



**NAMIBIA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

Office of the Bursar

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REQUEST FOR SEALED QUOTATIONS

**FOR THE SUPPLY AND DELIVERY OF FIVE (5) VARIOUS TRAILERS TO THE NAMIBIA UNIVERSITY OF
SCIENCE AND TECHNOLOGY (NUST)**

Procurement Reference No: G/RFQ/NUST – 015/2024

BIDDER'S NAME:		
CONTACT DETAILS:	TELEPHONE:	
	EMAIL ADDRESS:	
TOTAL QUOTED AMOUNT (INCLUSIVE VAT):		

Namibia University of Science and Technology
13 Jackson Kaujeua Street, Private Bag 13388, Windhoek, NAMIBIA
Telephone: +264 61 207 2020; Fax: +264 61 207 2966; Email address: bidbox@nust.na



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Letter of Invitation

Dear Prospective Supplier

Subject: Request for Restricted Bidding for the supply and delivery of five (5) various trailers for the Namibia University of Science and Technology (NUST)

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

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

Any request for clarification should be forwarded in writing to Ms Rosemary Tjombonde-Kakuuai; Tel: +264 61 207 2020 Fax: +264 207 2966, email address: bidbox@nust.na

Please prepare and submit your Quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

Rosemary Tjombonde-Kakuuai
Secretary to the Procurement Committee

SECTION I: INVITATION FOR BIDS

1. Rights of Public Entity

NUST reserves the right:

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

2. Preparation of Quotations

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

- (a) The Quotation Letter in Section II with its annexe for Bid Securing Declaration;
- (b) The List of Goods and Price Schedule Section III;
- (c) The Specifications and Compliance Sheet in Section V; and
- (d) Any other attachment deemed appropriate.

Before preparing your Quotation, you are advised to carefully read the Request for Sealed 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 submission deadline date.

4. Eligibility Criteria

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

- a) Attach a certified copy of the Company registration, clearly indicating shareholders' and principals' contact details as registered with Business Intellectual Property Authority (BIPA) - ***Attached certified copies of all shareholders Identification documents. (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).***
- b) Attach a Copy of an original Good Standing Tax Certificate (**valid at the deadline of submission of bid**) (*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),*
- c) Attach a valid original or valid certified copy (**valid at the deadline of submission of bid**) of Good Standing Social Security Certificate; (*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).*
- d) A valid certified copy of Affirmative Action Compliance Certificate, or 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**) or in

the event that the Affirmative Action Compliance Certificate is over 12 months from the date of issue, a confirmation letter from the Employment Equity Commission indicating that the employer had submitted the report for the period following from the date when the certificate was issued (*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).*

- e) A written undertaking in compliance with Section 138 (2) of the Labour Act, 2007 and Section 50 (2)(D) of the Public Procurement Act, 2015 on the Government letterhead **(Attached)**.
- f) Submit signed Bid-securing Declaration.

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be within **90 days** after acceptance/issue of Purchase Order. Deviation in the delivery period shall be considered if such deviation is reasonable.

7. Sealing and Marking of Bids

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

8. Submission of Bids

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

Namibia University of Science and Technology
13 Jackson Kaujeua Street
Bid Box 3
1ST Floor, Administration Building
Windhoek
18 October 2024
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.

9. Opening of Bids

Quotations will be opened internally by the NUST immediately after the closing time referred to in instruction eight (8) above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, and the presence or absence of a Bid Securing Declaration will be posted on the NUST website www.nust.na and available to any bidder on request within three working days of the Opening.

10. Evaluation of Bids

NUST shall have the right to request for clarifications during evaluation. Offers that are substantially responsive shall be compared based on price or ownership cost, technical evaluation, subject to Margin of Preference where applicable, to determine the lowest evaluated bid. The Eligibility Criteria stipulated in the bid document will be used to evaluate the bids.

11. Technical Compliance

Bidders shall submit along with their Bids documents, catalogues, and any other literature to substantiate compliance with the required specifications and to qualify deviations if any, with respect to **NUST** requirements.

The Specifications, Performance Requirements, and Compliance Sheet, Annexure A and Eligibility criteria on page 36 details the minimum specifications of the goods/items to be supplied. The specifications must be met, but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payments

Bids shall be fixed in Namibian Dollars.

13. Margin of Preference

Not applicable to this bid.

13.1 The applicable margin of preference and their application methodology are as follows:

Formula to calculate margin of preference:

$$A = MP \times PB$$

100

In which the formula:

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

13.2 Bidders applying for the Margin of Preference shall submit, upon request, evidence of:

MARGIN OF PREFERENCE

No.	Category	Documentary Evidence	Margin of preference
1	Manufacturer	<ul style="list-style-type: none"> - 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 Value Added Calculation in Annexure 1, and as certified by an Accountant 	2%
2	Micro, Small and Medium Enterprise	<ul style="list-style-type: none"> - SME registration certificate - Declaration indicating the percentage 	1%

		of Namibian MSME ownership	
3	Women owned enterprise	<ul style="list-style-type: none"> - ID's of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - Declaration indicating the percentage of Namibian female ownership 	1%
4	Youth owned enterprise	<ul style="list-style-type: none"> - ID's of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - Declaration indicating the percentage of Namibian youth ownership 	2%
5	Previously Disadvantaged Person Owned enterprise	<ul style="list-style-type: none"> - ID's of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - Declaration indicating the percentage of Namibian PDP's ownership 	2%
6	Suppliers providing environment protection	<ul style="list-style-type: none"> - Declaration and proof that the bidder meets the requirements set out in the bidding document 	1%
7	Suppliers providing employment to Namibians	<ul style="list-style-type: none"> - Declaration that the bidder employs 50% or more Namibian citizens 	1%

a) For procurement of non-consultancy services:

i) Namibian Shareholding

3% - if the bidder meets any of the qualification criteria under section 71 (3) of the Act;

ii) Services to be rendered by Namibian citizens:

(aa) 1% - if between 50% - 60% of the key employees to render the service inclusive of management are Namibian citizens;

OR

(bb) 2% - if more than 60% of the key employees render the service inclusive of management are Namibian citizens;

(cc) 3% - if 100% semi-skilled labour are Namibian citizens;

iii) Materials:

2% If the bidder has signed a declaration that 50% of the total value of goods or materials to be used for the services are manufactured, grown, mined or extracted in Namibia.

b) For procurement of consultancy services

(i) Namibian shareholding:

3% - if the bidder meets any of the qualification criteria under section 71(3) of the Act;

(ii) Services to be rendered by Namibian citizens:

- (aa) 4%- if the Team leader is a Namibian citizen;
- (bb) 1% - if between 50% - 60% of the employees to render the service are Namibian citizens;

OR

- (cc) 3% - if more than 60% of the employees to render the service are Namibian citizens.

c) For procurement of consultancy services (Individual):

5% - if an individual consultant is a Namibian citizen

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive bid and qualified to supply the goods items and related services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract.

15. Notification of Award and Debriefing

NUST shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within seven (7) days. Furthermore, the **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: BID LETTER*(to be completed by Bidders)*

*[Complete this form with all the requested details and submit it as the first page of your bid with the Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your bid is not authorised, it will be rejected.***

Bid addressed to:	NUST Procurement Management Unit 13 Jackson Kaujeua Street Windhoek West		
Procurement Reference Number:	G/RFQ/NUST – 015/2024		
	Supply and Delivery of five (5) various trailers for Namibia University of Science and Technology (NUST)		

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your Invitation for Bids referenced above.

We confirm that we are eligible to participate in this bidding exercise and meet the eligibility criteria specified in Section 1: Invitation for Bids.

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 abide by ethical conduct during the procurement process and the execution of any resulting contract.

The validity period of the Quotation is _____ days [insert number of days] from the date of the bid submission deadline.

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

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

Bid 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.: G/RFQ/NUST – 015/2024

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 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***



SECTION III: LIST OF GOODS AND PRICE SCHEDULE


QUOTATION FOR: Acquisition of five (5) new trailers



Procurement Ref No. G/RFQ/NUST – 015/2024

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity. [To be filled by the Public Entity]				Bidders shall fill-in columns E – I and fill the total. E = mark with a *if an equivalent is quoted F = Rate per unit G =Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page					
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT NAD	Delivery weeks) (days/	Country of Origin
1	Box & Luggage Trailer	1							
	  <p>Side marker lights</p> <p>Length – 2690mm Width – 1200mm</p>								

	Height – 1350mm 13" Rims & Tyres 165/70/R13 (& Spare wheel) Single 1250 kg Unbraked Axle 750 kg Unbraked Coupler 8 Blade Springs 27" (685mm) Jockey Wheel 48mm Single Wheel Colour: White LED Lights and side marker lights (wiring SABS) Side & Rear Door Trailer to be delivered at NUST fully registered with number plates.								
2	Box & Luggage Trailer   Side marker lights Length – 2060mm Width – 1180mm Height – 560mm 13" Rims & Tyres (155/70/R13), full spare rim & tyre Single 750kg Unbraked Axle 750kg Unbraked Coupler 4 Blade Springs 36" (915mm) Jockey Wheel 115mm	1	EA						

	Colour: White LED Lights and side marker LED lights (wiring SABS) Trailer to be delivered at NUST fully registered with number plates								
3	Box & Luggage Trailer  <p>Side marker lights</p>  <p>Length – 1830mm Width – 1180mm Height – 560mm 13: Rims & Tyres (155/70/R13), full spare rim & tyre Single 750kg Unbraked Axle 750kg Unbraked Coupler 4 Blade Springs 36" (915mm) Jockey Wheel 115mm Colour: White LED Lights and side marker LED lights (wiring SABS) Trailer to be delivered at NUST fully registered with number plates.</p>	1	EA						

4	<p>Multi-Purpose Trailer 3M</p>  <p>Length – 3000mm Width – 1600mm Height – 900mm 14" Rims & Tyres (195/70/R14) and (x2) fitted full spare wheels Double 2.5 Ton Braked Axle 2 Ton Braked Coupler 8 Blade Springs 27" (685mm) Jockey Wheel 60mm Double Wheel Colour: White LED Lights (wiring SABs) 2 x Rear Gates Trailer to be delivered at NUST fully registered with number plates.</p>	1							
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5	<p>Custom Trailer</p> <div data-bbox="719 331 913 547">  <p>Side marker lights</p> </div> <div data-bbox="197 579 752 836">  </div> <p>Length – 3000mm Width – 1600mm Height – 1000mm 15" Rims & Tyres (215/70/R15) Single 2.5 Ton Braked Axle 2350 kg Braked Coupler 8 Blade Springs 36" (914mm) Jockey Wheel 60mm Double Wheel Colour: White LED Lights and side marker LED lights (wiring SABS) Hooks on Sides for poles Shocks on axle Trailer to be delivered at NUST fully registered with number plates.</p>	1							
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						TOTAL			
NAME:			POSITION:		SIGNATURE			DATE	
NAME OF COMPANY:			ADDRESS:						

NB: Suppliers should complete this pricing schedule and submit a detailed quotation on the company's official letterhead.

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency: Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA**= NOT APPLICABLE, NQ = NO QUOTE

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENT

<i>Description of Goods</i> (Include shape, color, material, dimensions etc.)	<i>Quantity required</i>
SECTION III: LIST OF GOODS AND PRICE SCHEDULE FOR DETAILED SPECIFICATIONS	

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/NUST – 015/2024

[Bidders should complete columns C and D with the specification of the goods 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.]

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

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	See SECTION III: LIST OF GOODS AND PRICE SCHEDULE FOR DETAILED SPECIFICATIONS		

Specifications and Compliance Sheet Authorised By:

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

ANNEXURE A

TERMS OF REFERENCE

The purpose of this terms of reference (ToR) is to contract reputable **Accredited Service** provider(s) to supply and deliver new Trailers for Namibia University of Science and Technology (NUST). The successful service provider(s) shall perform the required services in line with high quality standards and shall follow all requests and specifications as indicated in this TOR.

Scope of work

The successful service provider will be expected to provide items below at NUST. All trailers must be brand new and delivered at NUST fully tanked and registered with number plates.

List of goods and delivery schedule:

The bidder shall indicate the lead time and delivery to NUST on the Quotation.

Technical Specifications

- ✓ The bidder must clearly outline all technical specifications in their quotations on the company letterhead.
- ✓ The bidder must submit a comprehensive up-to-date brochure for the trailers quoted.
- ✓ The trailers should meet technical standards in EU, SABS or equivalent, confirmed by certificate of conformity with type approval or declaration upon delivery.
- ✓ Warranty on body, paint, chassis and other components should be specified.
- ✓ The bidder should indicate the lead time after purchase order in the delivery schedule and Quotation.

Contract duration and fees

- (i) **Duration of the engagement** – once-off procurement.
- (ii) **Fees** – 30 days after submission of valid tax invoice and verification of delivery by NUST.

Deliverables

The supply and delivery of five (5) trailers to the Namibia University of Science and Technology as per detailed specifications listed in the Terms of Reference.

Eligibility Criteria

In addition to the Mandatory documents' compliance listed in Section I, and technical specifications stipulated, the bidder should meet the criteria stipulated on page 34 of the bidding document.

Technical Specifications

The goods and related services shall comply with the following technical specifications and standards. For all trailers, the following requirements must be adhered to;

1. **Front of trailer** – Two white reflectors must be placed on each side of front of trailer, one each on the extreme outer edges within 150mm of the sides (*OR ideally on the mudguards where applicable*)
2. **Trailer Sides** – At least 60% of each side must have a visible strip of **SABS approved reflective tape**.
3. **Trailer Rear** – Rear of trailer must have 2 red reflectors positioned within 150mm from the side of each trailer. The bumper must also have a full length of reflective tape. Chevron board must be fitted.
4. **Trailer Electrics** – Stop, indicator and taillight functions must be working and clearly visible. Number plate lights should be on each side of number plate. Where side marker lights are fitted, these must all be in working order (wiring SABS).
5. **Trailer Registrations** – V.I.N. plate (makers plate), number plate and licence discs must be present and valid. There should be 2 types of discs – operator's card and Licence Disc + Roadworthy Certificate.
6. **Trailer V.I.N markings on chassis** – ensure the trailers' V.I.N. has been clearly hard stamped onto the chassis, preferably near the V.I.N. plate.
7. **Trailer Mud/Wheel guards** – Must extends across the full width of the tire by at least 300mm.
8. **Additional rubber mud flaps** – The gap between ground and bottom of additional rubber mudflap must at least be 200 mm from the ground.


The bidder must provide an official quotation on a company letterhead indicating all specifications that have been met.

The Goods and Related Services shall comply with the following Technical Specifications and Standards,
the following part to be completed by bidders:

1. NUST Technical Specifications [One (1) X Box & Luggage Trailer]	Comply	Not Comply
<div data-bbox="137 427 1145 1010">  </div> <p data-bbox="137 1043 694 1464"> Length – 2690mm Width – 1200mm Height – 1350mm 13" Rims & Tyres 165/70/R13 (& Spare wheel) Single 1250 kg Unbraked Axle 750 kg Unbraked Coupler 8 Blade Springs 27" (685mm) Jockey Wheel 48mm Single Wheel Colour: White LED Lights and side marker lights (wiring SABS) Side & Rear Door Trailer to be delivered at NUST fully registered with number plates. </p>		

2. NUST Technical Specifications [One (1) X Box & Luggage Trailer]	Comply	Not Comply
		
<p>Length – 2060mm Width – 1180mm Height – 560mm 13" Rims & Tyres (155/70/R13), full spare rim & tyre Single 750kg Unbraked Axle 750kg Unbraked Coupler 4 Blade Springs 36" (915mm) Jockey Wheel 115mm Colour: White LED Lights and side marker LED lights (wiring SABS) Trailer to be delivered at NUST fully registered with number plates.</p>		

3. NUST Technical Specifications [One (1) X Box & Luggage Trailer]	Comply	Not Comply
<div data-bbox="167 315 1136 869" data-label="Image"> </div> <p data-bbox="132 965 938 1352"> Length – 1830mm Width – 1180mm Height – 560mm 13: Rims & Tyres (155/70/R13), full spare rim & tyre Single 750kg Unbraked Axle 750kg Unbraked Coupler 4 Blade Springs 36" (915mm) Jockey Wheel 115mm Colour: White LED Lights and side marker LED lights (wiring SABS) Trailer to be delivered at NUST fully registered with number plates. </p>		

4. NUST Technical Specifications [1 (One) X Multi-Purpose Trailer 3M]	Comply	Not Comply
		
<p>Length – 3000mm Width – 1600mm Height – 900mm 14" Rims & Tyres (195/70/R14) and (x2) fitted full spare wheels Double 2.5 Ton Braked Axle 2 Ton Braked Coupler 8 Blade Springs 27" (685mm) Jockey Wheel 60mm Double Wheel Colour: White LED Lights (wiring SABS) 2 x Rear Gates Trailer to be delivered at NUST fully registered with number plates.</p>		

5. NUST Technical Specifications [One (1) X Custom Trailer]	Comply	Not Comply
<div data-bbox="145 309 1123 920" data-label="Image"> </div> <p data-bbox="132 1070 940 1534"> Length – 3000mm Width – 1600mm Height – 1000mm 15" Rims & Tyres (215/70/R15) Single 2.5 Ton Braked Axle 2350 kg Braked Coupler 8 Blade Springs 36" (914mm) Jockey Wheel 60mm Double Wheel Colour: White LED Lights and side marker LED lights (wiring SABS) Hooks on Sides for poles Shocks on axle Trailer to be delivered at NUST fully registered with number plates. </p>		

Section VII. Special Conditions of Contract25

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. G/RFQ/NUST – 015/2024** on the website of the Public Entity [www. nust.na](http://www.nust.na) except where modified by the Special Conditions below.

SECTION VI: 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 except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/NUST –015/2024**

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1 (h)	The purchaser is: Namibia University of Science and Technology 13 Jackson Kaujeua Street Windhoek West
Site GCC 1.1(m)	The Site/destination for delivery of the Goods is: Namibia University of Science and Technology 13 Jackson Kaujeua Windhoek West
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010 .
Notices GCC 8.1	Any notice shall be sent to the following addresses: Manager Procurement Namibia University of Science and Technology Private Bag 13388 Windhoek bidbox@nust.na For the Supplier, the address and contact name shall be: _____ _____ _____ _____

Section VII Special Conditions of Contract 26

Subject and GCC clause reference	Special Conditions
Dispute GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows:
Special and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	The Goods are to be delivered within 90 days from the date of Purchase Order or Letter of Acceptance. Bidder to indicate delivery period. The shipping and other documents to be furnished by the Supplier are: (a) signed delivery note;
Price Adjustment GCC15.1	The price charge for the Goods supplied and the related Services performed shall not be adjustable.
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment GCC 16.3	Payments shall be made no later than thirty days after submitting an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4	The price shall not be adjustable to the fluctuation in the exchange rate.
Payment Method GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.
Performance Security GCC 18.1	(i) No performance security is required.
Discharge of Performance Security GCC 18.4	No performance security is required.
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: In accordance with manufacturer packaging
Insurance GCC 24	Goods supplied under the Contract shall be fully insured in Namibian dollars against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery until the transfer of ownership to NUST.
Transportation GCC 25	The Goods shall be delivered: Delivery Duty Paid (DDP)

Section VII Special Conditions of Contract 27

Subject and GCC clause reference	Special Conditions
Inspection and Tests GCC 26.1	The inspection and tests shall be upon done before suppliers' delivery of goods and signing the delivery note.
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Namibia University of Science and Technology 13 Jackson Kaujeua Street Windhoek West
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are 4% contract price per day. The maximum amount of liquidated damages for the whole contract is 4% of the final contract price.
Warranty GCC 28.3	The period of validity of the warranty shall be: 5 years
Repair and replacement. GCC 28.5	The period for repair or replacement shall be: 3 years

Section VII Special Conditions of Contract 28

Attachment: Price Adjustment Formula

If in accordance with GCC 15.1, prices shall be adjustable, the following method shall be used to calculate the price adjustment:

- 15.2 Prices payable to the Supplier, as stated in the Contract, shall be subject to adjustment during performance of the Contract to reflect changes in the cost of labor and material components in accordance with the formula:

$$P_1 = P_0 \left[a + \frac{bL_1}{L_0} + \frac{cM_1}{M_0} \right] - P_0$$

$$a+b+c = 1$$

in which:

- P_1 = adjustment amount payable to the Supplier.
- P_0 = Contract Price (base price).
- a = fixed element representing profits and overheads included in the Contract Price and generally in the range of five (5) to fifteen (15) percent.
- b = estimated percentage of labor component in the Contract Price.
- c = estimated percentage of material component in the Contract Price.
- L_0, L_1 = labor indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively.
- M_0, M_1 = material indices for the major raw material on the base date and date for adjustment, respectively, in the country of origin.

The coefficients a , b , and c as specified by the Purchaser are as follows:

$a =$ *[insert value of coefficient]*

$b =$ *[insert value of coefficient]*

$c =$ *[insert value of coefficient]*

The Bidder shall indicate the source of the indices and the base date indices in its bid.

Base date = thirty (30) days prior to the deadline for submission of the bids.

Date of adjustment = *[insert number of weeks]* weeks prior to date of shipment (representing the mid-point of the period of manufacture).

The above price adjustment formula shall be invoked by either party subject to the following further conditions:

- (a) No price adjustment shall be allowed beyond the original delivery dates unless specifically stated in the extension letter. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The Purchaser will, however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment.

Section VII Special Conditions of Contract 29

- (b) If the currency in which the Contract Price P_0 is expressed is different from the currency of origin of the labor and material indices, a correction factor will be applied to avoid incorrect adjustments of the Contract Price. The correction factor shall correspond to the ratio of exchange rates between the two currencies on the base date and the date for adjustment as defined above.
- (c) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment.

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	NAD	NAD
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		

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

- The cost structure should be certified by a Certified Accountant

BID CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/NUST – 015/2024

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
A certified copy of the Company registration, clearly indicating shareholders' and principals' contact details as registered with Business Intellectual Property Authority (BIPA) - Attached certified copies of all shareholders Identification documents. Provide evidence of Company registration documents and proof of citizenship of the shareholders or owners, <i>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).</i>		
Attach a Copy of an original Good Standing Tax Certificate (valid at the deadline of submission of bid) ; <i>(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))</i>		
A valid original or valid certified copy (valid at the deadline of submission of bid) of Good Standing Social Security Certificate; <i>(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)).</i>		
A written undertaking in compliance with Section 138 (2) of the Labour Act, 2007 and Section 50 (2)(D) of the Public Procurement Act, 2015 on Government letterhead (Attached)		

a valid certified copy of Affirmative Action Compliance Certificate, or 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) or in the event that the Affirmative Action Compliance Certificate is over 12 months from the date of issue, a confirmation letter from the Employment Equity Commission indicating that the employer had submitted the report for the period following from the date when the certificate was issued (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)).		
Completeness of document: all bidding documents completed, signed, initialled and submitted.		

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 bid 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.

Evaluation and Qualification Criteria

This Section complements the Instructions to Bidders. It contains the criteria that Namibia University of Science and Technology (NUST) may use to evaluate a bid and determine whether a Bidder has the required qualifications. No other criteria but the one indicated here shall be used during evaluation.

	Attribute	Special Considerations	Tick off List if submitted	Weightings
Stage 1	Mandatory documents (To be submitted as proof that the bidder is in compliance with the requirements of the Public Procurement Act 2015 and requirements Namibia University of Science and Technology)	<ol style="list-style-type: none"> 1. A certified copy of the Company registration, clearly indicating shareholders' and principals' contact details as registered with Business Intellectual Property Authority (BIPA) - Attached certified copies of all shareholders identification documents, 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). 2. Attach a Copy of an original Good Standing Tax Certificate (valid at the deadline of submission of bid);(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). 3. Attach a Copy of an original Good Standing Tax Certificate (valid at the deadline of submission of bid);(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). 4. Attach a valid certified copy of Affirmative Action Compliance Certificate, or 		Pass/Fail criteria

		<p>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) or in the event that the Affirmative Action Compliance Certificate is over 12 months from the date of issue, a confirmation letter from the Employment Equity Commission indicating that the employer had submitted the report for the period following from the date when the certificate was issued (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>5. Complete and sign Bid Declaration form; (Part of bid document).</p> <p>6. Complete and sign A written undertaking in compliance with Section 138 (2) of the Labour Act, 2007 and Section 50 (2)(D) of the Public Procurement Act on the Government letterhead, 2015 (Part of bid document).</p>		
	<p>Qualification criteria (To be submitted to ascertain that the bidder has relevant experience and has the knowledge and expertise in terms of delivery of goods and services offered)</p>	<p>Does the bidder commit to the delivery schedule? (See and agree by signing on the Schedule of Requirements “List of Goods and delivery schedule”).</p> <p>7. The Bidder must attach at least three (3) reference letters from various companies where similar goods were provided in the last three (3) years (2021-2023). The letter must be on a company letterhead indicating contact person,</p>		<p>Pass / Fail criteria</p>

		<p>dates of goods delivery, telephone number and email address. (Attach three reference letters clearly indicating the dates when your company supplied similar goods and the value of the contracts.)</p> <p>8. Five-year Warranty offered. (Provide letter and stipulate periods of warranty).</p> <p>9. Attach a company profile that demonstrates that the company has at least five (5) years or more relevant experience in the provision of goods services in nature, scale, and complexity.</p>		
Stage 2	Technical compliance (Conformity on technical specifications on products requested.)	<p>1. Detailed technical specifications of trailers and related equipment. (Complete Section V on Schedule of Requirements page 13 "Technical Specifications") by ticking off comply or Not comply on bid document and indicate all specifications on Quotation (60%)</p> <p>2. Attach detailed technical information literature/brochures to be provided to confirm specifications of offered models. (5%)</p>		Should pass with 70% to be considered at Stage 3
	Technical support (The availability of the contractor/supplier or his/her agents to perform after support after delivery.)	<p>1. Provide valid proof of the availability of critical and service spares in Namibia for model/item offered. (15%)</p> <p>2. Submit your after sales support for the trailers quoted for. Submit plan. (20%)</p>		

Stage 3	Price	<p>If Stage 1 and 2 is passed this Stage 3 is entered. The trailers with the lowest price has preference over higher price.</p> <p>Prices breakdown should be detailed for each accessory and item.</p>		100%
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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.