



**MUNICIPALITY OF WALVIS BAY
MANUFACTURE AND SUPPLY OF SKIP
REFUSE CONTAINERS COMPATIBLE WITH THE SOLID WASTE
SKIP LOADERS**

Bid No: G/RFQ/MWB-54/2022
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MUNICIPALITY OF WALVIS BAY

BIDDING DOCUMENT

REQUEST FOR QUOTATION (GOODS)

BID NO. G/RFQ/MWB-54/2022

MANUFACTURE AND SUPPLY OF SKIP REFUSE CONTAINERS COMPATIBLE WITH THE SOLID WASTE SECTION SKIP LOADERS

CLOSING DATE: TUESDAY 25 OCTOBER 2022 @ 11:00

Technical Enquiries

Responsible official: Peter Etsebeth

Telephone: +264 64 201 3375

E-mail: petsebeth@walvisbaycc.org.na

Procurement Management Unit

Mariana Auchas

+264 64 201 3316

pmunit@walvisbaycc.org.na

Bidder's information

NAME OF BIDDER	
POSTAL ADDRESS	
TELEPHONE	
E-MAIL	

Complete and attach a copy of this page to the front of your bidding envelope for ease of identification at the opening of the bid



PREAMBLE

It is important that bidders understand the requirements for the provision of certain documentation with this bid, as well as the completion and the signing and initialing of the relevant schedules where indicated.

Any bids found to be incomplete during the opening thereof or during the process of evaluation, may be regarded as non-responsive and may result in such bid not being considered at all.

For that reason, a bid requirement checklist forms part of this document and bidders must complete this checklist and sign it off where indicated.



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Bid Document Content

The content of this bid document is set out below.

Please make sure that where required, such pages are fully completed and signed where indicated, and make sure that other compulsory documents are attached to the end of the bid document as indicated

Requirement	Page
Letter of Invitation	4
Section I: Instruction to Bidders	5 - 7
Section II: Quotation Letter	8
Bid securing declaration	9
Section III: Priced Activity Schedule fully signed and completed	10
Section IV: Technical Specifications and Performance requirement	11-12
Section V: Specifications and Compliance Sheet fully signed and completed	13
Section VI: General Conditions of Contract	13
Section VII: Contract Agreement	13
Section VIII: Special Conditions of Contract	14
Company / Closed Corporation founding statement and certificate of incorporation (Ministry of Industrialization, Trade and SME Development)	15
NamRA Good Standing Tax Certificate	15
Social Security Good Standing Certificate	15
Affirmative Action Compliance Certificate or waiver (Office of the Employment Equity Commission)	15
Section 138(2) of the Labour Act undertaking (Ministry of Labour, Industrial Relations, and Employment Creation)	15
Municipal Registration or Fitness Certificate (issued by the local authority in which jurisdiction the bidder has its registered address and from where it normally operates)	15
SME registration certificate incorporation (Ministry of Industrialization, Trade and SME Development) <i>(if required for this bid)</i>	15



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LETTER OF INVITATION

To: Bidders

**G/RFQ/MWB-54/2022 - MANUFACTURE AND SUPPLY OF SKIP REFUSE CONTAINERS
COMPATIBLE WITH THE SOLID WASTE SKIP LOADERS**

The Municipality of Walvis Bay invites you to submit your best quotation for the items described in detail hereunder.

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

Technical queries, if any, should be addressed to Mr Peter Etsebeth, Foreman: Solid Waste at 064-201 3375 or petsebeth@walvisbaycc.org.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.

Yours faithfully

Origin signed
Johanna Shidute
Secretary of Procurement Committee



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SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Municipality of Walvis Bay reserves the right to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

2. Preparation of Quotations

You are requested to quote for the goods mentioned in Section III by completing, signing and returning:

- 2.1 the Quotation Letter in Section II;
- 2.2 the Price Schedule Section III;
- 2.3 the Specifications and Compliance Sheet in Section V; and
- 2.4 any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

The Quotation validity period shall be 90 days from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you must include in the bidding document:

- 4.1 a valid company Registration Certificate with the Ministry of Industrialisation, Trade and SME Development.
- 4.2 a valid municipal Registration/Fitness Certificate with the local authority from whose area you operate.
- 4.3 an original valid NamRa good standing Tax Certificate.
- 4.4 an original valid good Standing Social Security Certificate.
- 4.5 a certified copy of a valid Affirmative Action Compliance Certificate, or 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.
- 4.6 a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
(*The employer must undertake to ensure that every individual directly or indirectly employed for the purpose of providing goods or services under this contract, is employed on terms and conditions not less favourable than -*
(a) *those provided for in a collective agreement in that industry or those prevailing for similar work in the industry and the region in which the employees are employed; or*
(b) *those prevailing in the nearest appropriate region, if similar work is not performed in the region.*)



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5. Goods Delivery Period

The goods must be delivered within 8 weeks agreed upon from issue of Purchase Order/Letter of Acceptance. Deviation in completion period shall not be accepted unless such deviation is reasonable and pre-approved by the Procurement Unit of the Municipality of Walvis Bay.

6. Sealing and Marking of Quotations

Quotations must be sealed in a single envelope, clearly marked with the Quotation Number, addressed to the Municipality of Walvis Bay with the Bidder's name and contact information at the back of the envelope.

7. Submission of Quotations

7.1 Sealed Quotations must be deposited in the Bid Box located in the foyer of the Civic Centre, Nangolo Mbumba Drive, Walvis Bay, not later than **11:00 on TUESDAY 25 OCTOBER 2022.**

7.2 Quotations by post, courier service or hand delivered must reach the **Procurement Management Unit, Room 124b**, Civic Centre, Nangolo Mbumba Drive, Walvis Bay, not later than 10:00 by the date in 7.1 above.

7.3 Late quotations will be rejected.

7.4 Quotations received by e-mail will not be considered.

7.5 Quotations without all the documents under 4 above will not be considered.

8. Opening of Quotations

8.1 The Municipality of Walvis Bay will open Quotations immediately after the closing time referred to in instruction 7 above.

8.2 A record of the Quotation Opening stating the name of the bidders, the amounts quoted, the presence or absence of the documents referred to in 4 above, would be available to any bidder on request within five working days from the Opening.

9. Evaluation of Quotations

The Municipality of Walvis Bay has the right to request for clarifications in writing during evaluation. Offers that are responsive must be compared based on evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

10. Technical Compliance

The Specifications and Compliance Sheet details the specifications of the goods and work to be provided. The specifications must be met but no credit will be given for exceeding the specifications. See Sections IV and V for more detail.

11. Prices and Currency of Payment

11.1 Prices quoted shall be fixed in Namibian Dollars.

11.2 Quotations shall cover all costs of labour, materials, equipment, overheads, profits, and all associated costs for performing the goods, and must include all duties.

11.3 The whole cost of performing the goods must be included in the items stated, and the cost of any incidental work complimentary to the goods, are deemed to be included in the prices quoted.



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12. Award of Contract

- 12.1 The Bidder having submitted the lowest evaluated responsive quotation and qualified to deliver the goods, must be selected for award of contract.
- 12.2 Award of contract is by issue of a Purchase Order or Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

13. Notification of Award and Debriefing

- 13.1 The Procurement Unit of the Municipality of Walvis Bay will, within three working days after award of the contract, 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 days.
- 13.2 The Procurement Unit of the Municipality of Walvis Bay must attend to all requests for debriefing made in writing within 7 days of the unsuccessful bidders being informed of the award.



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SECTION II: QUOTATION LETTER

(To be completed by Bidders)

If your quotation is not authorised, it will be rejected.

Quotation addressed to:	Procurement Management Unit, Municipality of Walvis Bay
Procurement Reference Number:	G/RFQ/MWB-54/2022
Subject matter of Procurement:	MANUFACTURE AND SUPPLY OF SKIP REFUSE CONTAINERS COMPATIBLE WITH THE SOLID WASTE SKIP LOADERS

We offer to supply the goods listed in the attached Price Schedule as per the defined specifications, 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 by ethical conduct during the procurement process and the execution of any resulting contract.

The validity period of the Quotation is **90 days** from the date of the bid submission deadline.

We confirm that the amounts quoted in the 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.

Name of Bidder (Company name): _____

Contact Person: _____

Company's Address and seal: _____

Company's telephone, fax and email: _____

Name and Position of Person Authorising the Quotation: _____

SIGNATURE OF AUTHORISED PERSON

_____/_____/_____
DATE

BIDS WILL BE CONSIDERED NON-RESPONSIVE IF NOT AUTHORIZED/SIGNED



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BID SECURING DECLARATION

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

This form is compulsory for all Bidders

Bid No: G/RFQ/MWB-54/2022

To: Municipality of Walvis Bay, Civic Centre, Nangolo Mbumba Drive, Walvis Bay

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

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

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

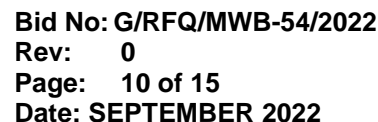
Duly authorized to sign the bid for and on behalf of: _____
[insert complete name of Bidder]

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

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

Corporate Seal (where appropriate)

BIDS WILL BE CONSIDERED NON-RESPONSIVE AND IMMEDIATELY DISQUALIFIED IF THIS BID SECURING DECLARATION IS NOT COMPLETED AND SIGNED. SUBSTITUTION OF THIS BID SECURING DECLARATION WILL NOT BE ACCEPTED.



BIDS WILL BE CONSIDERED NON-RESPONSIVE AND IMMEDIATELY DISQUALIFIED IF THIS PRICE ACTIVITY SCHEDULE IS NOT COMPLETED AND SIGNED. SUBSTITUTION OF THIS PRICE ACTIVITY SCHEDULE WILL NOT BE ACCEPTED.



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SECTION IV: TECHNICAL SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

1. To be manufactures as per attached technical drawings read with section V, the **SPECIFICATIONS** and compliance sheet.

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (If applicable)
A*	B*	C	D
1	This bid comprises for the manufacturing and delivery of steel waste containers for the collection and disposal of bulk waste at the Solid Waste Disposal site of the Municipality of Walvis Bay		
2	The containers shall be manufactured from mild steel plates as set out in the attached plan. More detail is set out hereunder. It is recommended that tenderers contact the Foreman: Solid Waste for an inspection of the existing containers to familiarize themselves of the format of the equipment required.		
3	<p>The specifications set out herein are the minimum requirements. Any technical information on the equipment which complies or exceeds the minimum requirements shall be submitted with the tender documents:</p> <p>Standard 6m³ skips:</p> <p>(a) Side plates: - 6mm mild steel plates</p> <p>(b) Bottom plate: -70 x 40 Mild steel channel base</p> <p>(c) Hinges: - at least four hinges as indicated on the attached plan. These hinges shall be of such quality and strength that they will be capable of carrying the total mass of the container when filled, which may be up to 6 tonnes.</p> <p>Scow-back 3.7m³ skips:</p> <p>(a) Side plates: - A minimum of 3 mm mild steel.</p> <p>(b) Bottom plate: - A minimum of 5 mm mild steel</p> <p>(c) Hinges: - at least four hinges as indicated on the attached plan. These hinges shall be of such</p>		



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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>
	quality and strength that they will be capable of carrying the total mass of the container when filled, which may be up to 4 tonnes.		
4	All containers must be treated against rust and corrosion with zinc galvanized 6 and painted orange.		
5	This is a unit price for 4 (four) 6m ³ skips and depending on the price and the time of delivery, the number of 3.7m ³ units ordered will be determined accordingly.		

Specifications and Compliance Sheet Authorised By:

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



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SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/MWB-54/2022**

[Bidders must 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.]

SECTION VI: GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract (GCC) for the Procurement of Goods (Ref. **G/RB-GCC**) *(available from the Municipality of Walvis Bay on request)* except were modified by the Special Conditions below.

SECTION VII: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods except were modified by Special Conditions as set out below.



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SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Subject and GCC clause reference	Special Conditions
Site GCC 1.1(m)	The site for delivery of the Goods is: Municipality of Walvis Bay Department of Water Waste & Environmental Management. Attention: Mr. Peter Etsebeth
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the Municipality of Walvis Bay , the address and the contact's name shall be: Procurement Management Unit Private Bag 5017 Walvis Bay Email: pmunit@walvisbaycc.org.na For the Supplier, the address and contact name shall be:
Delivery and Documents GCC 13.1	Goods are to be delivered within sixty (60) days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are signed delivery note.
Terms of Payment GCC 16.1	The structure of payments shall be full payment following completion of works and submission of a Tax invoice and the documents listed in clause 13.1
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4	The currency of payment shall be Namibian Dollar.
Performance Security GCC 18	(i) No performance security is required
Warranty GCC 28	Warranty for the Skips should be indicated explicitly



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OTHER COMPULSORY DOCUMENTS

Attach the following compulsory documents to this page.

Note: ALL the documents must be valid and must be attached, failing in which your bid will not be considered further.

Company / Closed Corporation founding statement and certificate of incorporation (Ministry of Industrialization, Trade and SME Development)
NamRa Good Standing Tax Certificate
Social Security Good Standing Certificate
Affirmative Action Compliance Certificate or waiver (Office of the Employment Equity Commission)
Section 138(2) of the Labour Act undertaking (Ministry of Labour, Industrial Relations, and Employment Creation)
Municipal Registration or Fitness Certificate (Issued by the local authority in which jurisdiction the bidder has its registered address and from where it normally operates)