



Republic of Namibia

## Ministry of Urban and Rural Development

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Government Office Park  
Luther Street

Private Bag 13289  
Windhoek, Namibia

Our Ref: NCS/RFQ/17-68/2024/2025  
Your Ref:

26 July 2024

### LETTER OF INVITATION TO ALL BIDDERS

**Procurement Reference Number:** NCS/RFQ/17-68/2024/2025

**Bid Opening:** 26 July 2024

**Submission Deadline:** 15 August 2024

**SUBJECT: REQUEST FOR QUOTATIONS - SUPPLY AND DELIVERY OF INTERPRETATION SERVICES IN SEVEN (7) INDIGENOUS LANGUAGES (LOZI, RUKAVANGO, OTJIHERERO, OSHIWAMBO, NAM/DAMARA, SAN AND SETSWANA) DURING THE 25TH ANNUAL MEETING OF THE COUNCIL OF TRADITIONAL LEADERS, MINISTRY OF URBAN AND RURAL DEVELOPMENT (MURD), SCHEDULED TO TAKE PLACE IN WINDHOEK, KHOMAS REGION, 09 – 13 SEPTEMBER 2024**

The Ministry of Urban and Rural Development invites you to submit your best quote for the supply and delivery of Interpretation Services for the 25<sup>th</sup> Annual Meeting of the Council of Traditional Leaders (CTL), Ministry of Urban and Rural Development (MURD), scheduled to take place in Windhoek, Khomas Region, 09 – 13 September 2024.

Any resulting contract shall be subject to terms and conditions referred to in the bidding document. Queries, if any, should be addressed to Head of PMU at [pmu@murd.gov.na](mailto:pmu@murd.gov.na) / Tel: 0811668862 or 061-297 5090, Ministry of Urban and Rural Development, Government Office Park, Luther Street.

Please prepare and submit your quotation in accordance with the instruction given in the Bid document not later than 15 August 2024.

Yours Sincere,

Tsukhoe II Garoes

Head: Procurement Management Unit





**Ministry of Urban and Rural Development**  
(Established under section 6 of the Public Procurement Act 2015)

**STANDARD BIDDING DOCUMENTS**

*for*

**Request for Sealed Quotations**

[Issued in terms of section 7(1)(i) of the Public Procurement Act, 2015]

**Non Consultant Services (NCS)**

**Ref: NCS/RFQ/17-68/2024/2025**

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**PROCUREMENT FOR THE SUPPLY AND DELIVERY OF  
INTERPRETATION SERVICES IN SEVEN (7) INDIGENOUS  
LANGUAGES (LOZI, RUKAVANGO, OTJIHERERO, OSIWAMBO,  
NAM/DAMARA, SAN AND SETSWANA) FOR THE 25<sup>TH</sup> ANNUAL  
MEETING OF THE COUNCIL OF TRADITIONAL LEADERS,  
MINISTRY OF URBAN AND RURAL DEVELOPMENT (MURD),  
SCHEDULED TO TAKE PLACE IN WINDHOEK, KHOMAS  
REGION, 09 – 13 SEPTEMBER 2024**

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Ministry of Urban and Rural Development

Private bag 12389, Government Office Park, Luther Street, Windhoek, Tel (+264 61) 297 5107;  
Fax (+264 6) 297515; Email: [pmu@murd.gov.na](mailto:pmu@murd.gov.na)

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The *Ministry of Urban and Rural Development* reserves the right:

- (a) to split the contract as per the lowest evaluated cost per lot; and
- (b) 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 works 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 III;
- (c) the Specifications and Compliance Sheet in Section IV; 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 VI, 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 Thirty (30) days from the date of bid submission deadline.

### 4. Eligibility Criteria

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

- (a) have a valid certified copy of Company Registration Certificate;
- (b) have an valid certified copy/original good Standing Tax Certificate (NAMRA);
- (c) have a valid certified copy/original good Standing Social Security Certificate;
- (d) have a valid certified copy/original of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) Submit signed Bid-Securing Declaration;
- (f) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;

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

Bidders are required to submit a ~~Bid Security~~/subscribe to a Bid Securing Declaration for this procurement process.

**6. Works Completion Period**

The completion period for works shall be within **Seven (7) days of event schedule date** after acceptance and issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable

**7. Sealing and Marking of Quotations**

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name at the back of the envelope.

**8. Submission of Quotations**

Quotations should be deposited in the Bid Submission 'Box located at Ministry of Urban and Rural Development, Government Office Park, Luther Street, 1<sup>st</sup> Floor not later than **15 August 2024, at 11:00 am**. Quotations by post or hand delivered should reach by the same date and time at latest. Late quotations as well as quotations received by e-mail will be rejected.

**9. Opening of Quotations**

Quotations will be sent to Head Office where they will be opened internally by the Public Entity immediately after the closing date and time referred to in section 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 and mandatory document validity period will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

**10. Evaluation of Quotations**

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

**11. Technical Compliance**

The Specifications and Compliance Sheet details the minimum specifications of the works to be carried out. The specifications have to be met, but no credit will be given for exceeding the specifications.

**12. Prices and Currency of Payment**

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

**13. Margin of Preference**

- 13.1. The applicable margins of preference and their application methodology are as follows:
- 13.2. 100% Namibian owned companies

**14. Award of Contract**

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the works 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 V: Contract Agreement and General Conditions of Contract.

**15. Performance Security**

*Not applicable*

- 16. 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 7 days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within 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 the RFQ prevail over any attachments. **If your quotation is not authorised, it will be rejected***

Quotation addressed to: <i>[ name of Public Entity]</i>	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to execute the Works detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

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

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act 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 *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

The validity period of our Quotation is \_\_\_\_\_ days *[insert number of 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.

Works will commence within ..... days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within .....days 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./E-mail	

*[This form is to be deleted if Bid Securing Declaration is not applicable.]*    **Appendix to Quotation Letter**

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

**Date:** .....*[Day | month | year]*

**Procurement Ref No.:** Ref: NCS/RFQ/17-68/2024/2025

**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]*



**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: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/17-68/2024/2025

*[Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below.]*

*The quantities shown below are approximate and not subject to re-measurement for payment purposes.*

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	<b>Procurement for the supply and delivery of Interpretation Services into seven indigenous language for the 25<sup>th</sup> Annual Meeting of the Council Of Traditional Leaders, MURD, Scheduled in Windhoek, Khomas Region, 09-13 September 2024</b>  Supply and delivery of interpretation services into seven indigenous languages for a period of five days: <ul style="list-style-type: none"> <li>• Lozi, Rukavango, Otjiherero, Oshiwambo, Khoekhoegowab (Nama/Damara), San and Setswana</li> </ul>	7	Each		
				<b>Subtotal</b>	
Enter 0% VAT rate if VAT exempt.				<b>VAT @      %</b>	
				<b>Total</b>	

**\*Columns A to D to be completed as applicable by the Public Entity**

**Total bid price in words**-----

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to be completed by the Bidders

**Priced Activity Schedule Authorised By:**

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

## SECTION IV: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/17-68/2024/2025**

*[Bidders should complete columns C and D with the specifications and performance of the Works offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications 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)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
	<b>Procurement for the supply and delivery of Interpretation Services into seven indigenous language for the 25<sup>th</sup> Annual Meeting of the Council Of Traditional Leaders, MURD, Scheduled in Windhoek, Khomas Region, 09-13 September 2024</b>		
<b>1</b>	Supply and delivery of interpretation services into seven indigenous languages for a period of five days: <ul style="list-style-type: none"> <li>• <b>Lozi, Rukavango, Otjiherero, Oshiwambo, Khoekhoegowab (Nama/Damara), San and Setswana</b></li> </ul>		

\* Columns A and B to be completed by Public Entity.

### Specifications and Compliance Sheet Authorised By:

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

## SECTION V: 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 Non Consultancy Services (NCS/RFQ/17-68/2024/2025) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below

## SECTION VI SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/17-68/2024/2025**

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

GCC Clause Reference	Special Conditions
<b>Employer GCC 1.1(r)</b>	<i>Ministry of Urban and Rural Development</i>
<b>Intended</b>	The intended completion date is within Seven (7) days of event scheduled date however the interpretation service is for 5 days
<b>Completion Date GCC</b>	13 September 2024
<b>Project Manager GCC 1.1(y)</b>	The Project Manager is: N/A
<b>Site GCC 1.1(aa)</b>	The Site is located at Windhoek, Khomas Region
<b>Start Date GCC 1.1(dd)</b>	The Starting Date shall be within Seven (7) days of event scheduled date and after the acceptance of the Purchase order.
<b>The Works GCC 1.1(hh)</b>	The Works consist of: Procurement for the supply and delivery of Interpretation Services into seven indigenous language during the 25th Annual Meeting of the Council Of Traditional Leaders, MURD, Scheduled in Windhoek, Khomas Region, 09-13 September 2024
<b>Interpretation GCC 2.2</b>	The project will be completed in the following sections: N/A
<b>Interpretation GCC2.3</b>	The following additional documents shall form part of the contract: N/A

GCC Clause Reference	Special Conditions
Language and Law GCC 3.1	The language of the contract is English  The law that applies to the Contract is the law of Namibia.
Project Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property: N/A
Delegation GCC 5.1	The Project Manager <i>[may/may not]</i> delegate his/her duties: N/A
Notices GCC 6	Any notice shall be sent to the following addresses: For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be  _____ For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be  _____
Insurance GCC 13.1	Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be: N/A
Site Date GCC 14.1	The site Data shall be: <b>Not Applicable</b>
Possession of the Site GCC 20.1	The Site Possession Date shall be: <b>09 – 13 September 2024</b>
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. 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 shall be referred to court by either party.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within seven (7) days from the date of the Letter of Acceptance or issue of Purchase Order Agreement. N/A
GCC 25.3	Program updates <i>[insert shall or shall not]</i> be required. N/A
Defects Liability Period GCC 33.1	The Defects Liability Period: N/A

GCC Clause Reference	Special Conditions
<b>Payment Certificates</b> <b>GCC 39.7</b>	“A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor”. N/A
<b>Payments</b> <b>GCC 40</b>	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: <b>(a) N/A</b>
<b>Adverse weather Conditions</b> <b>GCC 41.1 (l)</b>	<i>Not Applicable</i> <i>Not Applicable</i>
<b>Price Adjustment</b> <b>GCC 44.</b>	The Contract <i>is</i> subject to price adjustment: N/A
<b>Retention</b> <b>GCC 45.</b>	<b>(i) no proportion of any payments shall be retained</b>
<b>Liquidated Damages</b> <b>GCC 46.1</b>	<i>Not Applicable</i>
<b>Bonus</b> <b>GCC 47.1</b>	The rate for the Bonus per calendar day is: Not Applicable
<b>Advance Payment</b> <b>GCC 48.1</b>	<b>(i) No advance payment shall be made</b>
<b>Performance Security</b> <b>GCC 49.1</b>	Not Applicable
<b>GCC 56.1</b>	“As built” drawings or operating and maintenance manuals are not required. N/A
<b>GCC 59.1</b>	The percentage to apply to the value of the work not completed, representing the Employer’s additional cost for completing the Works, is: 10% N/A

SCHEDULE 1:

SCHEDULE 2

## QUOTATION CHECKLIST SCHEDULE

**Procurement Reference No.: NCS/RFQ/17-68/2024/2025**

Description	Attached	Not Attached
Invitation Letter		
Company Quotation		
Priced Activity Schedules		
Specification and Compliance Sheet		
Complete / Submit Bid Securing Declaration		
A certified copy of a Company Registration Certificate		
A valid certified copy / original good Standing Tax Certificate (NAMRA)		
A valid certified copy / original good Standing Social Security Certificate		
A valid certified copy / original of Affirmative Action Compliance Certificate		
Complete / Submit Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015		

**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.*