



BIDDING DOCUMENTS

Issued on: 25 March 2025

for

Procurement of Cleaning of Pump Stations in Eenhana Town

Procurement Reference No: NCS/RFQ/ETC – 04/2024/2025

Bidder's name:

Contact Person:

Telephone no: **Mobile no:**

Total Bid Price:

Lot 1	Pump Station 1 & 2	N\$.....
Lot 2	Pump Station 3 & 4	N\$.....
Lot 3	Pump Station 5 & 7	N\$.....
Lot 4	Pump Station 6 & 6A	N\$.....
Lot 5	Pump Station 8 & 9	N\$.....
Lot 6	Pump Station 10 & 11	N\$.....
Lot 7	Pump Staton 12 & 13	N\$.....
Lot 8	Pump Station 14 & 15	N\$.....

Closing Date: Tuesday, 04 April 2025 @10H00

Eenhana Town Council
Private Bag 88007
EENHANA
Telephone: 065-290600

QUOTATIONS SHOULD BE SUBMITTED IN THE BID BOX
ERF 108, CHURCH STREET, EENHANA T.C



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Eenhana Town Council reserves the right:

- (a) to split the contract as per the lowest evaluated cost per site, or
- (b) to accept or reject any quotation or to cancel the quotation process; and
- (c) reject all quotations at any time prior to contract award.

2. Preparation of Quotations

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

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Performance Standards in Section V; and
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Quotations document, including the Contract Data Sheet 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 for 30 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 with at least 51% owned by Namibian citizen trading under the principal line of business.
- (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
- (f) Submit a 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.
- (h) have three (3) reference letters / testimonial letter of previous work done demonstrating a sound knowledge of cleaning, emptying of manhole or septic tank.
- (i) Documentary evidence of ownership / leasing agreement of the transport (a bakkie, or a bakkie with a trailer) to transport the sludge from the pump station to the oxidation pond.
- (j) Documentary evidence of ownership / leasing agreement for the Sewer Pump machine.

5. Bid Securing Declaration

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

6. Contract Period for Services

The contract shall be on fixed rate for a period of *24 months*

7. Documents to be submitted

Bidders shall submit along with their quotation documents, past experience and evidence of similar services provided with customers' reference details/ in case of technical staff reference letter from previous employer stating experience and performance of similar services.

8. Sealing and Marking of Quotations

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

9. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Cashier, **108 Church Street** not later than **04 April 2025 @ 10H00**. Quotations by post or hand delivered should reach Eenhana Town Council by the same date and time at latest and submitted in be **Bix Box in front of the Cashier, Eenhana Town Council**.

Late quotations will be rejected.

Quotations received by e-mail/fax will not be considered.

10. Opening of Quotations

Quotations will be opened at a bid opening session by the Eenhana Town Council immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid-Securing Declaration will be made available to any bidder within 3 work days of the opening.

11. Evaluation of Quotations

The Eenhana Town Council shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation. **Only one lot will be awarded per bidder.**

12. Scope of Services and Performance Standards

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

13. Price and Currency of Payments

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency. 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. Labour Clause

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

15. Margin of Preference

The applicable margins of preference and their application methodology are as follows:

- *5% shall be given to Bidders that are based in Ohangwena Region.*
- *An amount of 5% shall be deducted from the qualified bidder for evaluation purposes only.*

1.1. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

- Bidders must declare that they are based in Ohangwena Region.

16. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service shall be selected for award of contract. In line of the above, not bidder shall be awarded more than two sub stations provided that there are other qualified bidders.

Award of contract shall be by issue of a Purchase Order in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract.

17. Performance Security

N/A

18. Notification of Award and Debriefing

The Eenhana Town Council shall after award must promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award of ward on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven days (7) days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it may be rejected.**]*

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

We offer to provide the services detailed in the Scope of Services, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this quotation exercise and meet the eligibility criteria specified in Section 1: Request for Quotations.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid 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]*

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

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 bid validity.

The service will commence within _____ *[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within _____ *[insert number]* 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	

Appendix to Quotation Letter

**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

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.*

SECTION III: SCOPE OF SERVICES

(a) *brief description of the services*

This service relates to the cleaning service for sewer sumps and sewer manhole at pump stations, emptying/removal and cleaning of Sumps around Eenhana Town. The Sewer Sumps requires emptying and cleaning in order to keep it in a normal functioning and to maintain the livelihood of the citizens.

The Eenhana Town Council is consisting of 15 Pump Station as listed below:

<i>Pump Station no.1</i>	<i>@Community Centre</i>
<i>Pump Station no.2</i>	<i>@NDC</i>
<i>Pump Station no.3</i>	<i>@Supercool</i>
<i>Pump Station no.4</i>	<i>@OB Davids</i>
<i>Pump Station no.5</i>	<i>@Janson</i>
<i>Pump Station no.6 & Lift Pump</i>	<i>@Church</i>
<i>Pump Station no.7</i>	<i>@ Min. of Labour</i>
<i>Pump Station no.8</i>	<i>@ Convention Centre</i>
<i>Pump Station no.9</i>	<i>@ Oukango</i>
<i>Pump Station no.10</i>	<i>@ NHE Haimbili</i>
<i>Pump Station no.11</i>	<i>@ Omhito Proper Ext. 1 & 2</i>
<i>Pump Station no.12</i>	<i>@ Omhito Octagon</i>
<i>Pump Station no. 13</i>	<i>@ Omhito Luxury</i>
<i>Pump Station no.14</i>	<i>@ Ekolola</i>
<i>Pump Station no.15</i>	<i>@ New Federation</i>

(b) ***The emptying and cleaning of sewer pump activities includes the following services:***

- 1. Removal of sludge from Pumps*
- 2. Cleaning of the ultimate gravity manhole x 2 (not more than 6m per manhole)*
- 3. Weeding, Sweeping, Removal of grass and bushes inside and outside of the Pump House. The outside part is 1.5m away from the Pump House. dusting and removing of the spider webs. (Bidder must ensure that the place is clean to allow free movement of vehicles during operation).*

(c) ***Disposal of sludge and rubbish***

- The contractor is required to remove all collected rubbish and dispose them at the site as designated.*

The Service Provider shall make available, at its own cost, all necessary equipment, machinery and materials and human capital *as required* to adequately perform the services and shall attach documentary evidence that it is in position of the following:

- Equipment:** PPE's, (Overall, Gloves, Chest Waider, Gum Boots, Safety boots, Safety Helmets, N95 Masks) for each employee.
- Tools such as;** brooms x 2 Further dusts x 2, buckets x 2, 110mm Ø Plugs x 2 & 160mm Plugs x 2 for blocking the manhole.
- Transport:** A Pick up Bakkie to transport the sludge from the pump station to oxidation ponds.
- Workforce:** Own team of minimum of 5 local youth to carry out the work.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: -----

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

The quantities shown below are approximate and subject to re-measurement for payment purposes.

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

Pump Stations No.1 (Community Centre)

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	Emptying and Cleaning of Sewer Pump Sumps	1	sum		
2	Cleaning of the ultimate gravity sewer Manhole per Pump Stations	2	sum		
3	Weeding and removing of all unwanted bushes in and around	175	m ²		
4	Sweeping & Cleaning the Pump House	38	m ²		
Subtotal					
VAT @				%	
Total					

Pump Stations No.2 (NDC)

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	Emptying and Cleaning of Sewer Pump Sumps	1	sum		
2	Cleaning of the ultimate gravity sewer Manhole per Pump Stations	2	sum		
3	Weeding and removing of all unwanted bushes in and around	175	m ²		
4	Sweeping & Cleaning the Pump House	38	m ²		
Subtotal					
VAT @				%	
Total					

Priced Schedule Authorized By:

Activity

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

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: -----

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

The quantities shown below are approximate and subject to re-measurement for payment purposes.

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

Pump Stations No.3 (Supercool)

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	Emptying and Cleaning of Sewer Pump Sumps	1	sum		
2	Cleaning of the ultimate gravity sewer Manhole per Pump Stations	2	sum		
3	Weeding and removing of all unwanted bushes in and around	175	m ²		
4	Sweeping & Cleaning the Pump House	38	m ²		
Subtotal					
VAT @				%	
Total					

Pump Stations No.4 (OB Davids)

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	Emptying and Cleaning of Sewer Pump Sumps	1	sum		
2	Cleaning of the ultimate gravity sewer Manhole per Pump Stations	2	sum		
3	Weeding and removing of all unwanted bushes in and	175	m ²		
4	Sweeping & Cleaning the Pump House	38	m ²		
Subtotal					
VAT @				%	
Total					

Priced Activity Schedule Authorized By:

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

SECTION IV: PRICED ACTIVITY SCHEDULE**Procurement Reference Number:** -----

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

The quantities shown below are approximate and subject to re-measurement for payment purposes.

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

Pump Stations No.5 (Janson)

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	Emptying and Cleaning of Sewer Pump Sumps	1	sum		
2	Cleaning of the ultimate gravity sewer Manhole per Pump Stations	2	sum		
3	Weeding and removing of all unwanted bushes in and around	175	m ²		
4	Sweeping & Cleaning the Pump House	38	m ²		
Subtotal					
VAT @				%	
Total					

Pump Stations No.7 (Ministry of Labor)

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	Emptying and Cleaning of Sewer Pump Sumps	1	sum		
2	Cleaning of the ultimate gravity sewer Manhole per Pump Stations	2	sum		
3	Weeding and removing of all unwanted bushes in and around	175	m ²		
4	Sweeping & Cleaning the Pump House	38	m ²		
Subtotal					
VAT @				%	
Total					

Priced Activity Schedule Authorized By:

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

SECTION IV: PRICED ACTIVITY SCHEDULE**Procurement Reference Number:** -----

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

The quantities shown below are approximate and subject to re-measurement for payment purposes.

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

Pump Stations No.6 (Church)

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	Emptying and Cleaning of Sewer Pump Sumps	1	sum		
2	Cleaning of the ultimate gravity sewer Manhole per Pump Stations	2	sum		
3	Weeding and removing of all unwanted bushes in and around	175	m ²		
4	Sweeping & Cleaning the Pump House	38	m ²		
Subtotal					
VAT @				%	
Total					

Pump Stations No.6A (Lift Pump)

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	Emptying and Cleaning of Sewer Pump Sumps	1	sum		
2	Cleaning of the ultimate gravity sewer Manhole per Pump Stations	2	sum		
3	Weeding and removing of all unwanted bushes in and around	175	m ²		
4	Sweeping & Cleaning the Pump House	38	m ²		
Subtotal					
VAT @				%	
Total					

Priced**Activity****Schedule Authorized By:**

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

SECTION IV: PRICED ACTIVITY SCHEDULE**Procurement Reference Number:** -----

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

The quantities shown below are approximate and subject to re-measurement for payment purposes.

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

Pump Stations No.8 (Convention Centre)

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	Emptying and Cleaning of Sewer Pump Sumps	1	sum		
2	Cleaning of the ultimate gravity sewer Manhole per Pump Stations	2	sum		
3	Weeding and removing of all unwanted bushes in and around	175	m ²		
4	Sweeping & Cleaning the Pump House	38	m ²		
Subtotal					
VAT @				%	
Total					

Pump Stations No.9 (Oukango)

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	Emptying and Cleaning of Sewer Pump Sumps	1	sum		
2	Cleaning of the ultimate gravity sewer Manhole per Pump Stations	2	sum		
3	Weeding and removing of all unwanted bushes in and around	175	m ²		
4	Sweeping & Cleaning the Pump House	38	m ²		
Subtotal					
VAT @				%	
Total					

Priced Activity Schedule Authorized By:

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

SECTION IV: PRICED ACTIVITY SCHEDULE**Procurement Reference Number:** -----

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

The quantities shown below are approximate and subject to re-measurement for payment purposes.

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

Pump Stations No.10 (NHE Haimbili)

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	Emptying and Cleaning of Sewer Pump Sumps	1	sum		
2	Cleaning of the ultimate gravity sewer Manhole per Pump Stations	2	sum		
3	Weeding and removing of all unwanted bushes in and around	175	m ²		
4	Sweeping & Cleaning the Pump House	38	m ²		
Subtotal					
VAT @				%	
Total					

Pump Stations No.11 (Omhito Proper Ext 1 & 2)

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	Emptying and Cleaning of Sewer Pump Sumps	1	sum		
2	Cleaning of the ultimate gravity sewer Manhole per Pump Stations	2	sum		
3	Weeding and removing of all unwanted bushes in and	175	m ²		
4	Sweeping & Cleaning the Pump House	38	m ²		
Subtotal					
VAT @				%	
Total					

Priced Activity Schedule Authorized By:

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

SECTION IV: PRICED ACTIVITY SCHEDULE**Procurement Reference Number:** -----

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

The quantities shown below are approximate and subject to re-measurement for payment purposes.

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

Pump Stations No.12 (Omhito Octagon)

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	Emptying and Cleaning of Sewer Pump Sumps	1	sum		
2	Cleaning of the ultimate gravity sewer Manhole per Pump Stations	2	sum		
3	Weeding and removing of all unwanted bushes in and around	175	m ²		
4	Sweeping & Cleaning the Pump House	38	m ²		
Subtotal					
VAT @				%	
Total					

Pump Stations No.13 (Omhito Luxury)

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	Emptying and Cleaning of Sewer Pump Sumps	1	sum		
2	Cleaning of the ultimate gravity sewer Manhole per Pump Stations	2	sum		
3	Weeding and removing of all unwanted bushes in and around	175	m ²		
4	Sweeping & Cleaning the Pump House	38	m ²		
Subtotal					
VAT @				%	
Total					

Priced Activity Schedule Authorized By:

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

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: -----

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

The quantities shown below are approximate and subject to re-measurement for payment purposes.

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

Pump Stations No.14 (Ekolola)

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	Emptying and Cleaning of Sewer Pump Sumps	1	sum		
2	Cleaning of the ultimate gravity sewer Manhole per Pump Stations	2	sum		
3	Weeding and removing of all unwanted bushes in and around	175	m ²		
4	Sweeping & Cleaning the Pump House	38	m ²		
Subtotal					
VAT @				%	
Total					

Pump Stations No.15 (New Federation)

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	Emptying and Cleaning of Sewer Pump Sumps	1	sum		
2	Cleaning of the ultimate gravity sewer Manhole per Pump Stations	2	sum		
3	Weeding and removing of all unwanted bushes in and around	175	m ²		
4	Sweeping & Cleaning the Pump House	38	m ²		
Subtotal					
VAT @				%	
Total					

Priced Activity Schedule Authorized By:

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

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: _____

[Bidders should complete columns C and D with the specifications and Performance standards of the services offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	Emptying and Cleaning of Sewer Sumps and general cleaning of a Pump Station no.1 & 2 Cleaning of the ultimate gravity sewer Manhole per Pump Stations <ul style="list-style-type: none"> • Weeding and removing of all unwanted bushes in and around a pump station. Sweeping & Cleaning of the Pump House		
2	Emptying and Cleaning of Sewer Sumps and general cleaning of a Pump Station no.3 & 4 Cleaning of the ultimate gravity sewer Manhole per Pump Stations Weeding and removing of all unwanted bushes in and around a pump station. Sweeping & Cleaning of the Pump House		
3	Emptying and Cleaning of Sewer Sumps and general cleaning of a Pump Station no.5 & 7 Cleaning of the ultimate gravity sewer Manhole per		

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>
	<p>Pump Stations</p> <p>Weeding and removing of all unwanted bushes in and around a pump station.</p> <p>Sweeping & Cleaning of the Pump House</p>		
4	<p>Emptying and Cleaning of Sewer Sumps and general cleaning of a Pump Station no.6 & 6A</p> <p>Cleaning of the ultimate gravity sewer Manhole per Pump Stations</p> <p>Weeding and removing of all unwanted bushes in and around a pump station.</p> <p>Sweeping & Cleaning of the Pump House</p>		
5	<p>Emptying and Cleaning of Sewer Sumps and general cleaning of a Pump Station no.8 & 9</p> <p>Cleaning of the ultimate gravity sewer Manhole per Pump Stations</p> <p>Weeding and removing of all unwanted bushes in and around a pump station.</p> <p>Sweeping & Cleaning of the Pump House</p>		
6	<p>Emptying and Cleaning of Sewer Sumps and general cleaning of a Pump Station no.10 & 11</p> <p>Cleaning of the ultimate gravity sewer Manhole per Pump Stations</p> <p>Weeding and removing of all unwanted bushes in and around a pump station.</p> <p>Sweeping & Cleaning of the</p>		

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>
	Pump House		
7	<p>Emptying and Cleaning of Sewer Sumps and general cleaning of a Pump Station no.12 & 13</p> <p>Cleaning of the ultimate gravity sewer Manhole per Pump Stations</p> <p>Weeding and removing of all unwanted bushes in and around a pump station.</p> <p>Sweeping & Cleaning of the Pump House</p>		
8	<p>Emptying and Cleaning of Sewer Sumps and general cleaning of a Pump Station no.14 & 15</p> <p>Cleaning of the ultimate gravity sewer Manhole per Pump Stations</p> <p>Weeding and removing of all unwanted bushes in and around a pump station.</p> <p>Sweeping & Cleaning of the Pump House</p>		

Specifications and Performance Standard Compliance Sheet Authorised By:

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

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC), **Ref: NCS-TB/RFQ-GCC** for the procurement of services (time based) available on the website of the Public Entity (*insert website address*) except were modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: _____

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

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract <i>shall be rendered as and when required by Eenhana Town Council and shall be communicated through a correspondence requesting the service.</i>
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities <i>within 24 months from the date of effective of the contract.</i>
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is : The Ms Sandra Haimbili, <i>Tel: 065 290600/620</i> The Authorized Representative of the Service Provider is: _____
GCC 2.6 Insurance and liabilities to Third Party	N/A
GCC 2.7 Reporting Obligations	The Service Provider shall report to: <i>Mr. Joseph Shinyata / Mr. Lazarus Nghuumbilemo, Artisan Services, 108 Church Street @ Tel. 065 290600/604.</i>
GCC 2.10 Performance Security	N/A
GCC 4.2 Contract Price	The amount payable is: _____ per month.
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider upon receipt of an invoice within 30 days.
GCC 4.5 Price Adjustment	The prices <i>shall be</i> adjustable to the fluctuation in the rate of exchange.

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE**

[Public Entity to update the Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

Procurement Reference No.:

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Performance Compliance Sheet	
Bid Security (if applicable)	
Documents evidencing eligibility	
Company profile, past experience and references where similar services have been provided	

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.*