



**Request for Sealed Quotations**  
**For**  
***Supply, Delivery and Installation of SURVEILLANCE***  
***CAMERAS to the Municipality of Henties Bay***

Procurement Ref: **G/RFQ/HBM-07/2024**

ISSUED BY:

PROCUREMENT MANAGEMENT UNIT  
MUNICIPALITY OF HENTIES BAY  
P.O. BOX 61  
HENTIES BAY  
NAMIBIA

NAME OF BIDDER \_\_\_\_\_



C/o Jakkalsputz road and Nicky Iyambo Avenue, Henties Bay, Namibia  
P.O. Box 61, Henties Bay Tel: +264 (0) 64 502 000 Fax: +264 (0) 64 502 001  
Website: www.hbaymun.com.na

## Letter of Invitation

09 September 2024

Dear All,

### **Invitation for Bids for Supply Delivery and Installation of Surveillance cameras to the Municipality of Henties Bay: Procurement Ref G/RFQ/HBM – 07/2024**

The Municipality of Henties Bay invites you to submit your best bid for the items described in detail hereunder. Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to Ms. M. Nghivalwa via email at [Procurement@hbaymun.com.na](mailto:Procurement@hbaymun.com.na).

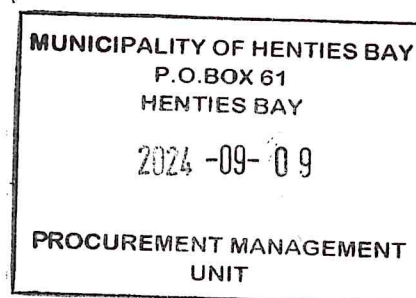
Please prepare and submit your bid in accordance with the instructions given or inform the undersigned if you will not be submitting a bid.

Yours faithfully,

A handwritten signature in black ink, appearing to read "M. Nghivalwa", written over a horizontal line.

Ms. Martha Nghivalwa

Head of Procurement Management Unit



## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The *Municipality of Henties Bay* 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 **120** 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 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;
- (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;

### 5. Bid Securing Declaration

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

## **6. Proof of previous deliveries**

Bidders are required to provide proof of previous delivery and installations of the same of the same cameras (kindly attach the reference letter from the previous client or legitimate copy of the purchase order).

## **7. Delivery**

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

## **8. 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.

## **9. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located ***The Council Chamber at the Main Municipal Building at the corner of Jakkalsputz Road and Nickey Iiyambo Avenue, not later than 27 September 2024 @ 15h00***. Quotations by post or hand delivered should reach Procurement Management Unit at the Municipality of Henties Bay, corner of Jakkalsputz Road and Nickey Iiyambo Avenue by the same date and time at latest. Late Quotations will be rejected.

Quotations received by e-mail will not be considered.

## **10. Opening of Quotations**

Quotations will be opened by the Municipality of Henties Bay at Erf 1513 c/o Jakkalsputz Nicky Iyambo Road, immediately after the closing time referred to in instruction 8 above. Bidders or their representatives may attend the Bid Opening if they choose to do so.

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 Security/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.

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

## **12. 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.

The 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.

**13. Prices and Currency of Payment**

Prices shall be fixed in Namibian Dollars.

**14. Margin of Preference**

N/A

**15. 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.

**16. 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.

**17. 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 authorised, it will be rejected.**]*

Quotation addressed to:	Municipality of Henties Bay
Procurement Reference Number:	<b>G/RFQ/HBM-07/2024</b>
Subject matter of Procurement:	Supply, Delivery and Installation of Surveillance Cameras to the Municipality of Henties Bay

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 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 to *[forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

The validity period of the Quotation is 120 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 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**

**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.*



13.	WOODEN POLE 9M 140-160MM CREOSOTED	3	No						
14.	NanoBeam 5AC	3	No						
15.	ORANGE M.STEEL ENCLOSURE 400x300x200	3	No						
16.	POLE MOUNTING KIT FOR 300MM WIDE MB	3	No						
17.	Solar Kit	3	No						
18.	Bracket for Solar Panel	3	No						
19.	Setup and install of Cameras and WIFI	1	Sum						
	<b>SCHOOL POLES</b>								
20.	DS-2SF8C442MXG-ELW/26(F0)(O-STD)	5	No						
21.	DS-1603ZJ-Pole-P	5	No						
22.	POE INJECTOR	5	No						
23.	NanoBeam 5AC	5	No						
24.	ORANGE M.STEEL ENCLOSURE 250x200x140	5	No						
25.	POLE MOUNTING KIT FOR 300MM WIDE MB	5	No						
26.	Electrical Plugs and Cable	5	No						
27.	Setup and install of Cameras and WIFI	1	Sum						
	<b>BEACH AREA</b>								
28.	DS-2SF8C442MXG-ELW/26(F0)(O-STD)	1	No						
29.	DS-1603ZJ-Pole-P	1	No						
30.	NanoBeam 5AC	1	No						
31.	ORANGE M.STEEL ENCLOSURE 400x300x200	1	No						
32.	POLE MOUNTING KIT FOR 300MM WIDE MB	1	No						
33.	Electrical Plugs and Cable	1	No						
34.	5-Port Gigabit Plastic Switch	1	No						
35.	Setup and install of Cameras and WIFI	1	Sum						
	<b>COMMUNAL AREA/PETROL TANK</b>								
31	DS-2TD2637-15/QY(O-STD)	3	No						

32.	PTZ Bracket (DS-1603ZJ-Pole-P)	3	No						
33.	Rocket Prism RP-5AC-GEN2	4	No						
34.	19dBi 120 Sectors AM-5G19-120	4	No						
35.	ORANGE M.STEEL ENCLOSURE 400x300x200	1	No						
36.	POLE MOUNTING KIT FOR 300MM WIDE MB	1	No						
37.	8 Port Fast Ethernet Smart POE Switch	1	No						
38.	Electrical Plugs and Cable	1	No						
39.	Setup and install of Cameras and WIFI	1	Sum						
	<b>OFFICE CAMERAS (INTERNAL)</b>								
40	4 MP ColorVu Fixed Dome Network Camera	5	No						
41	Setup and install of Cameras	1	Sum						
42	Transport and Accommodation	1	Sum						
						<b>TOTAL</b>			
NAME:			SIGNATURE				DATE		
NAME OF BIDDER:									

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 REQUIREMENTS

*[the Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.]*

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/HBM-07/2024

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
iDS-7716NXI-M4/16P/X( STD)	<ul style="list-style-type: none"> <li>● Up to 2-ch@32 MP/2-ch@24 MP/4-ch@12 MP/8-ch@8 MP/16- ch@4 MP decoding capacity</li> <li>● H.265+/H.265/H.264+/H.264 video formats</li> <li>● Up to 16-ch IP cameras can be connected, plug &amp; play with 16 power-over-Ethernet (PoE) interfaces</li> <li>● Intelligent analytics based on deep learning algorithm</li> <li>● Up to 16-ch perimeter protection</li> <li>● Up to 16-ch facial recognition for video stream, or up to 16-ch facial recognition for face picture</li> <li>● Up to 12-ch video structuralization</li> <li>● Up to 8-ch IP speakers can be connected</li> </ul>		
HIKCENTRAL-P-VSS-16CH-BASE	Hik Central 16 Chan Bace Lic		
HikCentral-P-VSS-1Ch/ANPR	Automatic Number Plate Reognition Camera Expansion package - including all functions of ANPR module and 1 ANPR camera manageble.		

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Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
	Prerequisite: Video Surveillance Base package. Supported: LPR monitoring and operation, Vehicle list management, History recognized license plate search, License plate matched/mismatched alarm, etc.		
HikCentral-P-VSS-1Ch/Thermal&Report	Description:Thermography thermal cameras with report Prerequisite:Video Surveillance Base package Warranty:None Supported: - 1 VSS channel manageable (multi lens also as one camera ) - Support temperature statistics for different temperature measurement points under multiple preset points of 1 thermal camera. - Support Exception Statistic, Comparison Data for different temperature measurement points under multiple preset points of 1 thermal camera.		
iDS-2CD7A46G0/P-IZHSY(8-32mm)(C)(O-STD)	<ul style="list-style-type: none"> <li>● High quality imaging with 4 MP resolution;</li> <li>● Excellent low-light performance via DarkFighter technology;</li> <li>● Clear imaging against strong back light due to 140 dB WDR technology;</li> <li>● License Plate Recognition ;</li> <li>● Efficient H.265+ compression technology to save bandwidth and storage;</li> <li>● 5 streams to meet a wide variety of applications;</li> <li>● Water and dust resistant (IP67) and vandal proof (IK10);</li> </ul>		
Ploe and Electical Box	<ul style="list-style-type: none"> <li>● WOODEN POLE 9M 140-160MM CREOSOTED</li> </ul>		
Solar Kit	Solar Kit Bracket for Solar Panel		
DS-2SF8C442MXG-ELW/26(F0)(O-STD)	<ul style="list-style-type: none"> <li>● Captures a large area and great details at the same time;</li> <li>● High quality imaging with 6 MP resolution for bullet channel ;</li> <li>● 24/7 colorful imaging and excellent low-light performance with DarkFighter technology;</li> </ul>		

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Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
	<ul style="list-style-type: none"> <li>● Panoramic channel tilt adjustable from 12° to 24°;</li> <li>● Secures an expansive area with 42 × optical zoom and 16 × digital zoom ;</li> <li>● Expansive night view with up to 30 m white light distance and 300 m IR distance ;</li> <li>● Supports deep learning functions;</li> <li>● Water and dust resistant (IP67) and vandal resistant (IK10);</li> </ul>		
DS-1603ZJ-Pole-P	<ul style="list-style-type: none"> <li>● Vertical Pole Mount</li> <li>● Aluminum Alloy, Steel, and Stainless Steel</li> <li>● Platinum Gray</li> </ul>		
DS-2SF8C442 MXG-ELW/26(F0)(O-STD)	<ul style="list-style-type: none"> <li>● Captures a large area and great details at the same time;</li> <li>● High quality imaging with 6 MP resolution for bullet channel ;</li> <li>● 24/7 colorful imaging and excellent low-light performance with DarkFighter technology;</li> <li>● Panoramic channel tilt adjustable from 12° to 24°;</li> <li>● Secures an expansive area with 42 × optical zoom and 16 × digital zoom ;</li> <li>● Expansive night view with up to 30 m white light distance and 300 m IR distance ;                             <ul style="list-style-type: none"> <li>● Supports deep learning functions;</li> </ul> </li> <li>● Water and dust resistant (IP67) and vandal resistant (IK10);</li> </ul>		
DS-1603ZJ-Pole-P	<ul style="list-style-type: none"> <li>● Vertical Pole Mount</li> <li>● Aluminum Alloy, Steel, and Stainless Steel</li> <li>● Platinum Gray</li> </ul>		
5-Port Gigabit Plastic Switch	5 x 10/100/1000 Mbps ethernet port		

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Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
DS-2TD2637-15/QY(O-STD)	<ul style="list-style-type: none"> <li>● High sensitivity thermal module with 384 × 288 resolution                             <ul style="list-style-type: none"> <li>● NETD is less than 35 mk (@25° C, F#=1.0)</li> </ul> </li> <li>● Leading thermal image processing technology: Adaptive AGC, DDE, 3D DNR</li> <li>● Powerful perimeter protection functions, based on intelligent algorithm: Line crossing, intrusion, region entrance &amp; exit                             <ul style="list-style-type: none"> <li>● Reliable temperature-anomaly alarm</li> <li>● Advanced fire detection algorithm</li> </ul> </li> <li>● High quality optical module with 4 MP resolution</li> </ul>		
DS-1603ZJ-Pole-P	PTZ Bracket		
8 Port Fast Ethernet Smart POE Switch	8 × 100 Mbps PoE RJ45 ports, 2 × gigabit network RJ45 port		

*[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.]*

**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. **G/RFQ-GCC** on the website of the Public Entity <https://hbaymun.com.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/HBM-07/2024**

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

<b>Subject and GCC clause reference</b>	<b>Special Conditions</b>
<b>Purchaser GCC 1.1(h)</b>	The purchaser is: Municipality of Henties Bay
<b>Site GCC 1.1(m)</b>	The Site/final destination for delivery of the Goods is the Technical Yard, Henties Bay municipality, Store Room
<b>Incoterms Edition GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.

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<b>Subject and GCC clause reference</b>	<b>Special Conditions</b>
<p><b>Notices</b> <b>GCC 8.1</b></p>	<p>Any notice shall be sent to the following addresses:                      For the Municipality of Henties Bay, the address and the contact name shall be:                      For the Municipality of Henties Bay, the address and the contact name shall be:                      Ms Martha Nghivalwa                      Head of Procurement Management Unit                      Municipality of Henties Bay                      P. O. Box 61                      Henties Bay                      Namibia</p> <p>For the Supplier, the address and contact name shall be</p>
<p><b>Disputes</b> <b>GCC 10.2</b></p>	<p>The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: Not applicable</p>
<p><b>Delivery and Documents</b> <b>GCC 13.1</b></p>	<p>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;</p>
<p><b>Price Adjustment</b> <b>GCC 15.1</b></p>	<p>The price charge for the Goods supplied and the related Services performed “<i>shall not</i>” be adjustable.                       If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used</p>
<p><b>Terms of Payment</b> <b>GCC 16.1</b></p>	<p>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</p>
<p><b>Terms of Payment</b> <b>GCC 16.3</b></p>	<p>Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.</p>
<p><b>Terms of Payment</b> <b>GCC 16.4 (a)</b></p>	<p>The price “<i>shall not be</i>” adjustable to the fluctuation in the rate of exchange.</p>

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Subject and GCC clause reference	Special Conditions
<b>Payment Period</b> <b>GCC 16.5</b>	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>i) <b>On Acceptance:</b> 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.</p> <p>ii) An interest rate of 0% is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.</p>
<b>Performance Security</b> <b>GCC 18.1</b>	<p>(i) A performance security in the form of a bank guarantee representing 10% of the final contract price shall be required.*</p>
<b>Discharge of Performance Security</b> <b>GCC 18.4</b>	<p>The performance security will be discharged and returned to the supplier not later than 30 days following completion date.</p>
<b>Packing</b> <b>GCC 23.2</b>	<p>The packing, marking and documentation within and outside the packages shall be: Procurement Management Unit, Municipality of Henties Bay, Erf 1513 Corner of Nicky Iyambo Road and Jakkalsputz Road, Henties Bay</p>
<b>Insurance</b> <b>GCC 24.1</b>	<p><i>n/a</i></p>
<b>Transportation</b> <b>GCC 25</b>	<p>The Goods shall be delivered: <b>Delivery address shall Municipal Stores, Municipality of Henties Bay, Erf 1515 Sand Street, Henties Bay</b></p>
<b>Inspection and Test</b> <b>GCC 26.1</b>	<p>The inspection and tests shall be: <i>N/A</i></p>
<b>Location of Inspection and Tests</b> <b>GCC 26.2</b>	<p>The inspections and tests shall be conducted at: <i>n/a</i></p>
<b>Liquidated Damages</b> <b>GCC 27.1</b>	<p>Liquidated damages for the whole contract are 0% per day. The maximum amount of liquidated damages for the whole contract is 4% of the final contract price.</p>
<b>Warranty</b> <b>GCC 28.3</b>	<p>The period of validity of the warranty shall be: <b>12 Months</b></p>

Subject and GCC clause reference	Special Conditions
<b>Repair and Replacement GCC 28.5</b>	The period for repair or replacement shall be: 30 day(s)

### 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:

## Section VII Special Conditions of Contract 20

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.
- (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.

## SCHEDULE 1

### PERFORMANCE SECURITY (BANK GUARANTEE)

*[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]*

*NB: Performance security will be 10% of the price offered.*

**Date:** *[insert date (as day, month, and year) of Bid Submission]*

**Procurement Ref No. and title:** *[insert no. and title of bidding process]*

**Bank's Branch or Office:** *[insert complete name of Guarantor]*

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

**Performance Guarantee No.:** *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert day and month]*, *[insert year]* with you, for the supply of *[description of goods and related services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount in figures and words]* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

**This Guarantee shall expire no later than one calendar year after the date of and any demand for payment under it must be received by us at this office on or before that date.**

*[signatures of authorized representatives of the bank and the Supplier]*

**SCHEDULE 2**

**COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT**

<b>COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT</b>		
	<b>N\$</b>	<b>N\$</b>
<b>Raw Materials, Accessories &amp; Components</b>		
• Imported (CIF)	.....	
• Local (VAT & Excise Duty Fee)	.....	.....
<b>Labour Cost</b>		
• Direct Labour	.....	.
• Clerical Wages	.....	.
• Salaries to Management	.....	.....
<b>Utilities</b>		
• Electricity	.....	
• Water	.....	
• Telephone	.....	.....
<b>Depreciation</b>	.....	
<b>Interest on Loans</b>	.....	
<b>Rent</b>	.....	.....
<b>Other (please specify)</b>		
• .....	.....	
• .....	.....	
• .....	.....	.....
<b>TOTAL COST</b>		

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

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

**SCHEDULE 3****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.: **G/RFQ/HBM-07/2024**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
Evidences for conformity of Goods		
Valid good Standing Tax Certificate		
Valid good standing Social Security Certificate		
Valid certified copy 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.		
Signed written undertaking as contemplated in Section 138 (2) of the Labour Act, 2007		
Reference letter from the previous client or legitimate copy of the purchase order		



***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.*