



PROCUREMENT MANAGEMENT UNIT

Namibia Wildlife Resorts is a State owned enterprise, mandated to run all the tourism facilities within the protected areas of Namibia (currently 23 facilities). The only shareholder is the Government of the Republic of Namibia; hence, it belongs to the Namibian people. The company was established through an Act of Parliament, the Namibia Wildlife Resorts Company Act, (Act 3 of 1998), hereinafter referred to as the Act. Other legislation that has an impact on NWR are the Companies Act (Act 61 of 1973 as amended), the Public Enterprise Act (2 of 2006 as amended), the Public Enterprises Governance Amendment Act (Act 8 of 2015) and Public Procurement Act (Act No:15 of 2015).

OPEN NATIONAL BIDDING: SUPPLY AND DELIVERY OF VOLVO PENTA GENERATORS

PROCUREMENT REFERENCE NO: G/ONB/NWR08/FY23-24

ISSUED ON: 29th April 2024

BID SUBMISSION DUE DATE: 20th May 2024 @11H00

ENQUIRIES: pmu@nwr.com.na / + 26461 285 7106/7301

Name of Bidder	
Contact Person	
E-mail Address	
Total bid amount (Incl. VAT):	
Estimated delivery Period (weeks)	



Letter of Invitation

[Name of Bidder _____]

Procurement Reference Number: G/ONB/NWR08/FY23-24

29 April 2024

Dear Bidder,

SUPPLY & DELIVERY OF VOLVO PENTA GENERATORS

Namibia Wildlife Resorts invites you to submit your best quote for the services described in detail hereunder. **This bid is reserved for Namibian registered entities as required in terms of the amended section 29 (1) (b), the entity(ies) is/are incorporated or registered in Namibia in terms of the Public Procurement Act, 2015 (Act No. 15 of 2015).**

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

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

Yours faithfully,

Dr Mathias Ngwangwama
Accounting Officer

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

NWR 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 annex 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.

You are advised to carefully read the complete Request for Sealed 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 90 days from the date of submission deadline.

4. Eligibility Criteria

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

- (a) have a valid company Registration Certificate;
- (b) have an original/Certified good Standing Tax Certificate;
- (c) have an original/certified good Standing Social Security Certificate;
- (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) Submit signed Bid-securing Declaration; and
- (f) 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.

5. Bid Security/Bid Securing Declaration

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

6. Delivery

Delivery shall be *30 days* after acceptance/issue of Purchase Order. Deviation in delivery period *shall not be accepted*.

6.1. The following tests and inspections will be conducted on the goods at delivery: A General tests and inspections will be conducted on the goods at delivery.

7. Sealing and Marking of Quotations

Quotations 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 Quotations

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

Procurement Management Unit

Namibia Wildlife Resorts,

Independence Avenue

NB: not later than **20 May 2024, 11:00 a.m.**

Quotations by post or hand delivered should reach NWR by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 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.

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

11. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements. Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

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

- **Not Applicable**

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

- **Not Applicable**

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation 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 Agreement and General Conditions of Contract.

15. Performance Security

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

16. 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 seven (7) days. Furthermore, the Public Entity 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 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 quotation is not authorized, it will be rejected.**]

Quotation addressed to	Namibia Wildlife Resorts
Procurement Reference Number:	G/ONB/NWR08/FY23-24
Subject matter of Procurement:	supply and delivery of Volvo Penta generator

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 Request for Quotations referenced above.

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

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the *Bid Securing Declaration (BSD)* attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to *[forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

The validity period of the Quotation is _____ 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.

Quotation Authorized by:

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

BID SECURING DECLARATION

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

Date:

Procurement Ref No.:

To:

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

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

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

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

Signed:

[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)



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/license/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: LIST OF GOODS AND PRICE SCHEDULE

Procurement Ref No:

INSTRUCTIONS TO THE BIDDER

- The quoted price per Generator should include the extras
- The bidder is required to attach additional quotation on their company letter head

Description of Goods	The specification of Enclosed Back-up Generator sets that should be included in the quotation	Delivery address	Quantity required	Delivery period (Weeks) VAT)	Unit price (Inc VAT)	Total price (Incl VAT)
Volvo Penta 550kVA	<ul style="list-style-type: none"> ❖ Volvo Penta TAD1641 GE-B (508 kVA Prime Power/558 kVA Standby Power) ❖ Alternator Type (Marelli/Sincro) ❖ Control Panel ❖ Automatic Transfer Switch (ATS) with ABB components ❖ Diesel Base Tank 1000L ❖ Transportation, installation and commissioning 	Okaukuejo	1			
Volvo Penta 280kVA	<ul style="list-style-type: none"> ❖ Volvo Penta TAD842 GE- (303 kVA Prime Power/334 kVA Standby Power) ❖ Alternator Type (Marelli/Sincro) ❖ Control Panel ❖ Automatic Transfer Switch (ATS) with ABB components ❖ Diesel Base Tank 700L ❖ Transportation, Installation and commissioning 	Halali	1			
Volvo Penta 280kVA	<ul style="list-style-type: none"> ❖ Volvo Penta TAD842 GE- (303 kVA Prime Power/334 kVA Standby Power) ❖ Alternator Type (Marelli/Sincro) ❖ Control Panel 	Namutoni	1			

	<ul style="list-style-type: none"> ❖ Automatic Transfer Switch (ATS) with ABB components ❖ Diesel Base Tank 700L ❖ Transportation, Installation and commissioning 					
			Total Excl. VAT			
			15% VAT			
			Total Incl. VAT			
NAME:		POSITION:		SIGNATURE		DATE
NAME OF BIDDER:		EMAIL ADDRESS:				

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

The goods required are technically specified in Section V. Inspections, Examinations will be done upon delivery to ascertain if specifications, sizes and quantities meet the requirements.

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: _____

[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. Authorize the specification offered in the signature block below.]

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/Deviation (if applicable)
A*	B*	C	D
1.	Volvo Penta 550kVA		
2.	Volvo Penta 280kVA		
3.	Volvo Penta 280kVA		

Specifications and Compliance Sheet Authorized 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)

SECTION VII: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods 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 GCC.

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser: Namibia Wildlife Resorts
Site GCC 1.2(m)	The final destination for delivery of the Goods is: Namibia Wildlife Resorts, See section III _____ Independence Avenue Windhoek
Incoterms Edition GCC 1.3(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.(DAP)
Notices GCC 1.4	Any notice shall be sent to the following addresses: For NWR, the address and the contact name shall be: Procurement Management Unit, pmu@.com.na For the Supplier, the address and contact name shall be:
Disputes GCC 1.5	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows:

Delivery and Documents GCC 1.6	The Goods are to be delivered within 30 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note; (b) Invoice
Price Adjustment GCC 1.7	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 1.8	Payments shall be made not later than thirty days after submission of an invoice/s and its certification by the Purchaser.
Subject and GCC clause reference	Special Conditions
Terms of Payment GCC 2.1	The price shall not be adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 2.2	The method and conditions of payments to be made to the Supplier under this contract shall be as follows: 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. An interest rate of % is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
Transportation GCC 2.3	The Goods shall be delivered: DAP
Inspection and Test GCC 2.4	The inspection and tests shall be: General Inspection
Location of Inspection and Tests GCC 2.5	Namibia Wildlife Resorts, Head Office Independence Avenue Windhoek
Liquidated Damages GCC 2.6	Liquidated damages for the whole contract are 0.05% per day. The maximum amount of liquidated damages for the whole contract is 4% of the final contract price.

QUOTATION CHECKLIST SCHEDULE

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		
have a valid company Registration Certificate;		
have an original/certified valid good Standing Tax Certificate;		
have an original/certified valid good Standing Social Security Certificate;		
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;		
Submit signed Bid-securing Declaration; and		
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.		

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*