



REPUBLIC OF NAMIBIA



OMUSATI REGIONAL COUNCIL

PROCUREMENT MANAGEMENT UNIT

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OUTAPI

28 February 2023

Request for Sealed Quotations for Services

***Procurement for the Provision of Enterprise Risk Management Training to
Omusati Regional Council: Training for Councillors, Management, Internal
Auditors and Heads of Sub-divisions for two (2) and half days***

***Service rendered by
Namibian citizens***

Procurement Reference No: NCS/RFQ/ORC-19/2022/2023

**OMUSATI REGIONAL COUNCIL****PROCUREMENT MANAGEMENT UNIT****Letter of Invitation**

28 February 2023

Procurement Reference No: NCS/RQF/ORC-19/2022/2023

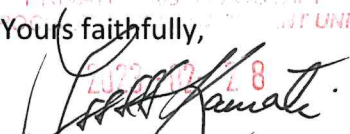
Dear Sir/Madam

Request for quotations for Provision of Enterprise Risk Management training to Omusati Regional Council for 30 people for two and half days

The Omusati Regional Council invites you to submit your best quote for the services 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 *Mr. Erwin Kamati* and emailed to: pmu-queries@omusatirc.gov.na. Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

OMUSATI REGIONAL COUNCIL
PRIVATE BAG 503 OUTAPI
Procurement Management Unit
Yours faithfully,

ERWIN KAMATI
Tel: 065 251079
Fax: 065 251078

HEAD OF PROCUREMENT MANAGEMENT UNIT

INTRODUCTORY PROVISIONS

Definitions

- a) **Accounting Officer**- means accounting officer of a public entity; or if the accounting officer is absent or is for any reason unable to perform his or functions;
 - i) a person acting as accounting officer with the written authority of the accounting officer or a person appointed as acting accounting officer in terms of section 1(1)(a) of the public Service Act, 19995 (Act No. 13 of 1995); and
 - ii) in the case of a public entity governed by a board, local authority council, regional council or a similar governing body the person acting as accounting officer with the written authority of the board, local authority council, regional council or governing body;
- b) **Bid**- means an offer or proposal submitted in response to a request to supply goods, works or services, or any combination thereof, and, where applicable, includes any pre- qualification process;
- c) **Bidder**- means a participant in procurement or prequalification process, and includes a contractor;
- d) **Bidding Document** - means any document issued by a public entity on the basis of which bidders prepare bids; and includes any document which contains instructions to bidders, specification, maps, designs, terms of reference, work schedules, evaluation criteria, bills of quantities, conditions to contract and other similar items;
- e) **Goods** - means objects of every kind and description, including commodities, raw materials, manufactured products and equipment's, industrial plant, objects in solid, liquid or gaseous form, electricity, as well as services incidental to the supply of goods such as freight and insurance;
- f) **Guidelines** - means guidelines issued in terms of section 7;
- g) **Namibian citizen** - means a citizen of Namibia by virtue of Article 4 of the Namibian Constitution and the Namibian Citizenship Act, 1990 (Act No. 14 of 1990);
- h) **Procurement** - means the acquisition of goods, works, consultancy services or non-consultancy services by any means, including purchase, rental lease or hire-purchase;
- i) **Procurement Management Unit** - means the division or department of a public entity that is responsible for the execution of procurement functions constituted in terms of Section 25;
- j) **Public Entity**- means any office, ministry or agency of the Government, and includes – a local authority, a regional council, a public enterprise as referred to in the Public Enterprises Governance Act, 2006 (Act No. of 2006), a body declared as public entity in terms of section 5 and a body or trust that is owned or controlled by the Government;
- k) **Supplier** - means a person delivering goods, works, consultancy services or other services;

- l) **Threshold** - means a threshold amount prescribed for procurement of goods, works and consultancy services or non-consultancy services, including disposal of assets for the mandatory application of prescribed procedures;
 - m) **Days** - means a day other than Saturday, Sunday or public holiday.
 - n) Namibian **[suppliers bidders]** are eligible to be granted a margin of preference as provided for in Sub SECTION (2)(b)(ii), if they meet the following criteria and the criteria referred to in subsection (3A)-
 - (a) For a company or close corporation if –
 - (i) It is incorporated or registered in Namibia
 - (ii) The majority of the member interest or paid-up share capital of the company is owned by either by the Government or by Namibian **[citizen of Namibia]**; and
 - (iii) A major part of the net profit or other tangible benefits of the company accrues to Namibia citizen and no other arrangement by the company to the contrary[.]
 - (b) For joint venture of **[local]** companies if –
 - (i) Individual members companies are incorporated or registered In Namibia.
 - (ii) The majority beneficial owner and majority shares in the joint venture company are held by Namibian citizen **[citizens of Namibia]**
 - (iii) **The joint venture itself registered in Namibia**
 - (iv) The joint venture agreement –
 - (aa) Contain the minimum terms and conditions prescribed by the Minister; **[and]**
 - (bb) does not have arrangement whereby any major share of the net profit or dividend accrues to or is to be paid to person who are not Namibians citizens **(citizens of Namibia)** or entities which would not be eligible for national preferences under these sections; and [“.]
 - (cc) is signed by all parties to the agreement.
- “Associate”** in relation to the disclosure of interest, includes –
- (a) A co- shareholder of a company incorporated under Chapter 4 of the Companies (Act No 28 of 2004) or an entity established by an Act of Parliament including subsidiaries of such an entity,
 - (b) A co – member of a close corporation contemplated in section 2 of the Close Corporations Act, 1988 (Act No.26 of 1988).
 - (c) a person to whom one has granted of from whom one has received a general power of attorney.
 - (d) a trustee or beneficiary of a trust contemplated in section 1 of the trust Monies Protection Act, 1934 (Act No. 36 of 1934);
 - (e) co-members of a co-operative registered under the Co-operatives ACT, 1996 (Act No.23 of 1996); or
 - (f) partners in a partnership or joint venture or similar arrangement,”

“close relative” means a spouse, child, grandchild, parent or sibling, cousin, nephew, niece, aunt, uncle, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, and sister-in-law;”

“Local supplier” means a supplier –

- (a) who complies with criteria stated in section 71 (3) and
- (b) whose goods, works or services complies with the minimum local content as may be determined by the Minister in the codes of good practice issued in terms of section 70;”.

“Margin of preference” means a percentage of price preference given to a bidder who meets the specified criteria as determined in paragraphs 9 and 10;

“Micro, small and medium enterprise” means an enterprise that has a valid micro, small and medium enterprise certificate issued by the Ministry responsible for trade;

“Price preferences” means a percentage by which offered bid prices for goods, works or services are reduced for purposes of bid evaluation as a margin of preference scored by a bidder from a specific category of local suppliers;

Reservations” means the setting aside of certain goods, works or services for procurement by “public entities or the Board exclusively from local suppliers;

“Value for money” means the most advantageous combination of price and quality that makes a product or service fit for purpose and will achieve required outcomes of a buyer;

“Youth” means youth as defined in section 1 of the National Youth Council Act, 2009 (Act No. 3 of 2009).

“Previously disadvantaged persons” means persons contemplated in Article 23(2) of the Namibian Constitution and includes –

(a) women; and

(b) persons with any disability as defined in the National Disability Council Act, 2004 (Act No. 26 of 2004);

“Exclusive preference” means the preference given to local suppliers in the procurement, or evaluation of bids for the procurement of goods, works and services reserved in terms of section 72 of the Act.

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Omusati Regional Council 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 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 possible.
- (b) List of Services 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 Bids

The bid validity period shall be 180 days from the date of submission deadline.

4. Eligibility Criteria

In addition to other documents or information which may be required from a bidder or supplier, the bidder or supplier must submit the following documents at the time of submitting a bid to a public entity, failing which the bidder or supplier must be disqualified.

To be eligible to participate in this Quotation exercise (section 50 of the Public Procurement Act, No. 15 of 2015) as amended, you should;

- (a) have a valid certificate of good standing with the Receiver of Revenue;
- (b) have a valid certificate of good with the Social Security Commission or in case where a company has no employees, confirmation letter from the Social Security Commission;
- (c) as required by the Affirmative action (Employment) Act, 1998 (Act No.29 of 1998) in possession of;
 - i) a valid Affirmative Action Compliance Certificate issued under section 41 of that Act;

- ii) an exemption issued under section 42 of that Act; or
 - iii) proof from Employment Equity Commissioner that bidder is not a relevant employer as defined in that Act; (or)
- (d) submit a written undertaking as contemplated in section 138(2) of the labour act, 2007 (Act No. 11 of 2007)
- (e) a valid –
 - i. certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia
 - ii. certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia.
 - iii. document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or
 - iv. partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements,

but a bidder or supplier who is a sole proprietor only needs to comply with the provision of paragraph (a) to (d).

- (f) Qualified bidders in terms of Issuance of Code of Practice on preferences will be evaluated as per
 - i. Annexure 1: Cost Structure for Value Added Calculation
 - ii. Annexure 4: Services
 - iii. Annexure 5: Criteria for Applying Margin on Preference to Qualifying Bidders (Exclusive Preferences)
 - iv. Annexure 6: Margin of Preferences When Evaluating Bids for Exclusive Preference
 - v. Annexure 7: Criteria for Applying Margins of Preference to Qualifying Bidders (National Preference) For Procurement of Non-Consultancy Services
 - vi. Annexure 8: How Margin of Preference must be Applied to Different Nature of Procurements
 - vii. Annexure 9: Local Content
 - viii. Declaration from the bidder indicating the local content

5. Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in Schedule 1 of this document.

6. Services Completion Period

The completion period for services shall be 30 days after acceptance/issue of Purchase Order. Deviation shall be considered if such deviation is reasonable.

7. Documents to be submitted.

Bidders shall submit along with their quotation's documents giving company's profile, past experience and evidence of similar services provided together with customers reference details. Submission of abbreviated Curriculum Vitae (CV's) including qualifications, experience, and membership of professional institutes, of personnel to be used for training shall be included.

8. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Omusati Regional Council, Private Bag 523 Outapi, 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 at Registry Office (D-7), Omusati Regional Council, not later than **20 March 2023 at 15H00**. Quotations by post or hand delivered should reach Omusati Regional Council, Private Bag 523, Outapi 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 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 available to any bidder on request within three working days of the Opening.

11. Evaluation of Quotations

The Omusati Regional Council shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared based on price or ownership cost, subject to Margin of Preference where applicable, 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 Omusati Regional Council. 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 Margin of preference should comply with the following annexure:

- i. Annexure 1: Cost Structure for Value Added Calculation;
- ii. Annexure 4: Services;
- iii. Annexure 5: Criteria for Applying Margin on Preference to Qualifying Bidders (Exclusive Preferences);
- iv. Annexure 6: Margin of Preferences When Evaluating Bids for Exclusive Preference;
- v. Annexure 7(d): Criteria for Applying Margins of Preference to Qualifying Bidders (National Preference) For Procurement of Non-Consultancy Services;
- vi. Annexure 8: How Margin of Preference must be Applied to Different Nature of Procurements;
- vii. Annexure 9: Local Content;

of the Code of good practice on preference, issued in terms of Section 71 and 72 of the Public Procurement act No.15 of 2015 as amended.

ANNEXURE 1

COST STRUCTURE FOR VALUE ADDED CALCULATION (Paragraph 1)

	Product 1	Product 2
	N\$	N\$
Raw Materials, Accessories and Components		
• Imported (CIF)		
• Local (Value Added Tax and Excise Duty Fee)		
• Local (Cost, Insurance, Freight)		
Labour Cost		
• Direct Labour		
• Clerical Wages		
• Salaries to Management		
Utilities		
• Electricity		
• Water		
• Telephone		
Depreciation		
Interest on Loans		
Rent		
Other (please specify)		
TOTAL COST		
COST OF IMPORTED INPUTS		
LOCAL VALUE ADDED		
% LOCAL VALUE ADDED		

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

NB! The cost structure must be certified by an Accountant.

14.5 Bidder must complete the local sourcing declaration form below.

LOCAL SOURCING DECLARATION FORM

(Section 73 of Act)

(Regulation 37(5) and 56(2))

Date:

Bid No.:

To:

.....
[insert complete name of Public Entity]

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 d local sourcing declaration by the bidders.

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

- (a) If found that the goods, works and services are found to be not meeting the local content and is not supplied by the suppliers based and operating from the 14 regions of Namibia, and where the goods are required
- (b) I/We* understand this local sourcing 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) sign the local sourcing declaration]

Name:

.....
 [insert complete name of person signing the local sourcing declaration]

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

Date on _____ day of _____, _____ [insert date of signing]

Corporate Seal (where appropriate)

[Note*: In case of a joint venture that submits the.] * delete if not applicable appropriate

Please accept the assurance of my highest consideration.

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

Unless otherwise specified in the quotation performance security shall not apply.

17. Liquidated damages

The Service Provider shall pay liquidated damages for non-delivery to the Employer at 0.01 per day with maximum of 4% of the whole contract price. The Employer may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's other liabilities.

18. Financial Qualification

Only Bidders whose bid amount is up to 10% below the estimated amount shall be deemed compliant and shall be accepted and those above the estimated amount will not be considered.

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:	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to provide the services listed in the attached List of Services and Price Schedule as per the defined specifications, 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 [insert number of days] from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Services 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 services will commence within _____ 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:

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)

[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: LIST OF SERVICES AND PRICE SCHEDULE

QUOTATION FOR: Provision of Enterprise Risk Management training to Omusati Regional Council

Procurement Ref No. NCS/RQF/ORC-19/2022/2023

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS			
At time of preparation of the RFQ, Columns A to I shall be filled in by the Public Entity.				Bidders shall fill-in columns F, G & H and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page			
A	B	C	D	E	F	G	H
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD
1.	Enterprise Risk Management Training						
2.	Accommodation and Meals						
3.	Transport						
4.							
					TOTAL		
					Grand total		
NAME:		POSITION:		SIGNATURE		DATE	
NAME OF BIDDER:		ADDRESS:					

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

- a) Submission of abbreviated Curriculum Vitae (CV's) including qualifications and experience of personnel to be used on the project, not longer than two pages each, shall be included.
- b) Past experience of similar services by the company and or facilitator must be attached as proof.
- c) The lead facilitator/trainer must demonstrate level of experience and proof of membership of the Institute of Risk Management South Africa (IRMSA) or Institute of Internal Auditors South Africa or equivalent professional body (if any).

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. 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
1	ENTERPRISE RISK MANAGEMENT TRAINING		
	ACCOMMODATION AND MEALS		
	TRANSPORT		

Specifications and Compliance Sheet Authorised By:

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

This table to be completed by the Bidder.

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 Services - Ref. **NCS/RQF/ORC-19/2022/2023** on the website of Omusati Regional Council website address: www.omusatirc.gov.na except were 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 Services except were 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 is: Omusati Regional Council
Site GCC 1.1(m)	The final destination for delivery of the Services is Omusati Regional Council Head Office.
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010. Delivery at place (Incoterms 2010).
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the Omusati Regional Council, the address and the contact's name shall be: Mr. Erwin Kamati, Omusati Regional Council, Erf 34, Namaungu Street, Outapi, Telephone: 065-251019, Facsimile number: 065-251078, e-mail: pmu-queries@omusatirc.gov.na _____ For the Supplier, the address and contact name shall be: _____ _____

Subject and GCC clause reference	Special Conditions
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: Not Applicable
Delivery and Documents GCC 13.1	The Service is 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;
Price Adjustment GCC 15.1	The price charge for the Services supplied and the related Services performed shall as appropriate] be adjustable. If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment GCC 16.3	Payments shall be made not later than thirty (30) calendar days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price shall not be adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) working days or as the case might be 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. ii) An interest rate of 0.001 is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
Performance Security GCC 18.1	(i) No performance security is required.

Subject and GCC clause reference	Special Conditions
Discharge of Performance Security GCC 18.4	The performance security will be discharged and returned to the supplier not later than following completion date. Not Applicable
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: Not Applicable
Insurance GCC 24.1	Insurance shall be governed by the rules prescribed in Incoterms 2010.
Transportation GCC 25	The Services shall be delivered to: Omusati Regional Council
Inspection and Test GCC 26.1	The inspection shall be at Omusati Regional Council
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: Omusati Regional Council
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are 0.01 per day. The maximum amount of liquidated damages for the whole contract is 4% of the final contract price.
Warranty GCC 28.3	The period of validity of the warranty shall be: 150 day(s) For the purpose of the Warranty, the place(s) of the final destination(s) shall be: Omusati Regional Council
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 180 day(s)

QUOTATION CHECKLIST SCHEDULE**Procurement Reference No.:** _____

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		

