



REQUEST FOR SEALED QUOTATIONS FOR WORKS
**PARTITIONING OF ECN REGIONAL OFFICES, RUNDU, KAVANGO
EAST REGION**

Procurement Reference Number: W/RFQ/28-01/2024/25

Issued on Thursday 12 September 2024
Closing on Wednesday, 25 September 2024 @11H00

Business Name:
Postal Address:
Contact Number:
Contact Person:
Email Address:

Bidders shall enclose Bidding Documents in a single sealed envelope. The outer part of the envelope shall bear the Employer's name and Bid Reference Number while the inner part should bear the Bidder's name and contact number to be deposited in the Bid Box at the Electoral Commission of Namibia , Head Office – WINDHOEK

**PARTITIONING OF ECN REGIONAL OFFICES, RUNDU, KAVANGO
EAST REGION**

Procurement Reference No: W/RFQ/28 - 01/2024/25

*Electoral Commission of Namibia, Private Bag 1332, Windhoek, 061- 376200/376249/215,
jjacobs@ecn.na*



Letter of Invitation

12 September 2024

Name and Address of Bidder:

Address:

Procurement Reference Number: W/RFQ/28-01/2024/25

Dear Sirs,

Request for Quotations for Partitioning Of Ecn Regional Offices, Rundu, Kavango East Region

The Electoral Commission of Namibia invites you to submit your best quote for the works described in detail hereunder.

Partitioning Of Ecn Regional Offices, Rundu, Kavango East Region
as per the attached specifications.

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

Queries, if any, should be addressed to Mr. Paulus Sifire at 0811465799 Technical. All prospective bidders will be required to attend a compulsory briefing session and viewing of the premises on Wednesday, 18 September 2024 at 10h00.

Please prepare and submit your quotation in accordance with the instructions and specifications given.

Yours faithfully,

H. Shoombe

Head of Procurement Management Unit

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Electoral Commission of Namibia 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 quotation process and reject all quotations at any time prior to contract award.

2. 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.

3. Validity of Quotations

The quotation validity period shall be **30** days from the date of bid submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

To be eligible to participate in this Quotation exercise, you should:

- (a) have a valid company Registration Certificate;
- (b) have an original valid good Standing Tax Certificate or Certified Copy
- (c) have an original valid good Standing Social Security Certificate or Certified Copy
- (d) have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) have a certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Submit signed Bid-securing Declaration.
- (g) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;
- (h) Description of Principal Business should among others indicate Construction, and Renovations.

5. Bid Security/Bid Securing Declaration

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

Works Completion Period

The completion period for works shall be thirty (30) *days* after acceptance and issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable.

6. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Electoral Commission of Namibia with the Bidder's name at the back of the envelope.

7. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at the Electoral Commission of Namibia Head Office, 2nd Floor, not later than **25 September 2024 @ 11h00**. Quotations by post, courier, or hand delivered should reach the ECN Head Office by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered.

8. Opening of Quotations

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

9. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

10. 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.

11. 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.

12. Margin of Preference

12.1. The applicable margins of preference and their application methodology are as follows:

Not applicable

12.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

Not applicable

13. Award of Contract

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

14. Notification of Award and Debriefing

The Public Entity shall after award of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within 7 days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within 7 days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER
(to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your quotation with the 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: <i>[name of Public Entity]</i>	Electoral Commission of Namibia
Procurement Reference Number:	W/RFQ/28-01/2024/25
Subject matter of Procurement:	Partitioning of Offices, Labelling (ECN Logo), Additional Toilet, and Installation of Blinds at ECN Regional Office for Kavango West Region in Rundu.

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 *[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 date of issue of Purchase Order/ Letter of Acceptance.

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

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:	Position:	Signature:	
Date		Phone No./E-mail	

**BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1) (b) and
37(5))**

Date: *[Day | month | year]*

Procurement Ref No.:

To:*[insert complete name of Public Entity and address]*.....

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

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

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

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

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

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

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

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

Dated on _____ day of _____
[insert date of signing]

Corporate Seal (where appropriate)
[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

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



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description:

.....

.....
Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:
.....

3. UNDERTAKING

I[insert full name], owner/representative
of[insert full name of company]

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:.....

Please take note:

1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

SECTION III: STATEMENT OF REQUIREMENTS

This text hereunder is a guidance for the preparation of the Specifications and Performance Requirements and should not form part of the final document

A set of precise and clear Specifications is a prerequisite for bidders to respond realistically and competitively to the requirements of the Public Entity without qualifying or conditioning their quotations. Specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done shall the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of quotations be ensured, and the subsequent task of quotation evaluation facilitated. The Specifications should require that all goods and materials to be incorporated in the Works be new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

Samples of Specifications from previous similar Contracts are useful in preparing Specifications. Most Specifications are normally written specially by the Public Entity to suit the Contract Works in hand. There is no standard set of Specifications for universal application in all sectors, but there are established principles and practices, which are reflected in these Documents.

There are considerable advantages in standardizing General Specifications for repetitive Works in recognized public sectors. The General Specifications should cover all classes of workmanship, materials, and equipment commonly involved in construction, although not necessarily to be used in a particular Works Contract. Deletions or addendums should then adapt the General Specifications to apply them to the particular Works.

Care must be taken in drafting Specifications to ensure that they are not restrictive. In the Specifications of standards for goods, materials, and workmanship, recognized international standards should be used as much as possible. Where other particular standards are used, whether national standards of Namibia or other standards, the Specifications should state that goods, materials, and workmanship that meet other authoritative standards, and which ensure substantially equal or higher quality than the standards mentioned, shall also be acceptable. To that effect, the following sample clause may be inserted in the Special Conditions or Specifications.

Equivalency of Standards and Codes

Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: W/RFQ/28-01/2024/25

[Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below.]

The quantities shown below are approximate and not subject to re-measurement for payment purposes.

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	Partitioning of Offices		each		
2	Labelling (ECN Logo)		each		
3	Additional Toilet		each		
4	Installation of Blinds		each		
				Subtotal	
Enter 0% VAT rate if VAT exempt.				VAT @ %	
				Total	

*Columns A to D to be completed as applicable by the Public Entity

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]

Procurement Reference Number: **W/RFQ/28-01/2024/25**

[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	Partitioning of Offices		
2	Labelling (ECN Logo)		
3	Additional Toilet		
4	Installation of Blinds		

* 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 Goods (Ref. W/RFQ-GCC) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: _____

The clause numbers given in the first column correspond to the relevant clause 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)	Electoral Commission of Namibia
Intended Completion Date GCC	The intended completion date is: 04 November 2024
Project Manager GCC 1.1(y)	The Project Manager is: Mr. Paulus Sifire
Site GCC 1.1(aa)	The Site is located at _____ and is defined in Drawings Nos: _____
Start Date GCC 1.1(dd)	The Start Date shall be: _03 October 2024
The Works GCC 1.1(hh)	The Works consist of: Partitioning, Supply and installation of blinds, labelling with ECN logo, and Additional Toilet
Interpretation GCC 2.2	The project will be completed in the following sections: Once off
Interpretation GCC2.3	The following additional documents shall form part of the contract:
Language and Law GCC 3.1	The language of the contract is English The law that applies to the Contract is the laws of Namibia.

GCC Clause Reference	Special Conditions
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 <i>may</i> delegate his/her duties.
Notices GCC 6	Any notice shall be sent to the following addresses: For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be H. Shoombe For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be _____
Insurance GCC 13.1	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: <ul style="list-style-type: none"> (a) for the Works, Plant and Materials: <i>(for the full amount of the works including removal of debris, professional fee etc...)</i> (b) for loss or damage to 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> (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 action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well).</i> (d) for personal injury or death: <ul style="list-style-type: none"> (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> (ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i>

GCC Clause Reference	Special Conditions
	<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 sole expense of the contractor.</p>
Site Date GCC 14.1	The site Data shall be: Kavango Est, Rundu, Regional Office
Possession of the Site GCC 20.1	The Site Possession Date shall be: NA
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within two (2) days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates <i>shall</i> be required.
Defects Liability Period GCC 33.1	The Defects Liability Period is: <i>12 months</i> .
Payment Certificates GCC 39.7	“ A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor”.
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) site hand over Note/certificate.
Adverse weather Conditions GCC 41.1 (I)	N/A

GCC Clause Reference	Special Conditions
Price Adjustment GCC 44.	The Contract is <i>not</i> subject to price adjustment.
Retention GCC 45.	(i) no proportion of any payments shall be retained
Liquidated Damages GCC 46.1	<p>The liquidated damages for the whole of the Works are <i>[insert rate]</i> per day.</p> <p>The maximum amount of liquidated damages for the whole of the Works is <i>[amount based on a maximum number of days]</i>.</p> <p><i>[Usually liquidated damages are set between 0.05 per cent and 0.10 per cent per day, and the total amount is not to exceed between 5 per cent and 10 per cent of the Contract Price. Alternatively, the daily rate could reflect the actual prejudice that the procuring entity may claim to suffer as direct cost, where applicable or a nominal value taking into consideration the size of the building, nature of construction and the incidence due to non-availability of the building as from the intended completion date. If Sectional Completion and Damages per Section have been agreed, the latter should be specified here.]</i></p>
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 not]</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 Works, is: N/A

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.:

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Security(if applicable)		
Company Registration Document		
Valid Good Standing Certificate for Tax (NAMRA)		
Valid Good Standing Certificate for Social Security		
Valid Employment Equity Certificate		

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.*



Electoral Commission of Namibia

PROCUREMENT OF GOODS AND SERVICES

PART A: BID INVITATION STAGE: TO BE PRE-POPULATED BY ECN

RFB REF. NO:	
BID DESCRIPTION	PARTITIONING OF OFFICES, LABELLING (ECN LOGO), ADDITIONAL TOILET AND INSTALLATION OF BLINDS
BID CLOSING DETAILS	DATE: 25 September 2024
	TIME: 11h00
	PLACE: ECN HQ, Second floor, Office No.259

PART B: BID SUBMISSION STAGE: TO BE COMPLETED BY BIDDER

NAME OF BIDDING COMPANY	
NAME OF AUTHORIZED REPRESENTATIVE	
BIDDING PRICE (N\$)	
DATE COMPLETED	

1. PURPOSE

- 1.1 The purpose of this Request for Bid is to invite Service Providers (hereinafter referred to as “bidders”) to submit bids for the partitioning, labelling of offices, and construction of additional toilet for the ECN Kavango East Regional office in Rundu within the time frame as specified in the bid.
- 1.2 This bid is open to contractors with capacity and capability to partition offices conforming to requirements and standards set out in **Section4-6** of this bid.

2. BACKGROUND

- 2.1 The ECN has identified the need for the partitioning, labelling of offices, and construction of additional toilet and the installation of blinds.

3. SCOPE OF BID

- 3.1 The invitation of bids is aimed at ensuring that the work be done at the ECN regional offices in Rundu within timeframe specified in this document:
 - i) Partitioning, labelling of offices, and construction of additional toilet and installation of blinds.

4. SPECIFIC PRE-REQUISITES

- 4.1 Prospective bidders must be prepared to deliver a high quality product right first time and at the right time.
- 4.2 The execution of this bid requires a high degree of accuracy and quality control as the condition is exacerbated by an extremely short production window which leaves no margin for error or failure.
- 4.3 **Prospective bidders must initial every page and sign the last page of this bidding document as a requirement to declare acceptance of the conditions and requirements specified in this bid.**

- 4.4 In case of any prospective wants to declare not to accept any of the specified conditions or requirements specified in this bid, this must be done on a separate sheet to be provided by the bidder.

5. STATUTORY REQUIREMENTS

- 5.1 In compliance with Public Procurement Act (Act No.15 of 2015), all prospective bidders must provide the following statutory documents:
- i) Company Registration documents/certificate
 - ii) Valid Good Standing Certificate with Social Security
 - iii) Valid Inland Revenue Good Standing Certificate from the Ministry of Finance
 - iv) Valid Affirmative Action Compliance Certificate
 - v) Proof of Namibian ownership (Company must be 100% Namibian owned)
 - vi) Business principle must be in line with this procurement

6. TECHNICAL REQUIREMENT

6.1 Technical specifications:

6.1.1 Partitioning of offices as per attached sketch

6.1.2 Materials to be used:

- Dry walling (Boards)
- Aluminium windows (smoked)
- Window blinds

7. ADMINISTRATIVE REQUIREMENTS

7.1 Performance References

- 7.1.1 Bidders **must** provide and attach proof (i.e. **tender or bid**) of same goods or services previously supplied and delivered for the same or similar environment supported by traceable references.

7.2 Experience

- 7.2.1 Prospective bidders must demonstrate relevant experience on design and layout /providing the same or similar services of which a list must be attached containing:
- i) Full description of the goods or services provided,

- ii) Name of the institution,
- iii) Year(s), and
- iv) Period (days) taken to produce and deliver the goods or services.

7.2.2 Capacity and capability to supply and deliver the required products **right first time and at the right time**. This requirement is read in conjunction with requirements under **section 5** above.

7.3 Delivery Period

7.3.1 Prospective bidders must supply and deliver or provide the required goods or services within thirty (30) days as stipulated under the terms and conditions of the contract execution.

7.4 Bid Price

7.4.1 All quoted prices are the total price for the entire scope of required services and deliverables to be provided by the bidder.

7.4.2 The total price must be VAT inclusive and be quoted in Namibian Dollar (N\$) should reflect all cost delivery and labour included.

7.4.3 All additional costs, where applicable, must be clearly specified.

7.4.4 Bid price adjustments must be handled in compliance with Regulation 41(1) and (3) of the Public Procurement Act No.5 of 2015.

7.4.5 Any possible foreign currency fluctuations shall be handled in accordance with regulations 41(2) of the act.

7.5 Bid Validity Period

7.5.1 The validity of bid is 90 days in accordance with the provisions of Section 49(1) -(3) of the Act.

7.6 Payment

7.6.1 Payment will be effected within 30 days upon receipt or submission of signed invoice and Purchase Order supported by proof of delivery of completion of work or service.

7.7 Bid Evaluation Stages

7.7.1 The bid evaluation process consists of several stages that are applicable according to the nature of the bid as defined in the table below.

Stage	Description	Applicable for this bid
1.	Compulsory Briefing Session	Yes
2.	Statutory Requirements Verification	Yes
3.	Technical Requirements Evaluation	Yes
4.	Administrative Requirements	Yes
5.	Facility-Site Inspection	Yes
6.	Price Evaluation	Yes

7.7.2 The bidder must qualify for each applicable stage to be eligible to proceed to the next stage of the evaluation.

7.8 Bid Evaluation Criteria

7.8.1 All qualified bids shall be scored in accordance with the following set criteria:

- i) Full compliance with statutory requirements (section 5)
- ii) Full compliance with technical specifications (subsection 6.1)
- iii) Capability to produce traceable references (subsection 7.1)
- iv) Capability to prove experience in producing or providing the same or similar products or services (subsection 7.2)
- v) Facility conformity to set standards (section 7.9)
- vi) Bid offer (price)
- vii) Firmness of the price

7.9 Facility inspection

7.9.1 The ECN reserves the right, *where and when applicable and necessary*, to:

- i) Carry-out site visits to the premises of prospective bidders to determine compliance and conformity with set standards (i.e. ISO/IEC 17065 and ISO/IEC 17021-1) of the Namibia Standard Institute (NSI) as part of evaluation criteria.
- ii) Ensure that the products and services to be offered by prospective bidders consistently conform to predefined International and/or Namibian standards, customer requirements and applicable legislations.

7.10 Bid Disqualification

7.10.1 Failure by any bidder to comply with:

- i) Any of the statutory requirements (**section 5**) shall result in automatic disqualification from being evaluated at selection stage.
- ii) Technical specifications (**subsection 6.1**), providing traceable references and proof of experience (**subsection 6.1 and 6.2**) respectively during evaluation stage.

7.11 Contract Management

- 7.11.1 The successful bidder shall enter into a contract with the ECN as an administrative tool to execute the set deliverables of the bid and monitor thereof in compliance with Section 62 and Regulation 40 of the Public Procurement Act No 5 of 2015.
- 7.11.2 The ECN shall designate an official to execute oversight function of the contract execution, monitoring and evaluation of the contract deliverables.
- 7.11.3 All prospective bidders shall be required to attend a compulsory briefing meeting at ECN HQ failure to attend shall result in automatic disqualification.

7.12 Guarantee and Warranty

7.12.1 The Supplier warrants that:

- i) The warranty of goods or service supplied or provided under this bid remains valid for a minimum of twelve (12) months after the goods/services, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the bid, or for the rest of the term required within this bid or contract to be entered into;
- ii) As at commencement date, it has the rights, title and interest in and to the product or services to deliver such product or services in terms of the bid and contract to be entered into and that such rights are free from any encumbrances whatsoever;
- iii) The product is in good working order, free from defects in material and workmanship, and substantially conforms to the Specifications, for the duration of the Warranty period;
- iv) During the Warranty period any defective item or part component of the product be repaired or replaced as per the NSI referred to in this bid or and contract to be entered into after receiving a written notice from the ECN;

- v) The Product possesses all material functions and features required for ECN's Operational Requirements;

8 INCOTERMS

8.1 Delivery of Services

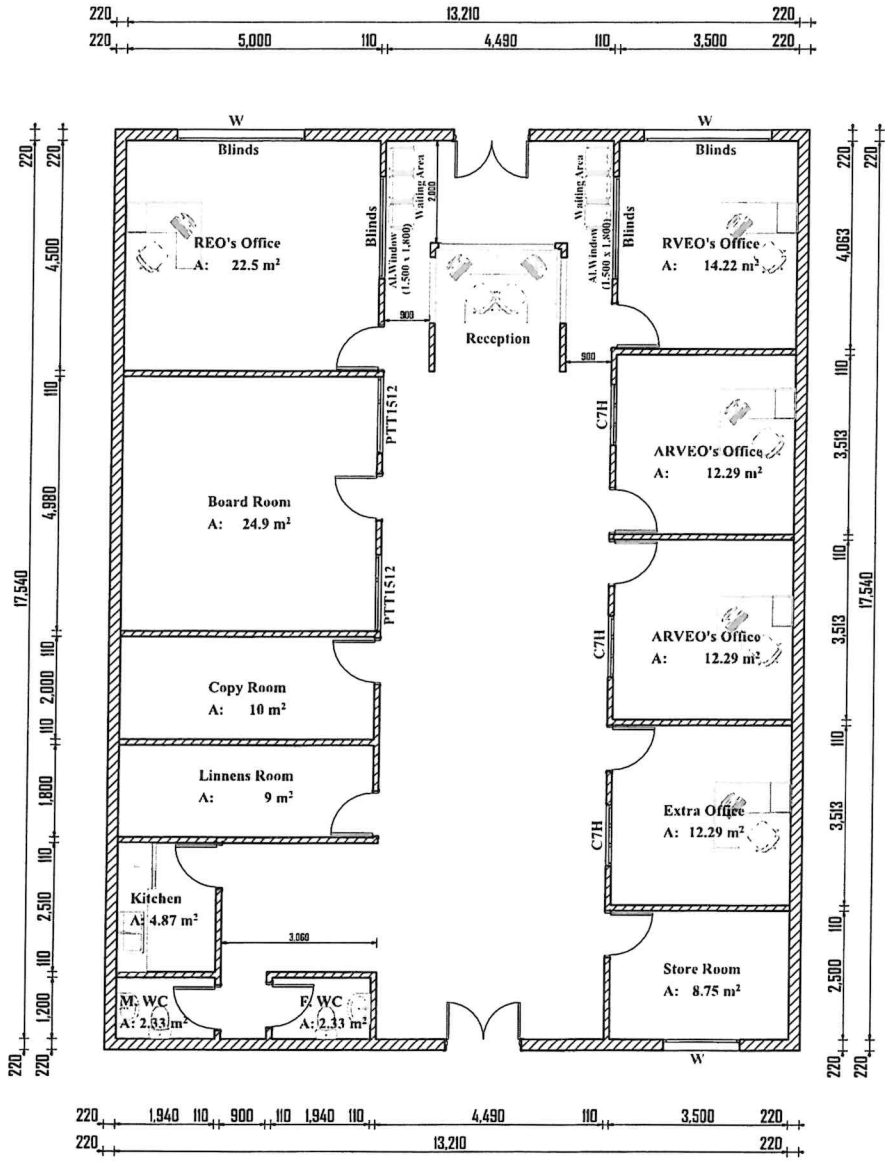
- i) The design, layout and set ready for print of information materials for the ECN must be done in compliance with provisions of internationally recognized trade terms.

9. DETAILS OF BIDDER

Name of Bidding Company	
Physical Address	
Postal Address	
Contact Number	

_____ **Full Name of Bidder**

_____ **Signature**



Building

Ground Plan

1:100