023
The subject matter of procurement:	REQUEST FOR QUOTATIONS FOR THE RENOVATION OF WORKS FOR THE RIETFontein CAMPUS HOSTEL.

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 subscribed fully to the terms and conditions contained therein. We further understand that this subscription could lead *[forfeiture of the security amount/disqualification on the grounds mentioned in the BDS]*

The validity period of our quotation is _____ days *[insert number of 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 quotation validity.

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

Works will be completed within _____ *[insert number]* days from the 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 Authorizing 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.: W/RFQ/NUST – 016/2023

To:

**Namibia University of Science and Technology
13 Jackson Kaujeua Street
Windhoek West**

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 procurement contract's performance if required 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 the 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 the 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)

SECTION III: STATEMENT OF REQUIREMENTS

SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

See attached **Annexure A** Bill of Quantities (BOQ) for all information relating to works, specifications, and performance requirements.

The bidder is expected to complete the BOQ and return it along with this bidding document.

The proposals shall be submitted in **one (1) original** and **two (2) copies**.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/RFQ/NUST – 016/2023**

Priced Activity Schedule Authorized By (Bill of Quantities):

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **W/RFQ/NUST – 016/2023**

Compliance to Technical proposal Specification 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/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (Ref. **W/RFQ-GCC**) available on the website of the NUST www.nust.na except where modified by the Special Conditions below.

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/NUST – 016/2023**

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

GCC Reference	Clause	Special Conditions
Employer GCC 1.1(r)		Namibia University of Science and Technology 13 Jackson Kaujeua Street Windhoek West
Intended Completion Date GCC		60 days from award. Target delivery date 24 January 2024 (estimated) .
Project Manager GCC 1.1(y)		The Project Manager is: Mr Frank Puriza
Site GCC 1.1(aa)		NUST Rietfontein CAMPUS
Start Date GCC 1.1(dd)		The Start Date (project award) shall be: 01 December 2023(estimated) .
The Works GCC 1.1(hh)		The Works consist of: As per Bill of Quantities included in the Bidding document.
Interpretation GCC 2.2		The project will be completed.
Interpretation GCC2.3		The following additional documents shall form part of the contract: Technical Proposal Bill of Quantities
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 give entitlement to an extension of time. This requirement shall be waived in an emergency affecting personnel safety, the Works, or adjacent property.
Delegation GCC 5.1		The Project Manager may not delegate his duties.
Notices GCC 6		Any notice shall be sent to the following addresses: Manager Procurement Namibia University of Science and Technology Private Bag 13388 Windhoek

GCC Reference	Clause	Special Conditions
		<p>bidbox@nust.na</p> <p>For the Contractor, the address and contact name shall be:</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Insurance GCC 13.1</p>		<p>Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer, and the minimum insurance amounts shall be:</p> <p>(a) for the Works, Plant and Materials: <i>(for the full amount of the works including removal of debris, professional fee etc.)</i></p> <p>(b) for loss or damage to the equipment: <i>(for the replacement value of the equipment that the Contractor intends to use on-site until the taking over by the Employer.</i></p> <p>(c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with contract <i>for an amount representing the value of the properties that are exposed to the Contractor's action in the execution of the works. It will extend to the property of the Procuring Entity as well).</i></p> <p>(d) for personal injury or death:</p> <p>(i) Of the Contractor's employees: <i>[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</i></p> <p>(ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i></p> <p>(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable.</p> <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 the sole expense of the Contractor.</p>
<p>Site Date GCC 14.1</p>		<p>The site Date shall be: Will be communicated between the parties</p>
<p>Possession of the Site</p>		<p>The Site Possession Date shall be: Will be communicated between the parties</p>

GCC Reference	Clause	Special Conditions
GCC 20.1		
Procedure for Disputes GCC 24		No Adjudicator shall be appointed under the contract, and arbitration shall not apply. Suppose any dispute arises between the Employer and the Contractor in connection with or arising out of the contract. In that case, the parties shall seek to resolve any such dispute by amicable agreement. Suppose 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. In that case, the dispute shall be referred to the court by either party.
Program GCC 25.1		The Contractor shall submit for approval a Project Plan for the Works within three (3) days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3		Program updates shall be required.
Defects Liability Period GCC 33.1		The Defects Liability Period is 365 days.
Payment Certificates GCC 39.7		Payment shall be made per the progress of works with payment for materials on site.
Payments GCC 40		The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (I)		None
Price Adjustment GCC 44.		The contract is not subject to price adjustment.
Retention GCC 45.		10% of the amount shall be retained from any payment. Half of the retention money will be released after the formal taking over of the Works and the remaining shall be released after the Defect Liability Period subject to the Contractor making good all defects.
Liquidated Damages GCC 46.1		The maximum amount of liquidated damages for the whole of the Works is 10%
Bonus GCC 47.1		The rate for the Bonus per calendar day is: Not applicable
Advance Payment GCC 48.1		(i) No advance payment shall be made.

GCC Reference	Clause	Special Conditions
Performance Security GCC 49.1		No Performance Security is required.
GCC 56.1		"As built" drawings or operating and maintenance manuals <i>are</i> required.
GCC 59.1		The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the work, is: 10%

SCHEDULE 1
QUOTATION CHECKLIST SCHEDULE



[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]


Procurement Reference No.: W/RFQ/NUST-016/2023

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules (Bill of Quantities)		
Specification and Compliance Sheet (Technical Proposal)		
Submit signed Bid Securing Declaration		
A valid certified copy of the Company registration certificate (BIPA) indicating shareholders' and principals' contact details (Attach certified copies of the Identification Document of all shareholders).		
A valid original or certified copy of a good standing Tax Certificate (NAMRA)		
A valid original or certified copy of the Good Standing Social Security Certificate;		
A valid original or certified copy of the Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that Bidder is not a relevant employer or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998		
A written undertaking, as contemplated in Section 138(2) of the Labour Act, 2007.		

Disclaimer: *The list defined above is meant to assist the bidder in submitting the relevant documents. It shall not be grounds 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.*


ANNEXURE A



Rietfontein NUST Bill of Quantities 4/10/23			
Item	Price	Unit/No	Total
PRELIMINARIES			
<u>Boys Ablution Blocks</u>			
Phase 1			
 <p>HNC Shower Arm Round 150mm HCSA150R</p>  <p>Cobra 070CP - Chrome 85mm Overhead Shower Head</p> <p>COB-P-070CP</p> <p>Replace shower heads with Shower Arm and shower heads</p>		16	
Build one brick wall at shower (80sqm)		80sq	
Install 6 times washing basins		6	

 <p>FR-A-252004 240x432mm - Wallm. Steel Basin - Franko WB001TD 2520004</p>			

Install 8 pop-up ironing boards



<p>Install 8 pop-up ironing boards</p> 		8	
<p>Install washing lines (As described on sit)</p>		3	
<p>Install ceiling fans (2 ea. Room)</p>		44	
<p>Extinguishers (Servicing)</p>		1	
<p>Painting touch ups (Blue & White) (Approved from NEO Paints)(Liberty Blue 8462-5)</p>		250sq	

Girls Ablution Blocks			
<p>Replace shower heads with Shower Arm and shower heads</p>  <p>HNC Shower Arm Round 150mm HCSA150R</p>  <p>Cobra 070CP - Chrome 85mm Overhead Shower Head</p> <p>COB-P-070CP</p> <p>Replace shower heads with Shower Arm and shower heads</p>			
Build one brick wall at shower (80sqm)		No.16	
Lecico element low evel WC Boxed Suite		80sq	
		No. 16	
Install washing basins			
		No.6	



Franke WB001TD 2520004
Wallm. Steel Basin -
560x432mm
FRA-2520004

Install pop-up ironing boards



No.8

Install washing lines (As described on site)		6 lines	
Install ceiling fans (2 ea. Room)		No.44	
Extinguishers (Servicing)		No.1	
Painting touch ups (Yellow & White) (Approved from NEO Paints)(Yellow radiance 8084-5)		250sq	
Lecico element low evel WC Boxed Suite		16	
<u>Lecturer Room 1</u>			
Painting touch ups (with prescribed white NEO paints)		80sq	
Replacing fire door (No.2	
Tinting windows		35sq	
<u>Lecturer Room 2</u>			
Painting touch ups		80sq	
Replaing of fire door		NO.2	
Tinting windows		10sq	
<u>Terrain</u>			
Replace interlocks as prescribed on site		85sq	
Level interlocks as discussed on site		120sq	
Install Benches & canopies as discussed on site		NO.8	
Add Contingency	NAD 150 000		
Sub- Total phase 1			
Phase 2			
Ceilings replacement)		250sqs	
Paintings (Recommended Neo Paints)		350sqm	
removing matts		250sq	
tiling		250sq	
Re-install 110mm upvc sewer pipe		10m	
Window replacements (Measured on site)		5	
Add Contingency	NAD 250 000		
Sub-Total			
15% Tax			
Total			

