



# MUNICIPALITY OF SWAKOPMUND

(064) 4104504  
Fax2email: 0886519142  
53 Swakopmund  
NAMIBIA

Ref No: M 1152 and M 1183

Enquiries: Ms R Neshuku

[www.swkmun.com.na](http://www.swkmun.com.na)  
[pmu@swkmun.com.na](mailto:pmu@swkmun.com.na)

## DEPARTMENT OF HEALTH SERVICES REQUEST FOR SEALED QUOTATION FOR WORK

### PROCUREMENT REFERENCE NO.:

W/RFQ/SM-015/2026

### SUBJECT MATTER:

REQUEST FOR FENCING OF ERF 1152 AND 1183, INDEPENDENCE STREET, MONDESA

### INVITATION:

The Municipality of Swakopmund invites you to submit your sealed quotation with the best offer for the procurement as per specifications in the prescribed document available.

### SEALING & MARKING OF QUOTATIONS

Quotations should be **sealed in a single envelope, clearly marked** with the **Procurement Reference Number**, addressed to the Municipality of Swakopmund with the **Bidder's name and contact information at the back of the envelope**

### SPECIFICATIONS:

As per specified documentation

Only quotations made on the **official document** will be accepted.

### LEVY

NONE

### ENQUIRY

**Ms R Neshuku: Environmental Health Practitioner**  
☎ : +264 811421395 or 📠 +264 64 4104504 or [pmu@swkmun.com.na](mailto:pmu@swkmun.com.na)

### DOCUMENTATION:

Documents are available on the official Swakopmund Municipality Website: [www.swakopmund.com.na](http://www.swakopmund.com.na) or you can contact the Procurement Management Unit of the Swakopmund Municipality for an electronic copy.

### SUBMISSION OF SEALED QUOTATIONS

**WEDNESDAY, 14 OCTOBER 2026 @ 11:00**

**Yellow** Quotation Box located in the foyer of the Municipal Head Offices, cnr Rakatoka Street & Daniel Kamho Avenue, Swakopmund

**06 OCTOBER 2026**  
DATE OF INVITATION

**L N MUTENDA**  
GENERAL MANAGER: HEALTH SERVICES & SOLID  
WASTE MANAGEMENT



+264 64 410 411

swkmun@swkmun.com.na

P O Box 53, Swakopmund, Namibia

# Request for Quotations for Works

## REQUEST FOR FENCING OF ERF 1152 AND 1183, INDEPENDENCE STREET, MONDESA

**Procurement Reference No:  
W/RFQ/SM-015/2026**

|                                          |                                    |
|------------------------------------------|------------------------------------|
| BIDDER'S NAME<br>(COMPANY NAME)          |                                    |
| CONTACT DETAILS                          | TEL:                               |
|                                          | Email:                             |
|                                          | P O BOX:                           |
| TOTAL BID OFFER<br>N\$ (VAT EXCL) :      |                                    |
| TOTAL BID OFFER<br>N\$ (15 % VAT INCL) : |                                    |
| Date of issue                            | 06 October 2026                    |
| Deadline for submission                  | Wednesday, 14 October 2026 @ 11H00 |

**Municipality of Swakopmund  
Procurement Management Unit  
Municipal Head Office  
cnr Rakotoka Street & Daniel Kamho Avenue  
P O Box 53  
Swakopmund, Namibia**

**Tel: +264 64 410 4410**

**| Website: [www.swakopmun.com](http://www.swakopmun.com)**



+264 64 410 410

swkmun@swkmun.com.na

P O Box 53, Swakopmund, Namibia



M 1152 and M 1183



Rosalia Neshuku



05 October 2026

**Company** : \_\_\_\_\_  
**Contact Number** : \_\_\_\_\_  
**P O Box** : \_\_\_\_\_  
**Contact Person** : \_\_\_\_\_  
**E-mail** : \_\_\_\_\_

**Procurement Reference No.: W/RFO/SM-015/2026**

Dear Sir/Madam

**REQUEST FOR QUOTATIONS: FENCING OF ERF 1152 AND 1183, INDEPENDENCE STREET, MONDESA**

The Municipality of Swakopmund invites you to submit your best quote for the items described in detail hereunder.

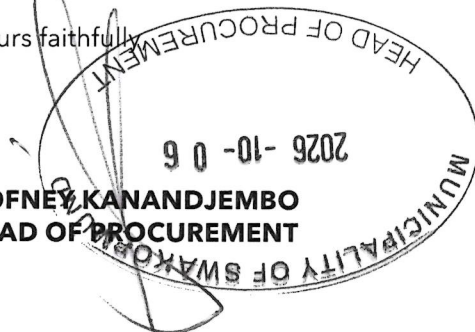
Any resulting contract shall be subject to the terms and conditions referred to in the document.

Enquiries, if any, should be addressed to: **Ms Rosalia Neshuku at +264 64 410 4504 or +264 81 142 1395 or e-mail [pmu@swkmun.com.na](mailto:pmu@swkmun.com.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,

**HOFNEY KANANDJEMBO**  
**HEAD OF PROCUREMENT**





## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The Municipality of Swakopmund 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 items mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Security / Bid Securing Declaration.
- (b) the Prices Activity Schedule Section IV;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

You are advised to carefully read and complete the entire 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, the bidder shall submit with this bid document:

- (a) A **certified** copy of a **valid company** Registration Certificate.
- (b) An **original or valid certified copy** of a valid good Standing Tax Certificate; **(Valid at the deadline of submission of bid)**
- (c) An original or a copy of a valid **good Standing Social Security Certificate**; **(Valid at the deadline of submission of bid)**
- (d) A certified copy of a **valid 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; **(Valid at the deadline of submission of bid)**
- (e) A **written undertaking** as contemplated in section 138(2) of the Labour Act, 2007
- (f) A signed **Bid Securing Declaration**.
- (g) A certified copy of a valid **"Registration Certificate"** from a Local Authority Health Department or Ministry of Health & Social Services. **(Valid at the deadline of submission of bid)**
- (h) Requested certified copies of documents shall only be considered if **(certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963))**
- (i) Kindly ensure that **all pages** of the Standard Bidding Document are **initialled**, along **with all supporting documents**, including company profiles, brochures, and any other relevant attachments.
- (j) Please ensure that **all relevant pages** are **signed**, as required by the bidding standard document.
- (k) Please note that **only the specified documents** will be accepted. Submissions such as **receipts** or **proof** of application—for example, for Good Standing Tax Certificates, Social



Security Certificates, or Fitness Certificates etc. –will **not be considered valid** and **shall be rejected**.

- (l) All bids that **do not comply** with the **eligibility** criteria or **any other requirement in this document** will be **disqualified**.
- (m) A Bidder that is **under a declaration** of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission or thereafter, shall be **disqualified**.
- (n) Bids from service providers **appearing on the ineligibility lists** of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be **rejected**.  
Links for checking the ineligibility lists are available at:
  - Republic of Namibia, Procurement Policy Unit  
<https://egp2.gov.na/forms/SearchSuspendedBidders.jsf>
  - African Development Bank  
<https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures>
  - Asian Development Bank  
<http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenView&count=999>
  - European Bank for Reconstruction and Development  
<http://www.ebrd.com/pages/about/integrity/list.shtml>
  - Inter-American Development Bank Group  
<http://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals,1293.html>
  - World Bank Group  
<http://www.worldbank.org/en/projects-operations/procurement/debarred-firms>
- (o) Submit proof of experience confirming that bidder provided **fencing installation services** within the past period of **3 years** (minimum of **2** reference letters with contact details of clients)
- (p) For bids providing labour services, documents shall be submitted to demonstrate having a Health and Safety Programme in place in full compliance with the health and safety requirements as provided for in Chapter 4, of the Labour Act, (Act 11 of 2007) and the Health and Safety Regulations, (GN NO. 156).
- (q) Bidders must submit a written warranty undertaking confirming a **12-month warranty** on all work completed. The warranty must state that, should any defect arise due to the quality of materials used or the quality of workmanship, the **bidder shall, at its own cost**, repair or rectify the affected portion of the fence **within ten (10) working days** of receiving written notification from the Municipality.

## 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 the Appendix to Quotation Letter of this document.

## 6. Delivery

Delivery shall be *within 30 Days* after receiving acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted.

6.1. The following tests and inspections will be conducted when work is completed:

- *Materials used*
- *Shape, Appearance and Colour*
- *Dimensions*



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## 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 and contact information at the back of the envelope. Kindly make use of pages ... for the marking of the envelope)



## 8. Submission of Quotations

Quotations should be deposited in the Yellow Quotation Box located in the foyer of the Municipal Head Offices, cnr Rakotoka Street & Daniel Kamho Avenue, Swakopmund not later than

**11:00 on Wednesday, 14 October 2026**

Quotations by post or hand delivered should reach the Municipal Head Offices, cnr Rakotoka Street & Daniel Kamho Avenue, Swakopmund by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

## 9. 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 Security, will be posted on the website/notice board 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 based on price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

## 11. Technical Compliance

Bidders shall submit along with their quotation's documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

The Specifications, Performance Requirements and Compliance Sheet detail the minimum specifications of the goods/items to be supplied. The specifications must be met but no credit will be given for exceeding the specifications.

## 12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars for the duration of this contract. No price variation and/or escalation shall be considered.

## 13. Margin of Preference

- 13.1. The applicable margins of preference and their application methodology are as follows:
- 13.2. The applicable margins of preference and their application methodology is as follows:
  - (i) **Namibian shareholding:** 3% - if the bidder meets any of the qualification criteria under section 71(3) of the Act.
  - (ii) **Goods manufactured, grown, mined or extracted in Namibia:**  
4% - if the goods are grown, mined or extracted within Namibia, or if manufactured goods have a local content of 40% or more of the manufacturing costs of the goods, as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant, except for open international bidding where certification must have to be done by an Auditor registered in terms of the Public Accountant' and Auditors' Act 51 of 1951;
  - (iii) **Namibian employees:**
    - (aa) 1% - if between 50% - 60% of the employees of the entity inclusive of management are Namibian citizens;  
OR
    - (bb) 3% - if more than 60% of the employees of the entity inclusive of management are Namibian citizens.



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

| Category                                                  | Margin of preference | Documentary evidence                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Namibian shareholding                                     | <b>3%</b>            | - - IDs of all shareholders                                                                                                                                                                                                                                                  |
| Goods manufactured, grown, mined or extracted in Namibia: | <b>4%</b>            | Certificate of registration from a registering authority<br>-Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant |
| (iii) Namibian employees:                                 | <b>3%</b>            | - IDs of all shareholders                                                                                                                                                                                                                                                    |
| <b>TOTAL</b>                                              | <b>10%</b>           |                                                                                                                                                                                                                                                                              |

**14. Award of Contract**

The Bidder having submitted the lowest evaluated responsive quotation and qualified to execute the work, 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.

**15. Notification of Award and Debriefing**

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/notice board within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (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 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:        | <b>Municipality of Swakopmund</b>                                                 |
| Procurement Reference Number:  | <b>W/RFQ/SM-015/2026</b>                                                          |
| Subject matter of Procurement: | <b>REQUEST FOR FENCING OF ERF 1152 AND 1183,<br/>INDEPENDENCE STREET, MONDESA</b> |

We offer to execute the work listed in the attached Prices Activity Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* 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 I: 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 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 to forfeiture of the security amount / disqualification on the grounds mentioned in the BSD.

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 Prices 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.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of work and Price Schedule.

### 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               |            |



## (Appendix to Quotation Letter)

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

Date: \_\_\_\_\_

Procurement Ref No.: W/RFQ/SM-015/2026

**To:** Municipality of Swakopmund, P O Box 53 Swakopmund, Independence Street, Erf 1152 and 1183.

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: \_\_\_\_\_

Capacity of: \_\_\_\_\_

Name: \_\_\_\_\_

Duly authorized to sign the bid for and on behalf of:

Dated on \_\_\_\_\_ day of \_\_\_\_\_

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***



## SECTION III: STATEMENT OF REQUIREMENTS

### A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE

#### REQUIREMENTS

The Municipality hereby invites qualified and experienced service providers to submit quotations for the supply and installation of fencing around **Erf 1152 and Erf 1183**, Independence Street, Mondesa. The objective is to enhance safety, security, and prevent further illegal activities.

#### **Fencing of erf 1152 and 1183, Independence Street, Mondesa**

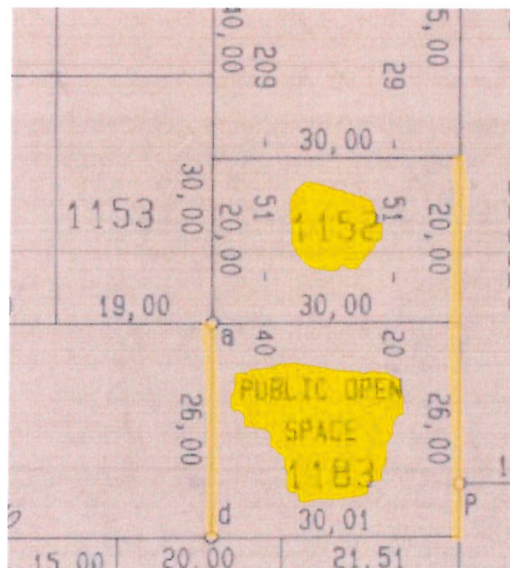
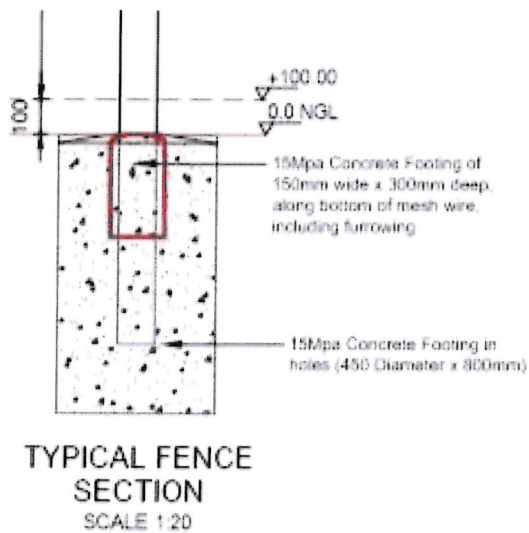
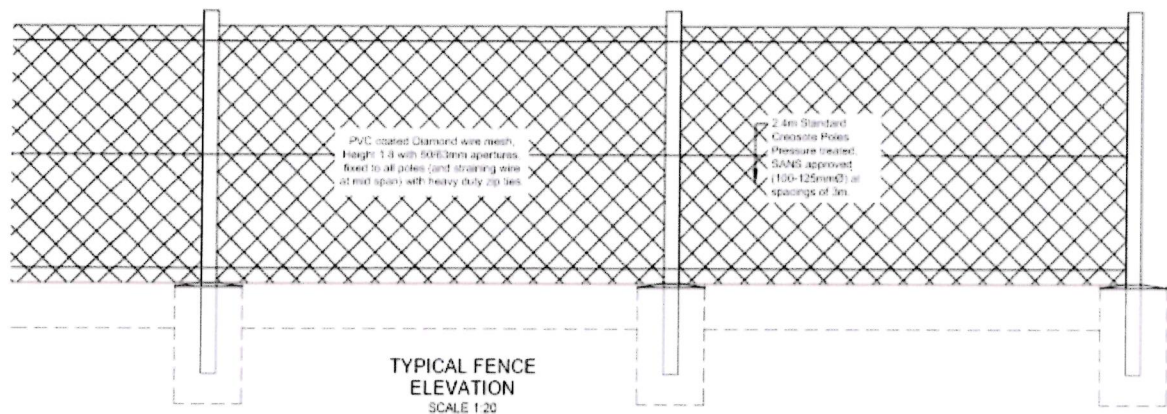
The following activities will form part of the Contract:

1. Install a fence which approximately 216 square meters in area.
2. Excavation of holes in normal soil (450 Diameter x 600mm)
3. 15Mpa Concrete Footing in holes (450 Diameter x 600mm)
4. 15Mpa Concrete Footing of 150mm wide x 300mm deep, 100mm above ground level, along bottom of mesh wire.
5. Supply and supply 3.6m Standard Creosote Poles Pressure treated, SANS approved (100-125mm) at spacing's of 5m. *(colour to match with the existing fencing of garden parks all around Swakopmund)*
6. Supply and supply 4mm PVC coated galvanized straining wire, tied to posts. (5 courses) *(colour to match with the existing fencing of garden parks all around Swakopmund).*
7. PVC coated Diamond wire mesh, Height 3M with 50/63mm apertures, fixed to all poles (and straining wire at mid span) with heavy-duty zip ties.
8. Provide provisional access for maintenance purposes, including routine cleaning and litter collection within the site.
9. House Keeping and Security
10. Removal of debris and site cleanup after completion
11. Provision of signage's like: "Municipal Property - No Trespassing" sign at entrance
12. At least 12-month warranty on workmanship
13. Compliance with safety and building regulations



W/RFO/SM-015/2026- REQUEST FOR FENCING OF ERF 1152 AND 1183,  
INDEPENDENCE STREET, MONDESA

## B. DRAWINGS



**Fencing to be installed as illustrated above in blue**



## SECTION IV: PRICE ACTIVITY SCHEDULE

[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.

### Bill of Quantity

#### REQUEST FOR FENCING OF ERF 1152 AND 1183, INDEPENDENCE STREET, MONDESA

| ITEM                                               | DESCRIPTION                                                                                                    | UNIT           | QTY | RATE | AMOUNT |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------|----------------|-----|------|--------|
| <b>1</b>                                           | <b>SECTION 1 : PRELIMINARY AND GENERAL</b>                                                                     |                |     |      |        |
| 1.1                                                | Contractual requirements                                                                                       | Sum            | 1   |      |        |
| 1.2                                                | Establishment of facilities on site                                                                            | Sum            | 1   |      |        |
| 1.3                                                | Tools & Equipment                                                                                              | Sum            | 1   |      |        |
| 1.4                                                | House Keeping and Security                                                                                     | Sum            | 1   |      |        |
| <b>TOTAL FOR SECTION 1 CARRIED OVER TO SUMMARY</b> |                                                                                                                |                |     |      |        |
| <b>2</b>                                           | <b>SECTION 2: BUILDING WORK</b>                                                                                |                |     |      |        |
|                                                    | <u>EARTHWORKS</u>                                                                                              |                |     |      |        |
| 2.1                                                | Excavation of holes in normal soil (450 Diameter x 600mm).                                                     | m <sup>3</sup> | 6   |      |        |
|                                                    | <u>CONCRETE WORKS</u>                                                                                          |                |     |      |        |
| 2.2                                                | 15Mpa/19mm Concrete Footing in holes (450 Diameter x 600mm).                                                   | m <sup>3</sup> | 6   |      |        |
| 2.3                                                | 15Mpa Concrete Footing of 150mm wide x 300mm deep, 100mm above ground level, along bottom of mesh wire.        | m <sup>3</sup> | 4   |      |        |
|                                                    | <u>FENCING</u>                                                                                                 |                |     |      |        |
| 2.4                                                | Supply and install 3.6m Standard Creosote Poles Pressure treated, SANS approved (100-125mm) at spacings of 5m. | no.            | 14  |      |        |

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INDEPENDENCE STREET, MONDESA**

|                                                    |                                                                                                                                                                  |     |     |  |  |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|--|--|
| 2.5                                                | Supply and install 4mm PVC coated galvanized straining wire, tied to posts. (5 courses on each pole).                                                            | m   | 360 |  |  |
| 2.6                                                | Supply and Install PVC coated Diamond wire mesh, Height 3M with 50/63mm apertures, fixed to all poles (and straining wire at mid span) with heavy-duty zip ties. | m   | 216 |  |  |
|                                                    | <u>ACCESS</u>                                                                                                                                                    |     |     |  |  |
| 2.7                                                | Provide provisional access for maintenance purposes, including routine cleaning and litter collection within the site.                                           | no. | 1   |  |  |
|                                                    | <u>SINAGE</u>                                                                                                                                                    |     |     |  |  |
| 2.8                                                | Supply and install signage - "Municipal Property - No Trespassing" to match with the existing no trespassing signage at all garden parks around Swakopmund.      | Sum | 1   |  |  |
|                                                    | <u>FINISHING WORK</u>                                                                                                                                            |     |     |  |  |
| 2.9                                                | Removal of debris and site cleanup after completion                                                                                                              | Sum | 1   |  |  |
| <b>TOTAL FOR SECTION 2 CARRIED OVER TO SUMMARY</b> |                                                                                                                                                                  |     |     |  |  |



## SUMMARY

| ITEM                  | DESCRIPTION                               | AMOUNT<br>(Namibian Dollar) |
|-----------------------|-------------------------------------------|-----------------------------|
| 1                     | <b>SECTION 1: PRELIMINARY AND GENERAL</b> |                             |
| 2                     | <b>SECTION 2: BUILDING WORKS</b>          |                             |
| Sub-Total             |                                           |                             |
| Add 10% Contingencies |                                           |                             |
| Sub-Total             |                                           |                             |
| Add VAT %             |                                           |                             |
| Total                 |                                           |                             |

Enter 0% VAT rate if VAT exempt.

VAT Number: \_\_\_\_\_

**Quoted prices must be all cost inclusive**

### Priced Activity Schedule Authorised By:

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

**NB: Retention of 10% will be held and released 6 months after the completion of work.**



## SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: **W/RFQ/SM-015/2026**

[Bidders should complete columns C and D with the specifications 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 to Specifications and Performance Offered | Details of Non-Compliance/ Deviation (if applicable) |
|---------|---------------------------------------------------------------------------------|------------------------------------------------------|------------------------------------------------------|
| A*      | B*                                                                              | C                                                    | D                                                    |
| 1       | Request for fencing of erf 1152 and 1183, independence Street, Mondesa iii & iv |                                                      |                                                      |
| 3       | Delivery within <b>30 days</b>                                                  |                                                      |                                                      |

Specifications and Performance Standard Compliance Sheet Authorised By:

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



## **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 Works - Ref. **W/RFQ/SM-015/2026** on the website of the Procurement Policy Unit ([www.mof.gov.na/procurement-policy-unit](http://www.mof.gov.na/procurement-policy-unit)) except where modified by the Special Conditions below.



## SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/SM-015/2026**

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

| Subject and GCC clause reference             | Special Conditions                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>GCC 1.1 Effectiveness of Contract</b>     | The Contract shall be deemed to come into effect as from date of purchase order.                                                                                                                                                                                                                                                                                                                                   |
| <b>GCC 1.3.1 Intended Completion date</b>    | Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities within 30 days from the date of the purchase order was issued.                                                                                                                                                                                                                        |
| <b>GCC 1.6.1 Issue of notices</b>            | Any notice shall be sent to the following addresses:<br>For the [Public Entity], the address and the contact's name shall be: <b>The Chief Executive Officer, Municipality of Swakopmund, PO Box 53, Swakopmund</b> (For Attention - The General Manager, Health Services and Solid Waste Management Department.<br><br>For the Service Provider, the address and contact name shall be:<br><br>_____<br><br>_____ |
| <b>GCC 2.7 Reporting Obligations</b>         | The Service Provider shall report to Environmental Health Practitioner: <b>Rosalia Neshuku: Health Services and Solid Waste Management Department.</b>                                                                                                                                                                                                                                                             |
| <b>GCC 4.2 Contract Price</b>                | The amount payable is as per purchase order issued.                                                                                                                                                                                                                                                                                                                                                                |
| <b>GCC 4.3 Terms of Payment</b>              | Payments will be made within <b>30 days</b> to the Service Provider after completion of the service and upon receipt of invoice.                                                                                                                                                                                                                                                                                   |
| <b>GCC 4.5 Price Adjustment</b>              | Prices shall not be adjustable.                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Contract Price</b><br><b>GCC 6.2(a)</b>   | The amount in local currency is <b>Namibian Dollar.</b>                                                                                                                                                                                                                                                                                                                                                            |
| <b>Price Adjustment</b><br><b>GCC 6.6.1</b>  | Price adjustment <i>is not</i> applicable.                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Identifying Defects</b><br><b>GCC 7.1</b> | The following inspections shall be carried out: <b>Quality of Workmanship</b><br>The defect liability period is: <b>30 days</b>                                                                                                                                                                                                                                                                                    |



W/RFQ/SM-015/2026- FENCING OF ERF 1152 AND 1183, INDEPENDENCE STREET,  
MONDESA

## SCHEDULE 1

### QUOTATION CHECKLIST SCHEDULE

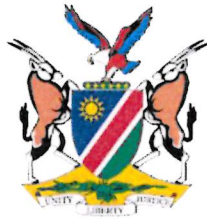
Procurement Reference No.: **W/RFQ/SM-015/2026**

| Description                                                                                                                                                                                                                                                                                                                                                                                                                   | Attached | Not Attached |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|
| Quotation Letter                                                                                                                                                                                                                                                                                                                                                                                                              |          |              |
| Prices Activity Schedule                                                                                                                                                                                                                                                                                                                                                                                                      |          |              |
| Specification and Compliance Sheet                                                                                                                                                                                                                                                                                                                                                                                            |          |              |
| a signed Bid Securing Declaration.                                                                                                                                                                                                                                                                                                                                                                                            |          |              |
| Delivery Period (30 Days)                                                                                                                                                                                                                                                                                                                                                                                                     |          |              |
| Bid Validity Period – 90 days                                                                                                                                                                                                                                                                                                                                                                                                 |          |              |
| a certified copy of a valid <b>company Registration Certificate</b> ;                                                                                                                                                                                                                                                                                                                                                         |          |              |
| an original or a valid certified copy of a valid <b>good Standing Tax Certificate</b> ;                                                                                                                                                                                                                                                                                                                                       |          |              |
| an original or a certified copy of a valid <b>good Standing Social Security Certificate</b> ;                                                                                                                                                                                                                                                                                                                                 |          |              |
| a valid certified copy of <b>Affirmative Action Compliance Certificate</b> , 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;                                                                                                                                                                                |          |              |
| a <b>written undertaking</b> as contemplated in section 138(2) of the Labour Act, 2007                                                                                                                                                                                                                                                                                                                                        |          |              |
| Submit a valid Bid Security / a <b>signed Bid Securing Declaration</b> .<br>have a                                                                                                                                                                                                                                                                                                                                            |          |              |
| a valid certified copy of <b>"Registration Certificate"</b> from a Local Authority Health Department or Ministry of Health & Social Services                                                                                                                                                                                                                                                                                  |          |              |
| All requested certified copies of documents shall only be <b>considered if certified by a commissioner of oath or the Namibian Police to be true copies of the original</b> .                                                                                                                                                                                                                                                 |          |              |
| All the pages of the bid document as well as all attachments must <b>be initialed</b>                                                                                                                                                                                                                                                                                                                                         |          |              |
| Submit proof of experience for the <b>last 3 years</b> . Proof should be submitted in the form of a <b>signed referenced letters from previous clients</b>                                                                                                                                                                                                                                                                    |          |              |
| All bids that do not comply with the eligibility criteria or any other requirement in this document will <b>be disqualified</b> .                                                                                                                                                                                                                                                                                             |          |              |
| A Bidder that is <b>under a declaration of ineligibility</b> by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission or thereafter, <b>shall be disqualified</b> .                                                                                                                                                                                                     |          |              |
| Bidders must submit a written warranty undertaking confirming a <b>12-month warranty</b> on all work completed. The warranty must state that, should any defect arise due to the quality of materials used or the quality of workmanship, the bidder shall, <b>at its own cost, repair or rectify the affected portion of the fence within ten (10) working</b> days of receiving written notification from the Municipality. |          |              |

**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.



W/RFQ/SM-015/2026- FENCING OF ERF 1152 AND 1183, INDEPENDENCE STREET,  
MONDESA



**SCHEDULE 2**

**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.



# **Request for Quotations for Works**

## **FENCING OF ERF 1152 AND 1183, INDEPENDENCE STREET, MONDESA**

**Procurement Reference No: NCS/RFO/SM-044/2026**

**Date of issue: 06 October 2026**

**Closing Date: 14 October 2026**

**Municipality of Swakopmund  
Procurement Management Unit  
Municipal Head Office  
cnr Rakotoka Street & Daniel Kamho Avenue  
P O Box 53  
Swakopmund, Namibia**

**Tel: +264 64 410 4410**

**|Fax: +264 64 0886519137 | Website: [www.swkmmun.com.na](http://www.swkmmun.com.na)**



|                       |   |  |
|-----------------------|---|--|
| <b>Company</b>        | : |  |
|                       |   |  |
|                       |   |  |
| <b>Contact Number</b> | : |  |
|                       |   |  |
|                       |   |  |
| <b>P O Box</b>        | : |  |
|                       |   |  |
|                       |   |  |
| <b>Contact Person</b> | : |  |
|                       |   |  |
|                       |   |  |
| <b>E-mail</b>         | : |  |
|                       |   |  |
|                       |   |  |