



ONIIPA TOWN COUNCIL

Tel: +264 65 245700/10
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PO Box 25179
ONANDJOKWE

ACKNOWLEDGEMENT OF RECEIPT BY BIDDER

PROCUREMENT REFERENCE NO: G/IQ/ONPTC- 4/2024-25

SUPPLY AND DELIVERY OF CLEANING MATERIALS TO ONIIPA TOWN COUNCIL FOR THE PERIOD OF 24 MONTHS

We hereby acknowledge receipt of the documents listed below:

Document Name:	Mark X
ADDENDUM TO BID DOCUMENT NO.1: SECTION III: EVALUATION	

Name of Bidding Entity:

Name of Authorized Representative:.....

Signature of Authorized Representative:.....

Date:.....

NB:

1. Please fill out the information above and email the completed receipt back to us at procurement@oniipatc.org.na.
2. This receipt is part of your bid. Please make sure to attach a copy to your bid submission under supporting documents.



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PERIOD OF 24 MONTHS**

Attached is ADDENDUM TO BID DOCUMENT NO.1: SECTION III: EVALUATION. The addendum is to replace the scoring checklist in the original bid document

Company Documentations			
SectionA	Quotation Letter submitted, clearly indicating the bid validity period of 90 days		
	Certified copy of company Registration Certificate (certified by i.e. police, commissioner of oaths, notary..etc);		
	Certified copies of the shareholder's/ members identification documents.		
	Original or certified copy of a valid good Standing Tax Certificate or the equivalent in the bidders area of jurisdiction (certified by i.e. police, commissioner of oaths, notary..etc); (Valid at the deadline of submission of bid);		
	Original or certified copy of a valid good Standing Social Security Certificate (applicable to Namibian registered companies only) (certified by i.e. police, commissioner of oaths, notary..etc); (Valid at the deadline of submission of bid);		
	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);		
	A certified copy of a valid "Fitness Certificate" from a Local Authority Health Department or Ministry of Health & Social Services (in cases where the business is located outside townlands). (Valid at the deadline of submission of bid)		
Bid Forms			
SectionB	Bid Securing Declaration Form signed by an Authorized person and no alterations or amendments has been made to the Bid Securing Declaration Form		
	Completed and signed Bidder Information Form		
	Completed and signed Bid Submission Form		
	Completed Labour Act Form (applicable to Namibian registered companies or companies that would make use of Namibian employees)		

Technical Evaluation (100)					
Section C	PROOF THAT THE BIDDER HAS SUPPLIED SIMILAR SUPPLY AND DELIVERY OF CLEANING MATERIALS IN THE PAST 5 YEARS. (KINDLY ATTACH PURCHASE ORDERS THAT WERE ISSUED TO YOUR COMPANY AS PROOF.)	5 1 PO/ Reference +	35		
		4 POs	25		
		2-3 POs/Reference	15		
		1 PO/ Reference	5		
	ACTIVE OFFICE IN THE NORTH PROOF OF OPERATION- VALID FITNESS CERTIFICATE FROM THE MUNICIPALITY/TOWN COUNCIL (KINDLY ATTACH).	Yes	15		
		No	0		
BIDDERS TO INDICATE (SUPPORTED BY LETTERHEAD) HOW IT PLANS TO MITIGATE THE TURNAROUND TIME FOR HANDLING AND RESOLUTION OF RETURNED GOODS DUE TO:	<ul style="list-style-type: none"> • Incorrect supply of Goods • Not complying to technical specifications / damaged • Goods delivered not according to the specified specifications. • Risk of defaulting on delivery turnaround time as per specification 	Risk and Mitigation Plan provided, and it meets all requirements	10		
		No submission of risk and mitigation plan	0		
Total Technical Score			60		
<i>The minimum technical (St)score required to pass is 75/100 Points</i>					
Section D	THE FORMULA FOR DETERMINING THE FINANCIAL SCORES IS THE FOLLOWING: Sf = 100 x Fm / F, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.				
	TOTAL FINANCIAL SCORE			100	
	THE WEIGHTS GIVEN TO THE TECHNICAL SCORE	T= 60			
	THE WEIGHTS GIVEN TO THE FINANCIAL SCORE	F= 40			
The bidder (s), having scored the highest will be recommended for this bid					
Checked By:					
Signature:					