REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

Tel: (061) 287 9111

Fax: (061) 224910

Enq: Michael Kalumba

Private Bag 13338

Windhoek

# Request for Sealed Quotation
# For supply and delivery of service kits and spare parts of NDF Ural Vehicles

Procurement for Directorate Disaster Risk Management

## Procurement Reference No: G/RFSQ/02-15/2024

## Due Date: 26 July 2024

**Office of the Prime Minister, Directorate of Disaster Risk Management, Nickel Street, Prosperita, Windhoek, contact Mr. Michael Kalumba or Ms. Hilma Kawela at - 061 –4351111/2).**

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OFFICE OF THE PRIME MINISTER

Tel: (061) 287 9111

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Private Bag 13338

Windhoek

**Letter of Invitation**

***To:*** .....

.....

.....

.....

***[Procurement Reference Number] G/RFSQ/02-15/2024***

***17 July 2024***

Dear Sir/Madam

## Request for quotation for the service and repairs for NDF Ural Trucks

The Office of the Prime Minister invites you to submit your best quote for the services described in detail hereunder.

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

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

Queries, if any, should be addressed to ***Mr. Michael Kalumba/Ms Hilma Kawela at 061-4351111/2***

REPUBLIC OF NAMIBIA
OFFICE OF THE PRIME MINISTER
17 JUL 2024
PRIVATE BAG 13338
WINDHOEK, NAMIBIA
PROCUREMENT No: 1

Yours Faithfully

**Mr Brian Mungunda**
**Chairperson: Procurement Management Unit**

# SECTION I: INSTRUCTIONS TO BIDDERS

**1. Rights of Public Entity**

The Office of the Prime Minister reserves the right:

(a) To accept or reject any quotation; or

(b) 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 services 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 Performance Standards 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**

**NB: To be eligible to participate in this Quotation exercise, you should submit the following; and failure to submit the below documentations, you will be disqualified.**

(a) Have a valid company Registration Certificate; indicating the line of business, and share holders

(b) Have an original valid good Standing Tax Certificate;

(c) Have an original valid 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;

((f) Signed and complete a written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015.

(g) Signed and complete the Bid-securing Declaration attached to the document.

**5. Bid Security/Bid Securing Declaration.**

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

**6. Services Completion Period**

The completion period for services shall be ***as per the request by Office of the Prime Minister*** after acceptance/issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable.

7. **Documents to be submitted**

**NB**: Bidders shall submit along with their quotations documents giving company's profile, past experience and evidence of similar services provided together with customers reference details.

8. **Sealing and Marking of Quotations**

**NB:** 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 at the back of the envelope.

9. **Submission of Quotations**

Quotations should be delivered to the same address indicated above and contact person not later than **26 July 2024 @ 11h00**. Late quotations will be rejected. Quotations received by e-mail will not be considered.

10. **Opening of Quotations**

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid Security/Bid-Securing Declaration will be put on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

11. **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 to determine the lowest evaluated quotation.

12. **Scope of Services, Specifications and Performance Standards**

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

13. **Prices and Currency of Payment**

Prices for the execution of services 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 services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

14. **Margin of Preference**

**14.1.** The applicable margins of preference and their application methodology are as follows: **N/A**

***[To be inserted if applicable]***

**14.2.** Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: **N/A**

**15. Award of Contract**

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the 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

**16. Notification of Award and Debriefing**

The Public Entity shall after award must 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 of ward on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven days (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 this RFQ prevail over any attachments.* ***[If your quotation is not authorised, it may be rejected.]***

| | |
|---|---|
| Quotation Addressed to : *[Name of Public Entity]:* | |
| Procurement Reference Number: | |
| Subject matter of Procurement: | **Request for quotation for the service and repairs of NDF trucks/vehicles** |

We offer to provide the services detailed in the Scope of Service, 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: Request for Quotations.

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.

The validity period of our Quotation is _____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.

The services will commence within **as prescribed by Office of the Prime Minister** 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./Fax | |

## 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.*

| Item No | Brief Description of Services | Quantity | Unit of Measure | Unit Price | Total Price | Destination |
|---|---|---|---|---|---|---|
| A* | B* | C* | D* | E | F | |
| NDF: 5772, 5769, 5754 5757, 5767, 5776, 5771, 5763, 5762, 5775, 5752, 5778, 5779, 5782, 5751, 5774 & 5755 | Full service kit on Ural trucks: Engine oil 35 L, air filter 1, diesel filter 1 oil filter 1, air drier 1 anti-freezer 25 L, | 17 | | | | Keetmanshoop x **2**, Karibib x**2**, Katwitwi x**1**, Opuwo x**4**, Oshikango x**1**, Farm Du Plesis x**4** Onankali x **2**, Oshana x**1** |
| NDF: 5772, 5769, 5754 5757, 5767, 5776, 5771, 5763, 5762, 5775, 5752, 5778, 5779, 5782, 5751, 5774 & 5755 | Ural trucks: Fan belts, (3 for each truck) | 51 | | | | Keetmanshoop x **2**, Karibib x**2**, Katwitwi x**1**, Opuwo x**4**, Oshikango x**1**, Farm Du Plesis x**4** Onankali x **2**, Oshana x**1** |
| NDF: 5782 & 5751 | Ural trucks: Canvas | 4 | | | | Farm Du Plesis x 2, Contigeny x 2 |
| NDF: 5772, 5769, 5754 5757, 5767, 5776, 5771, 5763, 5762, 5775, 5752, 5778, 5779, 5782, 5751, 5774, 5868 & 5755 | (Ural trucks: Alternator) | 18 | | | | Keetmanshoop x **2**, Karibib x**2**, Katwitwi x**1**, Opuwo x**4**, Oshikango x**1**, Farm Du Plesis x**4** Onankali x **2**, Oshana x**1**, Army HQ **x 1** |
| Contingency | Ural trucks:<br>Windscreen<br>Side mirror left<br>Side Mirror right | <br>4<br>4<br>4 | | | | Contigency |
| NDF: 5772, 5769, 5754 5757, 5767, 5776, 5771, 5763, 5762, 5775, 5752, 5778, 5779, 5782, 5751, 5774 & 5755 | Ural trucks: Gear Box main oil seal | 17 | | | | Keetmanshoop x **2**, Karibib x**2**, Katwitwi x**1**, Opuwo x**4**, Oshikango x**1**, Farm Du Plesis x**4** Onankali x**2**, Oshana x**1** |

| | | | | | | |
|---|---|---|---|---|---|---|
| NDF: 5772, 5769, 5754 5757, 5767, 5776, 5771, 5763, 5762, 5775, 5752, 5778, 5779, 5782, 5751, 5774 & 5755 | Ural trucks: Head lamp bulbs (2 for each truck) | 34 | | | | Keetmanshoop x **2**, Karibib x**2**, Katwitwi x**1**, Opuwo x**4**, Oshikango x**1**, Farm Du Plesis x**4** Onankali x**2**, Oshana x**1** |
| NDF: 5772, 5769, 5754 5757, 5767, 5776, 5771, 5763, 5762, 5775, 5752, 5778, 5779, 5782, 5751, 5774 & 5755 | Ural truck: Rear Bulbs (4 for each truck) | 68 | | | | Keetmanshoop x **2**, Karibib x**2**, Katwitwi x**1**, Opuwo x**4**, Oshikango x**1**, Farm Du Plesis x**4** Onankali x **2**, Oshana x**1** |
| NDF 4772 & 5868 | Batteries 685 | 04 | | | | Erongo x 1<br>Army HQ x 1 |
| NDF: 5772, 5769, 5754 5757, 5767, 5776, 5771, 5763, 5762, 5775, 5752, 5778, 5779, 5782, 5751, 5774 & 5755 | Brake shoes (6 for each truck) | 102 | | | | Keetmanshoop x **2**, Karibib x**2**, Katwitwi x**1**, Opuwo x**4**, Oshikango x**1**, Farm Du Plesis x**4** Onankali x**2**, Oshana x**1** |
| NDF Composite Depot | Wiper | 18 | | | | 18 NDF Composite Depot |
| NDF Composite Depot | Shocks observer | 18 | | | | 18 NDF Composite Depot |
| NDF 5755 | Brake Valve | 1 | | | | Erongo x 1 |
| | | | **Other additional costs** | | | |
| | | | **Subtotal** | | | |
| | *Enter 0% VAT rate if VAT exempt.* | | **VAT @ %** | | | |
| | | | **Total** | | | |

# SECTION III: SCOPE OF SERVICES

# SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **G/RFSQ/02-15/2024**

*[Complete the unit and total prices for each item listed below in Namibian dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be re-designed and customized as per the type of services required]. Group 1*

**SERVICE AND REPAIRS**

**NB: Attach the pricing quotation with company log.**

**Priced Activity Schedule Authorised By**: *[insert company seal]*…….

| | | | |
|---|---|---|---|
| Name of signatory: | | Signature: | |
| Position: | | Date: | |
| Company Name : | | | |

# SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

## NB: Attached the pricing quotation with company log.

Procurement Reference Number: **G/RFSQ/02-15/2024**

*[Bidders should complete columns C and D with the specifications of the services 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.]*

| Item No | Specifications and Performance Required | Compliance of Specifications and Performance Offered | Details of Non-Compliance/ Deviation (if applicable) |
|---|---|---|---|
| *A** | *B** | *C* | *D* |
| NDF: 5772, 5769, 5754 5757, 5767, 5776, 5771, 5763, 5762, 5775, 5752, 5778, 5779, 5782, 5751, 5774 & 5755 | Full service kit on Ural trucks: Engine oil 35 L, air filter 1, diesel filter 1 oil filter 1, air drier 1 anti-freezer 25 L, | | |
| NDF: 5772, 5769, 5754 5757, 5767, 5776, 5771, 5763, 5762, 5775, 5752, 5778, 5779, 5782, 5751, 5774 & 5755 | Ural trucks: Fan belts, (3 for each truck) | | |
| NDF: 5782 & 5751 | Ural trucks: Canvas | | |
| NDF: 5772, 5769, 5754 5757, 5767, 5776, 5771, 5763, 5762, 5775, 5752, 5778, 5779, 5782, 5751, 5774 & 5755 | (Ural trucks: Alternator) | | |
| Contingency | Ural trucks:<br>Windscreen<br>Side mirror left<br>Side Mirror right | | |
| NDF: 5772, 5769, 5754 5757, 5767, 5776, 5771, 5763, 5762, 5775, 5752, 5778, 5779, 5782, 5751, 5774 & 5755 | Ural trucks: Gear Box main oil seal | | |
| NDF: 5772, 5769, 5754 5757, 5767, 5776, 5771, 5763, 5762, 5775, 5752, 5778, 5779, 5782, 5751, 5774 & 5755 | Ural trucks: Head lamp bulbs (2 for each truck) | | |
| NDF: 5772, 5769, 5754 5757, 5767, 5776, 5771, 5763, 5762, 5775, 5752, 5778, 5779, 5782, 5751, 5774 & 5755 | Ural truck: Rear Bulbs (4 for each truck) | | |
| NDF 4772 | Batteries | | |
| NDF: 5772, 5769, 5754 5757, 5767, 5776, 5771, 5763, 5762, 5775, 5752, 5778, 5779, 5782, 5751, 5774 & 5755 | Brake shoes (6 for each truck) | | |
| NDF Composite Depot | Wiper | | |
| NDF Composite Depot | Shocks observer | | |

**Specifications and Performance Standard Compliance Sheet Authorised By:**

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

# SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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) Ref: NCS-LS/RFQ-GCC for procurement of services (lump-sum) available on the website of the Public Entity *(insert website address)* except where modified by the Special Conditions below.

# SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFSQ/02-15/2024**

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

| Subject and GCC Reference | Special Conditions |
|---|---|
| **Definitions**<br>**GCC 1.1(a)** | Adjudicator is Not Applicable for this contract |
| **Definitions**<br>**GCC 1.1(l)** | The Member is: ***Office Of the Prime Minister*** |
| **Definitions**<br>**GCC 1.1(o)** | The Service Provider is: *[to be inserted at contract signing]*…… |
| **Notices**<br>**GCC 1.4** | Any notice shall be sent to the following addresses:<br>For the [**Office of the Prime Minister**], **Address: P.O Box 11479, Klein Windhoek, Contact; Mr Michael Kalumba, at 061–4351111 (081 1407626)**<br><br>For the [Service Provider], the address and contact name shall be *[to be inserted at contract signing]*:<br>_____ |
| **Authorised Representatives**<br>**GCC 1.6** | The Authorised Representatives are:<br>For the Public Entity: **Mr. Michael Kalumba**<br>For the Service Provider*[to be inserted at contract signing]*:<br>_____ |
| **Effectiveness of Contract**<br>**GCC 2.1** | The date on which this Contract shall come into effect is _____<br>***as soon as the purchaser order is accepted.*** |

| | |
|---|---|
| **Starting Date**<br>**GCC 2.2.2** | The intended starting date for the commencement of Services is _ **as soon as possible after the acceptance of the Purchase order.** |
| **Intended Completion Date**<br>**GCC 2.3** | The intended completion date is: **as prescribed by the Office of the Prime Minister** after from the starting date. |
| **Prohibition**<br>**GCC 3.2.3(c)** | List of Activities: _____ **as indicated in the specifications** as indicated above. |
| **Service Provider's Actions Requiring Public Entity's Prior approval**<br>**GCC 3.7(c)** | The other actions are _____**.check all necessary documentations as required in this bidding document.** |
| **Documents Prepared by Service Provider to be the Property of the Public Entity**<br>**GCC 3.9** | Restrictions on the use of documents prepared by the Service Provider are:<br>**The Bidding document to be returned to the Office of the Prime Minister on or before the closing date.** |
| **Payments of Liquidated Damages**<br>**GCC 3.10.1** | Liquidated damages for the whole contract are *[1%]* per week. The maximum amount of liquidated damages for the whole contract is *[5%]* of the final contract price. |
| **Lack of Performance Penalty**<br>**GCC 3.10.3** | The percentage _____ to be used for the calculation of lack of Performance Penalty (ies) is _____. *(Where applicable)* ***as indicated in the GCC.*** |
| **Performance Security**<br>**GCC 3.11** | **(i)** No Performance Security is required*or/ **complete and signed a Performance Securing Declaration** |

| | |
|---|---|
| **Assistance and Exemptions**<br>**GCC 5.1** | The assistance and exemptions provided to the Service Provider are *(where applicable)*:<br>N/A<br>_____ |
| **Contract Price**<br>**GCC 6.2(a)** | The amount in local currency is _____ **Not specified.** |

| | |
|---|---|
| **Terms and Condition of Payment**<br>**GCC 6.4** | Insert the payment terms in line with the GCC. As specified in GCC 6.4. |
| **Interest on Delayed Payments**<br>**GCC 6.5** | Payment shall be made within 30 days of receipt of the invoice and the relevant documents, and within _____days in the case of the final payment.<br>The interest rate is _____.**Legal rate as specified in GCC 6.5** |
| **Price Adjustment**<br>**GCC 6.6.1** | Price adjustment ***is not*** applicable. |
| **Identifying Defects**<br>**GCC 7.1** | The following inspections shall be carried out: **to contact Mr Michael Kalumba at ...061-4351111**<br>The defect liability period is:_____ within **1 week/Not applicable** |
| **Dispute Settlement**<br>**GCC 8.2** | In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. 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 may be referred to court by either party. |
| **Dispute Settlement**<br>**GCC 8.2.3** | Not Applicable |
| **Dispute Settlement**<br>**GCC 8.2.4** | The arbitration procedures of _____ will be used (applicable to overseas service provider) |
| **Dispute Settlement**<br>**GCC 8.2.5** | Not Applicable |

## (a) COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

| COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT | | |
|---|---|---|
| | N$ | N$ |
| **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** | | |

**Local Value Added = $\frac{\text{Total Cost – Cost of imported inputs}}{\text{Total Cost}}$ x 100**

**NB! The cost structure should be certified by a Certified Accountant**

MARGINS OF PREFERENCES WHEN EVALUATING BIDS FO EXCLUSIVE PREFERENCES AS PER PARAGRAPH 10 (2) **OF CODE OF GOOD PRACTICES ON PREFERENCES**

| **Category** | **Margins of preference** | **Documentary Evidence** |
|---|---|---|
| **Namibian shareholding** | 3% | - if the bidder meets any of the qualification criteria under section 71(3) of the Act. |
| **Good manufactured, grown, mined or extracted in Namibia** | 4% | - if the goods are grown, mined or extracted within Namibia, or if manufactured goods have a local content of 40% or more of the manufacturing costs of the goods, as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant, except for open international bidding where certification must have to be done by an Auditor registered in terms of the Public Accountant' and Auditors'Act 51 of 1951. |
| **Namibian Employees** | 3% | (a) 1% - if between 50% - 60% of the employees of the entity inclusive of management are Namibian citizens;<br><br>OR<br><br>(b) 3% - if more than 60% of the employees of the entity inclusive of management are Namibian citizens. |
| **Total** | 10% | |

## SCHEDULE 4

## QUOTATION CHECKLIST SCHEDULE

**Procurement Reference No.: G/RFSQ/02-15/2024**

| Description | Attached (please tick if submitted and cross if not) |
|---|---|
| Quotation Letter | |
| Priced Activity Schedule | |
| Specifications and Compliance Sheet | |
| Bid securing declaration and Written Undertaking in terms of Labour Act, 2007 | |
| Company Registration | |
| Good standing certificate, Valid - Inland Revenue | |
| Good standing certificate, Social Security | |
| Affirmative Action, Employment Equity | |

***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.*