



**REQUEST FOR SEALED QUOTATIONS
FOR GOODS**

**PROCUREMENT FOR THE SUPPLY AND DELIVERY OF UPS BATTERIES TO THE
NCAA HEAD OFFICE**

Bidder Name: _____	Bidder Representative: _____
Tel: _____	Mobile: _____
Email: _____	Fax: _____
Bid Amount: _____	Contract period (days): _____

Procurement Reference No: G/RFQ/NCAA-15/2024

Issuing date: 29 October 2024
Closing date: 12 November 2024
Time: 11H00

**Namibia Civil Aviation Authority
Head Office
No.4 Rudolph Hertzog street
Ausspanplatz
Windhoek Namibia**

|Email: PMU@ncaa.na
|Website: www.ncaa.com.na
|Tel: +264 832 352166/7/2201

Letter of Invitation

Dear Bidders

G/RFQ/NCAA-15/2024 PROCUREMENT FOR THE SUPPLY AND DELIVERY OF UPS BATTERIES TO NCAA HEAD OFFICE

The Namibia Civil Aviation Authority (NCAA) 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.

Queries, if any, should be addressed to Procurement Management Unit Tel +264 83 235 2166, E-mail: PMU@ncaa.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.



Mr. MN Shonghela

Email address: PMU@ncaa.na

Tel no: +264 83 235 2122/2166

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The NCAA reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or lot
- (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
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

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

3. Validity of Quotations

The Quotation validity period shall be **60 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.
- (b) have an original/certified copy valid good Standing Tax Certificate.
- (c) have an original/certified copy 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 (for Bids reserved for SMEs);
- (f) Manufacturer/reseller authorization letter or certificate
- g) Attach Catalogue with pictures, clear specifications, terms and conditions and warranty of the quoted product.**
- h) Bank confirmation letter not older than three months

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be within **7 working days** after acceptance/issue of the Purchase Order.

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.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **NCAA Head Office, Rudolph Hertzog Street, Ground floor, reception area** not later than **12 November 2024 at 11h00** Quotations by post or hand delivered should reach **NCAA Head Office, No.12**

Rudolph Hertzog Street by the same date and time at the 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/Bid Securing

The declaration will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

The Public Entity shall have the right to request clarifications in writing during evaluation.

Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

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11. Technical Compliance

Bidders shall submit along with their quotation documents, catalogs 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 details the minimum specifications of the goods/items to be supplied. The specifications have to 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.

13. Margin of Preference N/A

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

13.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: N/A

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services 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 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.

16. Scope/ specifications and requirements

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:	Namibia Civil Aviation Authority
Procurement Reference Number:	G/RFQ/NCAA-15/2024
Subject matter of Procurement:	PROCUREMENT FOR THE SUPPLY AND DELIVERY OF UPS BATTERIES

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, 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 1: 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 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 BD]*.

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 List of Goods and Price Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the quotation validity.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items 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	



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 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

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*

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency: Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

BATTERY SPECIFICATIONS /SAMPLES

Powered by



HRL series

HRL 12330W 12V 350W



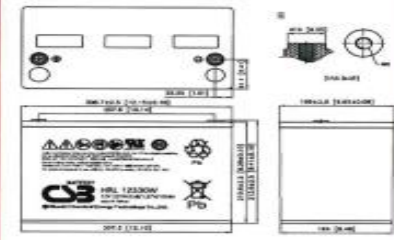
Valve Regulated Lead Acid Battery

Maintenance-Free Sealed Lead Acid Battery.
Absorbent Glass Mat (AGM) technology for efficient gas recombination of up to 99%.

Design for Standby Power Applications

<p>【 Design Life 】 Up to 10 Years in Standby Service at 25°C Eurobat (20°C) : 10-12 years, Long Life</p> <p>【 Operating Temperature Range 】 Nominal Operating Temperature : 25°C (77°F) Discharge : -15°C ~ 50°C (5°F~122°F) Charge : -15°C ~ 40°C (5°F~104°F) Storage : -15°C ~ 40°C (5°F~104°F)</p>	<p>【 Float Charging Voltage 】 13.5 ~ 13.8 VDC/Unit at 25°C (77°F)</p> <p>【 Equalization Charging Voltage 】 14.4 ~ 15.0 VDC/Unit at 25°C (77°F)</p> <p>【 Self Discharge 】 Less than 10% after 90 days, can be stored up to 6 months at 25°C (77°F); Fully recharging is required before usage, and charged sooner if stored at higher temperature than 25°C (77°F).</p>
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Specification		Design according with IEC 60896-21/22:2004	
Nominal Voltage	12V (6 cells per unit)		
Nominal Capacity	350W @15min-rate to 1.67V per cell @25°C (77°F)		
Weight	Approx. 29.60 Kg (65.24 lbs)		
Maximum Discharge Current	800A (5sec)		
Internal Resistance	Approx. 3.50 mΩ		
Short Circuit Current	2386A		
Maximum Charge Current	33.0A		
Terminal types	I2 thread lead alloy terminal to accept M6 bolt		
Terminal hardware Torque	138.6 Kgf-cm / 120.3 lbf-in / 13.58 N-m		
Container Material	PP (UL 94-HB) & Flame Retardant (94-V0) available upon request		
Dimensions	Length (L)	308.7±2.5 mm	12.15±0.10 inch
	Width (W)	169.0±2.0 mm	6.65±0.08 inch
	Container Height (h)	210.6±2.5 mm	8.29±0.10 inch
	Overall Height (H)	213.6±2.5 mm	8.41±0.10 inch



Constant Current Discharge Characteristics Unit: A (25°C, 77°F)												
F.V/Time	2MIN	4MIN	5MIN	6MIN	8MIN	10MIN	15MIN	20MIN	30MIN	45MIN	60MIN	90MIN
1.60V	530	444	409	373	317	271	202	162	119	86.0	68.4	49.6
1.67V	482	405	369	341	293	256	196	158	117	85.1	67.9	49.4
1.70V	454	382	350	326	280	248	191	155	116	84.4	67.5	49.3
1.75V	405	340	317	293	257	230	181	149	112	82.6	66.4	48.9
1.80V	337	294	273	257	230	206	168	139	106	79.1	64.1	47.7
1.85V	252	243	234	219	196	180	150	125	97.1	73.2	59.9	45.1

Constant Power Discharge Characteristics Unit: W (25°C, 77°F)												
F.V/Time	2MIN	4MIN	5MIN	6MIN	8MIN	10MIN	15MIN	20MIN	30MIN	45MIN	60MIN	90MIN
1.60V	4597	4083	3930	3730	3221	2870	2187	1772	1318	972	784	578
1.67V	4397	3951	3761	3474	3065	2737	2131	1738	1304	965	779	576
1.70V	4285	3878	3597	3345	2983	2656	2093	1713	1292	958	775	575
1.75V	4043	3550	3300	3109	2830	2485	2009	1656	1260	941	764	571
1.80V	3660	3143	2993	2862	2515	2276	1883	1564	1204	907	742	559
1.85V	2976	2795	2589	2432	2204	2042	1676	1416	1116	850	700	534

Please refer to the official site for the latest rating confirmation. URL: www.csb-battery.com Issued: 170201

**SECTION IV: SPECIFICATIONS AND PERFORMANCE
REQUIREMENTS**

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

- Procurement Reference Number: **G/RFQ/NCAA-15/2024**

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1.	Battery CSB HRL12330 12V 350W Eaton 93E 160kVA UPS S/N 4K281LXX02		
2.	Attach a catalogue of goods quoted with their warranty period		
3	Delivery is at NCAA Head office		

Bidders should complete columns C and D with the specification of the goods offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorize the specification offered in the signature block below.]

Specifications and 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 Goods -

Ref. **G/RFQ/NCAA-15/2024** on the website of the Public Entity *www.ncaa.na* except where modified by the Special Conditions below.

SECTION VI: CONTRACT AGREEMENT

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

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/NCAA-15/2024**

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
Purchaser GCC 1.1(h)	The purchaser is: Namibia Civil Aviation Authority (NCAA)
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is NCAA Head Office and Regional Offices
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	<p>Any notice shall be sent to the following addresses:</p> <p>Namibia Civil Aviation Authority No.4 Rudolp Hertzorg Private Bag 12003 Windhoek Tel: 0835 235 2166 PMU@ncaa.na</p> <p>For the Supplier, the address and contact name shall be:</p> <p>----- _____</p>
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____
Delivery and Documents GCC 13.1	<p>The Goods are to be delivered within 14 days from the date of Purchase Order or Letter of Acceptance.</p> <p>The documents to be furnished by the Supplier are:</p> <p>(a) signed delivery note;</p>
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed shall not be adjustable.
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.

Subject and GCC clause reference	Special Conditions
Terms of Payment GCC 16.4 (a)	The price shall not be adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.</p>
Performance Security GCC 18.1	(i) No performance security is required
Discharge of Performance Security GCC 18.4	No performance security is required
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: _____
Insurance GCC 24.1	<i>[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation] 50 %. Goods must be produced in Namibia</i>
Transportation GCC 25	The Goods shall be delivered:
Inspection and Test GCC 26.1	The inspection and tests shall be done after delivery and faulty items must be returned to the supplier.
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: <i>NCAA Head Office and Regional offices</i>
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are 4% per day. The maximum amount of liquidated damages for the whole contract is 10% of the final contract price.

Subject and GCC clause reference	Special Conditions
Warranty GCC 28.3	<p>The period of validity of the warranty shall be: <i>3 years</i></p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be:</p> <p>.....</p> <p>.....</p> <p>For item 1, the minimum period of warranty/shelf life shall be ____</p> <p>For item 2, the minimum period of warranty/shelf life shall be ____</p> <p>For item 3, the minimum period of warranty/shelf life shall be ____</p>
Repair and Replacement GCC 28.5	<p>The period for repair or replacement shall be: <i>three (3) years</i></p>

Attachment: Price Adjustment Formula

If in accordance with GCC 15.1, prices shall be adjustable, the following method shall be used to calculate the price adjustment:

15.2 Prices payable to the Supplier, as stated in the Contract, shall be subject to adjustment during performance of the Contract to reflect changes in the cost of labor and material components in accordance with the formula:

$$P1 = P0 [a + \frac{bL1}{L0} + \frac{cM1}{M0}] - P0$$

$$L0 \quad M0$$

$$a+b+c = 1$$

in which:

- P1 = adjustment amount payable to the Supplier.
- P0 = Contract Price (base price).
- a = fixed element representing profits and overheads included in the Contract Price and generally in the range of five (5) to fifteen (15) percent.
- b = estimated percentage of labor component in the Contract Price.
- c = estimated percentage of material component in the Contract Price.
- L0, L1 = labor indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively.

M0, M1 = material indices for the major raw material on the base date and date for adjustment, respectively, in the country of origin.

The coefficients a, b, and c as specified by the Purchaser are as follows:

a = *[insert value of coefficient]*

b= *[insert value of coefficient]*

c= *[insert value of coefficient]*

The Bidder shall indicate the source of the indices and the base date indices in its bid.

Base date = thirty (30) days prior to the deadline for submission of the bids.

Date of adjustment = *2 weeks]* weeks prior to date of shipment (representing the mid-point of the period of manufacture).

The above price adjustment formula shall be invoked by either party subject to the following further conditions:

- (a) No price adjustment shall be allowed beyond the original delivery dates unless specifically stated in the extension letter. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The
- (b) Purchaser will, however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment.
- (b) If the currency in which the Contract Price P0 is expressed is different from the currency of origin of the labor and material indices, a correction factor will be applied to avoid incorrect adjustments of the Contract Price. The correction factor shall correspond to
- (c) the ratio of exchange rates between the two currencies on the base date and the date for adjustment as defined above.
- (d) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment

SCHEDULE 2

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION

	N\$	N\$
Raw Materials, Accessories & Components		
• Imported (CIF)	
• Local (VAT & Excise Duty Fee)
Labour Cost		
• Direct Labour
• Clerical Wages
• Salaries to Management
Utilities		
• Electricity	
• Water	
• Telephone
Depreciation	
Interest on Loans	
Rent
Other (please specify)		

•	
•	
•
TOTAL COST		
PER PRODUCT		

$$\text{Local Value Added} = \frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$$

NB! The cost structure should be certified by a Certified Accountant

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

PROCUREMENT REFERENCE NO.: G/RFQ/NCAA-15/2024

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Evidence for Conformity of Goods		
Attachments of required documents:		
Manufacturers authorization letter		
Attach goods catalogue with a warranty period		
Bank confirmation letter		

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.*