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Namibia

REQUEST FOR QUOTATION (RFQ)

2nd Phase Refurbishment of Gender-based Violence Unit

NAME & ADDRESS OF FIRM: All eligible Construction Companies	DATE: 08 February 2019
	REFERENCE: RFQ Ref. No. 53159 /2019

Dear Sir / Madam:

You are kindly requested to submit your quotation in sealed envelopes for the works described in the attached annexes (I – III). Your quotation must be submitted on or before, **Monday 17:00 Local Time on 18 February 2019**

Description of the Works

The Gender-based Violence Protection Sub-Division of NAMPOL, is mandated to prevent, detect, manage and investigate crimes committed against all victims of violence in accordance with the Rape Act 2000. The sub-division is made up of specially trained personnel (police members and social workers) who are knowledgeable and skilled in terms of the relevant legislation. The subdivision collaborates closely with key relevant stakeholders to address the social well-being of survivors. The GBV Unit is aimed to provide a conducive atmosphere, to ease the plight of those in need of services. Service challenges are experienced as a result of the structural lack of the unit. Structural, furniture and equipment issues are required to create a conducive and survivor friendly atmosphere for both the members dealing with such violent matters as well as the survivors themselves.

The objective of this assignment is preparation of and renovation of the Khomas Gender Based Violence Unit. The assignment should be completed in 2 phases:

Phase 1. Approved Project Plan with timeframes in preparation for the renovations

Phase 2. Supervision and completion of all renovations, to ensure functionality of the refurbished areas

Execution will depend upon:

- 1) Successful preparation and implementation of phase 1 & 2 by the consultant; and
- 2) Cost efficiency and quality of the construction works.

CONDITIONS

Quotation	In Namibian Dollars VAT included
Payment Terms	Payments will be made after completion and acceptance of all the works
Validity of Quotation	120 Days
Completeness of quotation.	Partial Bids are not accepted
	Annex I –Terms of Reference and Project Timelines
	Annex II - UNDP General Conditions of Contract for Works



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	Annex III- Type of Contract (Information Copy, PDF)
Language of the bid/quotation and the subsequent contract	English

The following specific data for the **Preparation of Basic Designs for Renovation, and Renovation of the Khomas Gender Based Violence Unit** to be procured shall complement, supplement or enhance the provisions in the Request for Quotation. Whenever there is a conflict, the provisions herein shall prevail.

Eligibility to submit Bids is open to all registered legal entities and has valid licenses to operate as **Construction Contractors.**

A Bidder may submit or participate, in any capacity whatsoever, in only one bid. Submission or participation by a Bidder in more than one bid will result in the rejection of all its Bids.

A Bidder shall not be eligible to participate where it has been determined to have engaged in corrupt or fraudulent practices.

All technical queries for clarification must be addressed to the dedicated email addressess: : Linda Naidoo on linda.naidoo@un.org; Obakeng Mashaba on Obakeng.mashaba@un.org on +27 124320832; Rebecca Kololo on +27 12 4320867 at Rebecca.kololo@un.org

All supporting documents and printed literature furnished by the Bidder must be in English

Qualifications requirements (selection criteria)

In order to be considered eligible for the evaluation, Bidders must provide evidence that they meet or exceed certain minimum selection criteria as stipulated below;

General

Relevant qualifications in construction

Provide Valid Local Registration and Licenses to practice (**certified copy of business registration, place of registration**) and other local registration requirement.

Construction Works.

The Bidder must be registered as a construction contractor with a valid license for 2018.

Technical Experience of Bidders

Must have at least **6 years of experience** in providing building construction and refurbishment.

The Bidder shall give proof on a letterhead similar working experiences with international organisations, private sector, UN agencies, reputed Corporate offices.

Work plan

Phase 1. Preparation of design and layout

Phase 2. Supervision and completion of renovation



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<p>Bidders shall submit their bids in sealed envelopes. All documentation required must be submitted to enable evaluation.</p> <p>The following documents shall be submitted:-</p> <ul style="list-style-type: none"> • Complete Technical /Fincancial quotation to undertake the Refurbishment as per TOR. • Legal Documents (various registration requirements as per local laws) • Proof of Experiences in similar works
<p>All Bids Technical Proposal and Finacial Proposal submissions must be received at the following address:</p> <p>Clearly Marked: - 2nd Phase UNDP/UNODC Refurbishment of Gender Based Violence UNIT Reference – RFQ Ref. No. 53159, UN House 38 – 44 Steins Street, Klein Windhoek, 1st Floor, Reception between 08.00 and 17.00 every working day starting with the day when this announcement is published.</p> <p>Bids shall be delivered at no cost to UNDP.</p>
<p>Bids must be received by UNDP Namibia on or before Monday 17:00 Local Time on 18 February 2019</p> <p>Any bid received after this date and time shall be rejected.</p>
<p>Quotations are not required to be opened publicly. No opening procedure will be implemented.</p>
<p>UNDP/UNODC will award the contract to the Bidder whose bid has been determined to be substantially responsive to the bid documents, who has submitted a compliant detailed technical bid, and who has offered the most economical bid within the available budget.</p>
<p>The Performance Security (Performance Bank Guarantee) is for an amount of 10% of the Contract amount and duration of 30 days after the end of the Defects Liability Period, which is 12 calendar months from the date of substantial completion. Performance Bank Guarantee must be unconditional and irrevocable.</p> <p>The Performance Bank Guarantee shall name UNDP/UNODC as the beneficiary and shall be in the form of a guarantee issued by a reputable bank. The Performance Bank Guarantee shall be unconditional and irrevocable.</p>
<p>The successful bidder shall be required to furnish (for the whole period of Contract), insurance coverage of the type and amount specified in the General Conditions of Contract in accordance with Clause 21, 22, 23 and 24.</p> <p>All premiums and all expense in connection with this insurance shall be paid for by the Contractor and evidence of payment shall be furnished to the Engineer. One (1) copy of the policies shall be given to the Engineer prior to the contract signature.</p>
<p>The currency of payment shall be Namibian Dollars</p>
<p>Bidders believing that they have been harmed by an error or irregularity during the award process may petition UNDP directly. UNDP must reply within 30 days of receipt of the complaint. UNDP's protest procedure will be applicable: -</p>



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Our vendor protest procedure is intended to afford an opportunity to appeal to persons or firms not awarded a purchase order or contract in a competitive procurement process. It is not available to non-responsive or non-timely proposers/bidders or when all proposals/bids are rejected. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link: <http://www.undp.org/procurement/protest.shtml>.