

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of DAPP Namibia

DAPP Namibia reserves the right to:

- Accept or reject any quotation; and
 - Cancel the quotation process and reject all quotations at any time before the award of a contract.
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2. Preparation of Quotations

Bidders are requested to submit quotations for the works specified in the bid invitation by completing, signing, and returning the following documents:

- (a) The Quotation Letter in Section II, including the annexed Bid-Securing Declaration (where applicable);
- (b) The BOQ;
- (c) The Specifications and Compliance Sheet in Section V; and
- (d) Any additional documentation deemed necessary.

Bidders are strongly advised to carefully review the entire Request for Quotations document, including the Special Conditions of Contract in Section VII, prior to preparing their submissions.

3. Validity of Quotations

Quotations shall remain valid for a period of **90 days** from the submission deadline.

4. Eligibility Criteria

To be eligible for participation, bidders must submit the following:

- (a) A valid certified copy of the Company Registration Certificate:
 - (i) Entity incorporated or registered under the laws of Namibia;
 - (ii) Co-operative registered under applicable Namibian laws; or
 - (iii) Trust registration documents, including the Trust Deed, where applicable;
- (b) A valid original or certified copy of a Good Standing Tax Certificate;
- (c) A valid original or certified copy of a Good Standing Social Security Certificate;
- (d) A valid certified copy of an Affirmative Action Compliance Certificate, or proof of exemption issued in accordance with the Affirmative Action Act, 1998;

- (e) A valid certified copy confirming SME status;
 - (f) A duly signed Bid-Securing Declaration;
 - (g) A written undertaking in compliance with Section 138(2) of the Labour Act, 2007;
 - (h) Where applicable, a partnership agreement, joint venture agreement, or similar legally binding arrangement;
 - (i) Proof of a bank rating of at least **C** or better;
 - (j) Five (5) reference letters for similar works of comparable magnitude completed within the past five (5) years;
 - (k) Sign where applicable and initial on all pages of the bid document including all supporting documents.
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5. Bid Security / Bid-Securing Declaration

All bidders are required to submit a signed Bid-Securing Declaration as part of their quotation.

6. Works Completion Period and Quotation Validity

- The quotation validity period shall be **90 days**.
- The works must be completed within **180 days** from the date of acceptance, issuance of the Purchase Order, and signing of the contract agreement.

Any deviation from the completion period may only be considered if deemed reasonable by DAPP Namibia.

7. Sealing and Marking of Quotations

Quotations must be:

- Sealed in a single envelope;
 - Clearly marked with the Procurement Reference Number; and
 - Addressed to the Public Entity, with the bidder's name clearly indicated on the back of the envelope.
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8. Submission of Quotations

Quotations must be deposited in the designated Bid Box no later than the specified closing date and time.

- Submissions sent by post must reach DAPP by the same deadline.
 - Late submissions will be rejected and returned unopened.
 - Submissions sent via email or fax will not be accepted.
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9. Opening of Quotations

Quotations will be opened immediately after the closing time by the DAPP Evaluation Committee in the presence of representatives from DAPP Private Schools.

A record of the opening, including:

- Names of bidders;
- Quoted amounts; and
- Status of Bid-Securing Declarations

will be made available on the DAPP Namibia website and upon request within three (3) working days.

10. Evaluation of Quotations

During evaluation:

- Bidders may be requested to provide written clarifications.
- Only substantially responsive quotations will be considered.
- Evaluation will be based on the lowest evaluated cost among responsive bids.

DAPP Namibia will determine a project threshold amount. Quotations within **±10%** of this threshold shall be considered the most responsive.

11. Technical Compliance

The Specifications and Compliance Sheet outlines the minimum requirements for the works.

- All specifications must be met.
 - Exceeding the specifications will not result in additional scoring or preference.
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12. Prices and Currency of Payment

- All prices shall be quoted in **Namibian Dollars (NAD)** and shall be fixed.

- Prices must include all costs associated with the works, including:
 - Labour
 - Materials
 - Equipment
 - Overheads
 - Profit
 - Duties and any incidental costs

The total quoted price shall represent the full cost of executing the works.

13. Margin of Preference

Not applicable.

14. Award of Contract

The contract will be awarded to the bidder who:

- Submits the lowest evaluated responsive quotation; and
- Demonstrates the capacity to perform the works.

The award will be formalised through the issuance of a Purchase Order or Letter of Acceptance in accordance with the Contract Agreement and General Conditions outlined in Section VI.

15. Performance Security

Not applicable.

16. Notification of Award and Debriefing

DAPP Namibia will:

- Notify unsuccessful bidders in writing within **7 days** of contract award;
- Provide details of the successful bidder, including contract amount; and
- Publish the award notice on its website.

Unsuccessful bidders may request a debriefing in writing, which will be addressed within **5 days** of receipt.

17. Payment Terms

Payment will be made within **30 days** after satisfactory completion of the works, subject to submission of all required documentation.

Final payment may be adjusted in the event of any non-compliance with contract requirements.