REPUBLIC OF NAMIBIA

MINISTRY OF FINANCE

Tel: (061) 2092523 (09-264-61 International Dialling Code) PRIVATE BAG 13295
Fax: (061) 302615 WINDHOEK

Request for Quotations for Works

Procurement of services to clean windows and replacement of damaged tiles at the Ministry of Finance, Head Office Building

Procurement Reference No: W/RFQ/09-10/2022

REPUBLIC OF NAMIBIA

MINISTRY OF FINANCE

Tel: (061) 2092523 (09-264-61 International Dialling Code) PRIVATE BAG 13295
Fax: (061) 302615 WINDHOEK

Letter of Invitation

TO: All bidders 14 October 2022

Bid Reference Number: W/RFQ/09-10/2022

Deadline for submission: 28 October 2022, 15h00

Compulsory site visit: 24 October 2022, @10h00

Request for quotation of services to clean windows and replacement of damaged tiles at the Ministry of Finance, Head Office Building

The Ministry of Finance invites you to submit your best quote for the works described in detail hereunder.

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

For enquiries, please contact the following staff members if any, should be addressed to Ms. J. Nhinda *(johanna.nhinda@mof.gov.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,

.....
MRS. N. N KAFITA
PROCUREMENT MANAGEMENT UNIT

REPUBLIC OF NAMIBIA MINISTRY OF FINANCE 2022 -10- 1 4 Procurement Management Unit

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Ministry of Finance reserves the right:

(a) to split the contract as per the lowest evaluated cost per lot; and

(b) to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

2. Preparation of Quotations

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

(a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;

(b) the Priced Activity Schedule in Section IV;

(c) the Specifications and Compliance Sheet 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 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 bid submission deadline.

4. Eligibility Criteria

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

(a) have a valid certified copy of company Registration Certificate;

(b) have an original or certified copy of valid good Standing Tax Certificate;

(c) have an original or certified copy of 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) submit signed Bid Securing Declaration

(f) submit duly completed and signed bidding document

(g) duly completed and signed written undertaking in terms of section 138 of the Labour Act, 2007 and section 50(2)(D) of the Procurement Act

(h) all pages including attachments should be initialed

(i) **The bid reserved for Namibian only ((attach certified copy of identity document (ID)**

(j) **the bidder should be in line with business principle of related work to be performed**

(k) **submit valid certified copy of fitness certificate from Local Authority**

(l) **The bid will be evaluated in terms of technical compliance with the Specifications and scope of work as described in the schedule of activities/BoQ**

(m) **Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation. Only bids determined compliant with all the stages of evaluation will be considered in terms of price. Prices of bids deemed not fair and reasonable may not be considered. This will be determined based on the Professional Consultant's Cost Estimate.**

(n) **Only bids that fall within 15% below or 15% above the Professional Consultant's estimates will be considered**

(o) **Workforce be equipped with the necessary health and safety gear and safety belts and any other related accessories.**

5. Bid Securing Declaration

Bidders are required to submit Bid Securing Declaration for this procurement process.

6. Works Completion Period

The completion period for works shall be **4 weeks** after acceptance and issue of Purchase Order. Deviation in completion period accepted if such deviation is reasonable.

7. Sealing and Marking of Quotations

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

8. Submission of Quotations

Quotations should be delivered in the Quotation/Bid Box located at **Ministry of Finance, Robert Mugabe Street, Ground Floor west wing, room umber 149B not later than 28 OCTOBER 2022 at 15h00**. Quotations by post or hand delivered should reach, the mentioned address, 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

The Public Entity will open quotations internally immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing

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

10. Evaluation of Quotations

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

11. Technical Compliance

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

***12.* Prices and Currency of Payment**

Prices for the execution of works shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works, and shall include all duties. The whole cost of performing the works shall be included in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted.

13. Margin of Preference

Not applicable.

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the works shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section 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 7 days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within 7 days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

(to be completed by bidders)

Quotation addressed to:	**Ministry of Finance**
Procurement Reference Number:	**W/RFQ/09-10/2022**
Subject matter of Procurement:	**Procurement for services to clean windows and replacement of damaged tiles at the Ministry of Finance, Head Office Building**

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

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

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead

The validity period of our Quotation is ..... days from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the quotation validity.

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

Works will be completed within..... days from date of issue of Purchase Order/ Letter of acceptance.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./E-mail	

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

Date: .....

Procurement Ref No.: W/RFQ/09-7/2022

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]*

Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten undertaking in terms of section 138 of the Labour Act, 2007 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.*

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

	Quantity
Procurement for services to clean windows and replacement of damaged tiles at the Ministry of Finance, Head Office Building as per specifications provided under section IV: Priced Activity Schedule **Compulsory Site Visit: 24 October 2022 at 10h00** **Ministry of Finance, Fiscus Building, 2nd floor, West Wing.** **Contact person: Mr E Shikemeni: 0812449640/061-209 2622; Mr Simon Gabriel: 0813192239**	

B. DRAWINGS

Not Applicable

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: W/RFQ/09-7/2022

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price excl Vat(N$)	Unit Price incl Vat (N$)	Total Price exc VAT (N$)	Total Price incl VAT (N$)
A		C		D	E		F
	FISCUS BUILDING						
Key	**ITEM DESCRIPTION**						
	BILL NO. 1 **DEMOLITIONS AND ALTERATIONS**						
	1. Prices for the demolisation of brick walls must allow for the demolition and removal of small isolated beams and lintols occurring therein openings.						
	2. The area of brickwork to be demolished excludes the area of opening in walls.						
	3. Prices for the demolition of bricks or concrete walls, concrete surface **brbeds,** columns, slabs and the like must allow and include for the demolition of plastered or sceeded surfaces and other finishes related thereto as NO separate measurement or payment will be made in this regard.						

	4. Prices for the demolition of concrete must allow for the cutting up and removal of any steel reinforced in the concrete. 5. The Contractor must ensure the stability of adjoining walls and structures during the demolition of any concrete and/or brick work and must provide and install any necessary propping that may be necessary to ensure such stability and prices must allow herefore.						
1.	Hacking up or hacking off and removing granolithic, screed, plaster, tiles, etc from concrete or brickwork and preparing surfaces for new screed, plaster, tiling, etc (elsewhere measured)						
1.1.	Ceramic floor or wall tiles						
	9th Floor in front of elevators	4.00m²					
	8th Floor						
	Office N0. 806	19.60m²					
	Office N0. 814	18.04m²					
	7th Floor						
	Office N0. 708	33.65m²					
	Office No.707	18.24m²					
	6th Floor						
	Office N0. 615	25.10m²					
	5th Floor						
	Office N0. 516	18.73m²					

	4th Floor Office N0. 412 **2nd Floor** Office n0. 210 **1st Floor** Corridor Basement	 17.03m2 34.08m^2 8.25m^2 8.25m^2					
2. 2.1. 3. 3.1. 3.2. 3.3.	**Taking out and removing doors, windows sahes from frames, gates etc and prepare to receive new** Aluminium sliding door from aluminium frame and prepare frame to receive new (elsewhere measured) **3rd Floor** The Contractor must provide all necessary scaffolding for any and all work required to single storey buildings and to insides of buildings irrespective of the height of the buildings as no additional payment will be made in this regard. Scaffolding will only be measured and paid for work to the external face of the building or **g where** the building or structures higher than one storey and to the actual height of the scaffolding erected. The Contractor must ensure the stability of the scaffolding at all times and must provide adequate safety rails, barriers and walksways for the workmen using the scaffolding. No	 1.00 No					

4.	**The height of the scaffolding stated includes the ground floor level**						
3.1	Scaffolding to the external face of nine storey buildings	50.00m					
	Sealing of existing roofs and flashings						
	BILL N0. 2 **REPAIRS TO PLUMBING AND DRAINAGE INSTALLATIONS**						
4.	Clean out blockage in manholes, catch pits etc						
4.1.	CLEANING WINDOW	2279.58m^2					
	ROOF CONSTRUCTION						
	BILL N0. 3 Ceilings and Partitions						
5.	Gypsum plasterboard ceilings						
5.1.	600x600mm Ceramic Tiles						
	9th Floor in front of elevators	4.00m^2					
	8th Floor						
	Office N0. 806	19.60m^2					
	Office N0. 814	18.04m^2					
	7th Floor						
	Office N0. 708	33.65m^2					
	Office N0.707	18.24m^2					
	6th Floor						

	Office N0. 615	25.10m²					
	5th Floor Office N0. 516	18.73m²					
	4th Floor Office N0. 412	17.03m²					
	2nd Floor Office N0. 210	34.08m²					
	1st Floor Corridor Basement	8.25m² 8.25m²					
6.	**BILL N0. 4** Natural anodised aluminium doors glazes with and including 5mm toughed safety armourplate glass and fitted with double cylinder lockset and anodised aluminium furniture						
6.1.	Olympia type double door and frame to suit opening size 1730 x 2100mm high Entrance at the cross over bridge between buildings	1.00 No					
7	**WALL TILING** Take delivery of transport to the site store, project and lay ceramic floor tiles of differing sizes fixed with and including **adhesive** to screeded surfaces (elsewhere measured) and						

	flush pointed with an approved tinted waterproof joining compound on (cost of floor tiles elsewhere)						
7.1.	Floors to patterns **(next to lift at 9th floor)**	4.00m²					
	8th Floor Office N0.806 Office N0.814	 19.60m² 18.04m²					
	7th Floor Office No. 708 Office N0. 707	 33.65m² 18.24m²					
	6th Floor Office N0.615	 25.10m²					
	5rh Floor Office N0.516	 18.73m²					
	4th Floor Office N0. 412	 17.03m²					
	2nd Floor Office N0.210	 34.08m²					
	1st Floor Corridor Basement	 8.25m² 8.25m²					
	Prelimaries% Contingencies	8%					

	Escalation **GRAND TOTAL**						
					Subtotal		
					VAT @ %		
					Total		

Priced Activity Schedule Authorised By:

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

NB: Workforce be equipped with the necessary health and safety gear and safety belts and any other related accessories.

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: W/RFQ/09-10/2022

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
1	**Procurement for renovations at Fiscus Building**		

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. **W/RFQ/09-10/2022**)

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/09-10/2022**

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract

GCC Clause Reference	Special Conditions
Employer **GCC 1.1(r)**	**Ministry of Finance**
Intended Completion Date **GCC**	The intended completion date is: **4 weeks** after acceptance of official order
Project Manager **GCC 1.1(y)**	The Project Manager is: Mr. Erastus Shikemeni & Ms. Bertha Shivute
Site **GCC 1.1(aa)**	The Site is located at **Ministry of Finance, Head Office**
Start Date **GCC 1.1(dd)**	The Start Date shall be: **5 days** after official order is issued
The Works **GCC 1.1(hh)**	The works consist of: **Procurement for cleaning of widows, replacement of tiles and aluminium door at Head Office.**
Interpretation **GCC 2.2**	The work will be completed in the following sections: **Wholly completed**
Interpretation **GCC2.3**	The following additional documents shall form part of the contract: • **This special condition of contract** • **General conditions of contract** • **Specifications and compliance sheet** • **Purchase order** • **Quotation letter** • **Bid securing declaration** • **Written undertaking in terms of Section 138 of the Labour Act 2007** • **Statement of requirements** • **Priced activity schedule**

GCC Clause Reference	Special Conditions
Language and Law **GCC 3.1**	The language of the contract is **English** The law that applies to the Contract is the **law of Namibia.**
Project Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation **GCC 5.1**	The Project Manager may not delegate his/her duties.
Notices **GCC 6**	Any notice shall be sent to the following addresses: For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be: **Mrs N.N. Kafita** (Naomi.Kafita@mof.gov.na) **and Mr. S. Nghikongwa (Stephen.Nghikongwa@mof.gov.na)** For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be: _____
Insurance **GCC 13.1**	Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be: (a) for the Works, Plant and Materials: (for the full amount of the works including removal of debris, professional fee etc...) (b) for loss or damage to Equipment: (for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer. (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well). (d) for personal injury or death: (i) of the Contractor's employees:[The Contractor shall

GCC Clause Reference	Special Conditions
	take an adequate insurance cover for its employees for any claim arising in the execution of the works]. (ii) of other people: [This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives]. (e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable. The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the Contractor's All Risks coupled with the Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.
Site Data **GCC 14.1**	The site data shall be: **Ministry of Finance, Head Office**
Possession of the Site **GCC 20.1**	The Site Possession Date shall be: **5 days** after issuing of official order
Procedure for Disputes **GCC 24**	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
Program **GCC 25.1**	The Contractor shall submit for approval a Program for the Works within **3 days** from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates shall be required.
Defects Liability Period **GCC 33.1**	The Defects Liability Period is: **12 Months**
Payment Certificates **GCC 39.7**	A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor.
Payments **GCC 40**	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: (a) the payment certificate; and (b) a certificate of Completion of the Works.

GCC Clause Reference	Special Conditions
Adverse weather Conditions GCC 41.1 (l)	**Not Applicable**
Price Adjustment GCC 44.	The Contract is **not** subject to **price adjustment**.
Retention GCC 45.	no proportion of any payments shall be retained or
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are **Not Applicable**.
Bonus GCC 47.1	The rate for the Bonus per calendar day is: **Not Applicable**
Advance Payment GCC 48.1	(i) **No advance** payment shall be made
Performance Security GCC 49.1	(i) **No Performance** Security is required.
GCC 56.1	As built drawings or operating and maintenance manuals are **Not Applicable**
GCC 59.1	The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works, is: **None**

SCHEDULE 2

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: W/RFQ/09-10/2022

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Securing declaration		

Evaluation Criteria

STAGE A: Mandatory Requirement	Yes	No
Certified copy of Company Registration Certificate (incorporating document)		
Certified copy or Original Good Standing Certificate from the Social Security Commission		
Certified copy or Original Good Standing Certificate from the Inland Revenue Department		
Certified copy of a valid Affirmative Action Compliance Certificate or in its absence, proof from the Employment Equity Commissioner that the Bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		
Duly completed and signed Bid Securing Declaration form		
Duly completed and signed Written undertaking in terms of section 138 of the Labour Act, 2007 and section 50(2)(D) of the Procurement Act		
STAGE B: SUPPLEMENTARY REQUIREMENTS		
All pages and attachments initialed		

Duly signed and completed Quotation Letter		
Duly completed and signed bidding documents		
In line with business principle of related work to be done (construction works)		
Compulsory site inspection attended		
Valid Certified copy of fitness certificate from Local Authority		
This bid is reserved for Namibians only (attach certified copy of Identity document (ID)		
Provide proof of ownership **of scaffolding** or valid hiring contract of **scaffolding** or proof (with contact details) where to hire the scaffolding.		
Provide two (2) reference letters of similar nature of work performed involving scaffolding		

NB: Only bidders who complied with **all Yes at stage A and B** will be considered for Technical Evaluation stage

Technical Evaluation Criteria

The bid will be evaluated in terms of technical compliance with the Specifications and scope of work as described in the schedule of activities/BoQ

	Criteria			
Criteria	**Sub-Criteria**	**Requirements**	**Scoring**	**Maximum Points**
Organizational Experience	Provide proof of completed projects of similar nature ***(provide a contactable references or completion certificates)***	Proof of 5 Projects and above	30	30
		Proof of 4 Projects	25	
		Proof of 3 Projects	20	
		Proof of 2 Projects	15	
		Proof of less 2 Projects	0	
	Completed project value in thousands ***(provide completion certificate indicating value or copies of purchase***	N$300 000 and above	25	25
		N$200 000 to N$ 299 999	20	
		N$100 000 to N$199 999	15	
		Less N$100 000	0	

	order (PO))			
Experience key staff assigned (site personnel) in relation to the scope of work	Foreman with qualification of civil trade minimum level 3 trade certificate (attached CV and certified qualification)	Foreman (company) met all mentioned requirements	30	30
		Foreman **not** met all mentioned requirements	0	
Profile	A company profile	A company profile	15	15
		Not company profile	0	
Total				**100**

The bids that scores 70 and above shall be considered for financial evaluation.

Price and Price Preference: Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation. Only bids determined compliant with all the stages of evaluation above will be considered in terms of price. Prices of bids deemed not fair and reasonable may not be considered. This will be determined based on the Professional Consultant's Cost Estimate. Only bids that fall within 15% below and or above the Professional Consultant's estimate will be considered.