



TENDER NUMBER: SACU/005/2015/O

**Supply and Installation of Blinds
for the SACU Headquarters Building (ERF 8531)**

CLOSING DATE & TIME

04 JULY 2014 – 17H00 (Namibian Time)

POSTAL & PHYSICAL ADDRESS FOR TENDER SUBMISSION

**Southern African Customs Union (SACU) - Secretariat
Private Bag 13285
Corner Robert Mugabe & Sam Nujoma Avenue
Windhoek, Namibia, 9000**

COMMERCIAL ENQUIRIES

**Mr. Hermanus L. Esterhuizen
Procurement Officer**

Tel: +264 (61) 295-8000/37

Fax: +264 (61) 245 611

Email: Leon.Esterhuizen@sacu.int

TECHNICAL ENQUIRIES

**Ms. Lindiwe Dlamini
Communications Manager**

Tel: +264 (61) 295-8000/40

Fax: +264 (61) 245 611

Email: Lindiwe.Dlamini@sacu.int

NO. OF TENDER COPIES REQUIRED

6 (1 original plus 5 copies)

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1 INTRODUCTION

- 1.1 The Southern African Customs Union (SACU) consists of five Member States, namely Botswana, Lesotho, Namibia, South Africa and Swaziland. The SACU Secretariat was established in 2004 to administer and coordinate the activities of SACU. More information is available on SACU's website (<http://www.sacu.int>).

2 BACKGROUND

- 2.1 SACU has completed the construction of its Headquarters Building, in Windhoek, located at the corner of Lazarett and Feld Street (ERF 8531).
- 2.2 SACU wishes to appoint a professional, capable and suitably experienced Namibian company to supply and install blinds at its Headquarters Building.

3 SPECIFIC REQUIREMENTS

- 3.1 The successful bidder will supply the following:

(a) Aluminium Venetian Blinds

- Slat Width = 25mm; Slat Thickness = 0.23mm (minimum)
- Colour = Plain 901 (Steel Silver)
- Head Rail = 25/25mm Steel, Powder Coated in colour to match the slats
- Bottom Rail = Closed-type, Steel
- Fixing method = Easy-fix , swivel type, steel brackets
- Colour co-ordinated cords and ladder-strings

(b) Estimate Quantities

- Ground Floor = 37 Blinds
- First Floor = 36 Blinds
- Second Floor = 36 Blinds
- Third Floor = 30 Blinds

- 3.2 The operating mechanism of the blinds must be covered by a 2-year warranty.
- 3.3 Bidders must physically verify the quantities and the drop and width of each blind prior to submitting a proposal.
- 3.4 The successful bidder will be required to provide after-sales service which includes training and ad-hoc repairs and maintenance of the blinds.
- 1.1 The successful bidder must be insured against theft and damage that may be caused by their personnel or injury that may result to personnel during the execution of their duties.

4 REQUIRED SKILLS AND EXPERIENCE

4.1 Prospective bidders must:

- (a) Be registered as a Namibian company;
- (b) Be authorised to manufacture or resale and maintain blinds; and
- (c) Possess at least three (3) years' experience in the supply, installation and maintenance of blinds.

5 ADMINISTRATION

5.1 The Secretariat's Facilities and Administration Officer will manage the provision of the services and facilitate access to the relevant people, systems and documentation as is necessary, for the successful execution of the services.

6 DELIVERABLES

6.1 The successful bidder will be expected to:

- (a) Supply and install the blinds;
- (b) Provide end-user training on the operation of the blinds; and
- (c) Maintain and repair the blinds on an ad-hoc basis.

7 TIMEFRAMES

7.1 The blinds should be delivered and installed within a period of four (4) weeks from the issuance of a purchase order to the successful bidder.

8 SUBMISSION OF TENDER PROPOSALS

8.1 SACU implements a two-envelope tender process, meaning that the **Technical** and **Financial** Proposals must be submitted separately in sealed envelopes.

8.2 The Tender should be delivered or posted to the "Postal and Physical Address for Tender Submission" specified on the cover page.

8.3 The bidder must submit six (6) hard copies of the Technical Proposal and six (6) hard copies of the Financial Proposal.

8.4 The technical proposals should be inserted in a separate envelope, clearly marked "**Technical Proposal**" and the financial proposals should be placed in their own separate envelope clearly marked "**Financial Proposal**". All envelopes should be properly sealed and clearly marked as indicated below:

TECHNICAL PROPOSAL / FINANCIAL PROPOSAL

TENDER NUMBER: SACU/005/2015/O

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for the SACU Headquarters Building (ERF 8531)**

NAME OF THE BIDDING COMPANY/ORGANISATION/FIRM

- 8.5 One electronic copy of the entire proposal, in PDF Format, must be submitted on a compact disc (CD).
- 8.6 The deadline for the submission of tenders is 04 July 2014 (17h00 Namibian Time).
- 8.7 The Financial Proposal should remain valid for 30 (thirty) days from the tender closing date.

9 REQUEST FOR INFORMATION AND SITE VISITS

- 9.1 Prospective bidders may seek clarification and/or request site visits, in writing, regarding this tender from the "Enquiries" contacts specified above at any time before the tender closing date.

10 PRIME CONTRACTOR RELATIONSHIP

- 10.1 SACU will enter into a contract with only one successful bidder.
- 10.2 The selected bidder shall be solely responsible for the provision of the services as specified in this document.

11 FINANCIAL ARRANGEMENTS

- 11.1 Bidders are solely responsible for their own costs in preparing the tender.
- 11.2 Payments for all services (professional fees and disbursement fees) covered by this tender shall be made within 30 (thirty) days subject to receipt of appropriate invoices, the satisfactory completion of work, and adherence to the SACU Secretariat's Financial Policies and Procedures.
- 11.3 SACU shall not be liable for any losses, damages, costs, charges or expenses caused by defects or damage to the bidder's security equipment and supplies.
- 11.4 SACU shall not be liable for any losses, damages, costs, charges or expenses caused by injuries to the bidder's security staff during the execution of their duties.

12 CONFIDENTIALITY

- 12.1 Tenders submitted will not be revealed to any other bidders and will be treated as contractually binding.

12.2 SACU reserves the right to seek clarification or verification of any information contained in the tenders.

12.3 All information pertaining to SACU obtained by the bidder as a result of participation in this tender is confidential and must not be disclosed without written authorisation from the Executive Secretary of SACU.

13 OWNERSHIP OF DATA

13.1 All tenders, including any supporting documents and or training materials or any other documentation with reference to this tender, submitted to the SACU Secretariat becomes the property of SACU.

13.2 Ownership of all data belonging to SACU whether under its control or the bidder's control shall continue to vest in SACU. Any data of whatever nature resulting from the provision of the Services shall be the property of SACU and may be used by SACU without restriction. All data or information that may be shared with the successful bidder during the provision of the Services shall upon termination of the contract, be returned to the SACU Secretariat.

14 MODIFICATION OF TERMS

14.1 The SACU Secretariat reserves the right to add, modify or omit certain portions of the tender scope at any time at its sole discretion. This includes the right to cancel this tender at any time prior to entering into a contract with the successful bidder.

15 TENDER FORMAT

15.1 Bidders are required to address the issues and requirements in Appendix A to ensure that their tender receives full consideration.

16 EVALUATION OF TENDERS AND AWARD CRITERIA

16.1 ELIGIBILITY CRITERIA

- (a) Only tenders received as specified in Section 8 (Submission of Tender Proposals) will be considered.
- (b) Only bidders that have provided the following documents will be considered:
 - (i) Certified copies of a Certificate of Registration or Incorporation with the relevant national authorities in the case of companies or corporations; for partnerships, consortiums and joint ventures, the relevant agreement between the parties.
 - (ii) A Certified copy of a current Certificate of Good Standing for Tender Purposes from the Ministry of Finance; and

- (c) Tenders will not be evaluated if the bidder's current or past shareholding or other interests may, in the SACU Secretariat's opinion, give rise to a conflict of interest in connection with this tender.
- (d) This tender is only open to service providers that are majority (51%) owned by citizen(s) of a SACU Member State (with proof of shareholding) and registered within the Republic of Namibia.

16.2 QUALIFICATION CRITERIA

- (a) Eligible tenders will be considered provided that all the documentation as specified in **Appendix A** of this document has been supplied.

16.3 AWARD CRITERIA

- (a) The contract will be awarded from the qualifying tenders on the basis of the most economically advantageous proposal by applying the following award criteria:
 - (i) Technical Knowledge, Qualifications and Experience;
 - (ii) Technical Specifications of the Product;
 - (iii) Delivery and Installation Timeframes;
 - (iv) After-Sales Service, Repairs, Maintenance and Training; and
 - (v) Company Profile and Reputation of the Bidder.

16.4 CONTRACT ADMINISTRATION

- (a) The award may be subject to the successful conclusion of a Service Level Agreement (SLA) to confirm the Terms and Conditions of the Tender.
- (b) SACU reserves the right to negotiate the terms of the tender proposal and the value of any financial proposal submitted.

TECHNICAL PROPOSAL (1ST ENVELOPE)

Bidders must address all the issues and requirements which appear in this Appendix.

1. GENERAL INFORMATION

- 1.1 One page letter of introduction identifying the bidder, signed by the person(s) authorised to bind the bidder to all the statements made in the proposal and clearly stating the Primary Party with whom SACU will enter into an Agreement.
- 1.2 A Profile of the Company or Consultancy Firm or Consortium.
- 1.3 In the event that a consortium or a group of companies are jointly delivering a response, the bidders are required to:
 - (a) Clearly state the name of the Primary Party with whom SACU will enter into an Agreement;
 - (b) Provide full details of each of the legal entities involved in the bid;
 - (c) Provide a certified copy of a legally binding partnership or consortium agreement; and
 - (d) Provide a detailed description of the role or element fulfilled by each legal entity involved in the bid.
- 1.4 Proof of technical knowledge or qualifications or experience of staff that will carry out the work as specified in the deliverables.
- 1.5 Certified copies of a Certificate of Company Registration or Incorporation with relevant National Authorities of all bidding parties.
- 1.6 Certified copies of a Certificate of Good Standing for Tender Purposes from the Ministry of Finance.
- 1.7 Proof that the bidder is authorised to manufacture or resale and maintain the blinds.
- 1.8 A copy of the bidder's current Audited Financial Statements.
- 1.9 Proof of Company Shareholding
- 1.10 Proof that the company or consortium is majority (51%) owned by citizen(s) of a SACU Member State.
- 1.11 Proof that the bidder is adequately insured.

2. TECHNICAL SPECIFICATIONS OF THE PRODUCT

- 2.1 Product brochures, manuals and other marketing paraphernalia that detail the technical specifications of the blinds and explain their features and benefits to SACU.

3. AFTER-SALES SERVICE, REPAIRS, MAINTENANCE AND TRAINING

3.1 A written proposal outlining:

- (a) The bidders approach to after-sales service, repairs and maintenance of the blinds; and
- (b) The bidders approach to end-user training on operation of the blinds.

4. REFERENCES

- 4.1 A schedule of similar assignments undertaken by the bidder. This schedule must indicate the customer, the period the services were provided, the location and the financial value.
- 4.2 Bidders must provide a minimum of **five (5) customers** (contact names, physical addresses and telephone numbers) who may be contacted for references in connection with the proposed assignment.
- 4.3 SACU reserves the right to undertake a full background check on all references submitted prior to awarding the contract.

5. ADDITIONAL INFORMATION

5.1 Bidders may provide any other information which may be relevant to this proposal.

FINANCIAL PROPOSAL (2ND ENVELOPE)

6. SCHEDULE OF COSTS/FINANCIAL PROPOSAL

6.1 The schedule must take the following format:

- (a) All costs must be quoted in Namibian Dollars (NAD).
- (b) The total cost of the proposal (best and final offer).
- (c) An itemised breakdown of the cost or all options being proposed.
- (d) The applicable rate of VAT in respect of each product and service being proposed.
- (e) Details of any other costs, taxes or duties which may be incurred.
- (f) Written confirmation that the financial proposal remains valid for 30 days from the tender closing date.

ELECTRONIC COPY OF THE ENTIRE PROPOSAL

One electronic copy of the entire proposal, in PDF Format, must be submitted on a compact disk (CD) or other removable media.

Bidders should review the checklist below to ensure that their proposal receives full consideration.

	SUBMITTED	
	YES	NO
Documents that must be submitted by all bidders		
Letter of Introduction		
Profile of Company or Consortium		
Proof of technical knowledge or qualifications or experience of staff		
Certified Copy of a Certificate of Company Registration or Incorporation		
Certified Copy of Certificate of Good Standing for Tender Purposes		
Proof that the bidder is authorised to manufacture or resale and maintain blinds.		
Current copy of Audited Financial Statements		
Proof of Company Shareholding		
Proof that the majority owner(s) of the company or consortium are citizens of a SACU Member State (copy of ID's or Passports will suffice)		
Proof of Insurance		
Technical Specifications of the Blinds		
Proposal outlining bidders approach to after sales service and training		
Schedule of Similar Assignments undertaken by the company		
Schedule of five (5) or more contactable references		
Confirmation that the financial proposal remains valid for 30 days		
Six (6) copies each proposal, Technical and Financial, in separate envelopes		
One Electronic Copy of the entire proposal, in PDF format on a CD		

Additional Document required from Consortiums or Partnerships	YES	NO
Written identification of the Primary Contracting Party		
Full details of all legal entities involved in the bid		
Certified copy of a legally binding partnership or consortium agreement		
Description of the role or element fulfilled by each legal entity		