

**NAMCOR PETROLEUM TRADING AND
DISTRIBUTION (PTY) LTD
(NAMCOR TRADING)**



PRE-QUALIFICATION

**SUPPLY AND DELIVERY OF REFINED PETROLEUM
PRODUCTS & ALTERNATIVE FUNDING TO NAMCOR
TRADING FOR A PERIOD OF 36 MONTHS**

Procurement Reference No: G/OIB/NC-01/2021

NAMCOR PETROLEUM TRADING AND DISTRIBUTION PTY LTD

Tel: 061 204 5000/5223

Attention: Mr. Johannes Shimwandi

Email: jshimwandi@namcor.com.na

Initial _____



Letter of Invitation

Procurement Reference No: G/OIB/NC-01/2021

30 July 2021

Dear Sir/Madam,

Pre-qualification - Invitation for bids for the Supply and Delivery of Refined Petroleum Products and Alternative Funding for NAMCOR TRADING for a period of 36 months

NAMCOR TRADING herewith issues this Pre-qualification Document to prospective applicants (“Applicants”) interested in submitting for pre-qualification to bid for the Supply and Delivery of Refined Petroleum Products (Unleaded Petrol, Automotive Diesel Oil and Low Sulphur Fuel Oil) Term Deal and provision of Alternative Funding for NAMCOR TRADING’s retail projects as detailed herein.

Queries, if any, should be addressed to the Procurement Management Unit at Tel: 061-2045000/5054/5028/5223 or email procurement@namcor.com.na.

Please prepare and submit your bid in accordance with the instructions given or inform the undersigned if you will not be submitting a bid.

Yours faithfully,

Mr. Johannes Shimwandi

Secretary of the Procurement Committee

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DEFINITIONS

ADO 50ppm	Automotive Diesel Oil 50ppm Sulphur max
BFP	Basic Fuel Price
BOL	Bill of Lading
COQ	Certificate of Quality
CPL	Cents per Litre
DAP	Delivered at Place (Port of Walvis Bay, Namibia)
Delivery Destination	Means the Port of Walvis Bay, Namibia.
Disport	Discharge Port
Discharge Port	Means the Port of Walvis Bay, Namibia.
LTR	Litres
KL	Kilolitres
MT	Metric Tonnes
Nominated Storage Terminal	National Oil Storage Facility (NOSF) Joint Bunkering Facility Heavy Fuel Oil Facility
ULP 95	Unleaded Petrol 95 octane
VLSFO	Very Low Sulphur Fuel Oil

TERMS AND CONDITIONS

WHEREAS, NAMCOR Trading and Distribution (PTY) Ltd “NAMCOR Trading” wishes to procure Petroleum Products from a potential supplier, as part of its requirements; NOW THEREFORE the Terms and Conditions below and under Section I below shall apply: the full terms and conditions shall be concluded after contract award.

“Buyer” shall mean NAMCOR Petroleum Trading and Distribution (Pty) Ltd, company with registration number 2000/421, having its registration offices at 1 Aviation Road, Petroleum House, P/Bag 13196, Windhoek, Namibia;

“Seller” shall mean any potential supplier of Petroleum Products who will be the successful bidder in this Term Deal.

SECTION I: INVITATION FOR BIDS

1. OBJECTIVES OF THIS PRE-QUALIFICATION BID

To procure refined petroleum products for NAMCOR TRADING's requirements in accordance with its mandated activities and the below Terms and Conditions.

LOT 1

Product	:	ADO 50 ppm (SANS 342:2016) or lower,
Grade	:	ADO 50 ppm Sulphur or lower
Basic Specifications	:	Density: ADO min 0.84 - 0.86 max
Quantity	:	720 million litres (605 000 mt) as per the Buyer's requirements and confirmed by the Buyer in its own discretion as over Three (3) Years
Delivery Destination	:	Port of Walvis Bay, Namibia
Incoterms	:	DAP (Incoterms 2010) with title and risk passing to the Buyer at the Vessel discharge flange at the nominated discharge port, Walvis Bay
Duration	:	36 Months
Demurrage	:	shall be payable on the basis of the Charter Party rate applicable to the delivering vessel
Pricing Basis	:	BFP related discounted price BFP month minus 1 (M-1) minus fixed cents per litre (cpl) discount in Namibian Dollars
Payment Terms	:	Minimum Payment terms are 90 days after delivery of Product
Vessel	:	To be accepted by the Buyer
Disport Laytime	:	36 + 6 for MR vessel & 24 + 6 for smaller vessel
Applicable laws and jurisdiction	:	Namibian Laws and Namibian courts

LOT 2

Product	:	ULP 95 as per SANS 1598:2018
Grade	:	ULP 95
Basic Specifications	:	Density: ULP 0.755 Max
Quantity	:	360 million litres (270 000 mt) as confirmed by Buyer's requirements and confirmed by the Buyer in its own discretion as over Three (3) Years
Delivery Destination	:	Port of Walvis Bay, Namibia
Demurrage	:	shall be payable on the basis of the Charter Party rate applicable to the delivering vessel
Incoterms	:	DAP (Incoterms 2010) with title and risk passing to the Buyer at the Vessel discharge flange at the nominated discharge port, Walvis Bay
Duration	:	36 Months
Pricing Basis	:	BFP related discounted price BFP month minus 1 (M-1) minus fixed cents per litre (cpl) discount in Namibian Dollars
Payment Terms	:	Minimum Payment terms are 90 days
Vessel	:	To be accepted by the Buyer
Disport Laytime	:	36 + 6 for MR vessel & 24 + 6 for smaller vessel
Applicable laws and jurisdiction	:	Namibian Laws and Namibian courts

LOT 3

Product	:	Very Low Sulphur Fuel Oil (VLSFO)
Grade	:	180 cst
Basic Specifications	:	Flash point 60°C min Density at 15 degrees Celsius 0.991 kg / l max Alu + Sil 60 ppm max with Alu max 30 ppm (test method IP 470) Sulphur 0.5% max Pour Point max -10 <i>Product must meet IMO specifications</i>
Quantity	:	360 million litres (360 000 mt) as confirmed by Buyer's requirements and confirmed by the Buyer in its own discretion over Three (3) Years
Delivery Destination	:	Port of Walvis Bay, Namibia <i>Product must be preheated to 55 °C before discharge</i>
Demurrage	:	shall be payable on the basis of the Charter Party rate applicable to the delivering vessel
Incoterms	:	DAP (Incoterms 2010) with title and risk passing to the Buyer at the Vessel discharge flange at the nominated discharge port, Walvis Bay
Duration	:	36 Months
Pricing Basis	:	MOPS daily quotes in USD/MT for VLSFO 180 CST 0.5% S FOB Singapore Cargoes (Market Price) ± fixed cpl premium in Namibia Dollars
Pricing Period	:	5 days around disport NOR date (2, 1, 2)
Payment Terms	:	Minimum Payment terms are 90 days after delivery of Product
Vessel	:	To be accepted by the Buyer
Disport Laytime	:	36 + 6 for MR vessel & 24 + 6 for smaller vessel
Applicable laws and jurisdiction	:	Namibian Laws and Namibian courts

Objective 2:

The Supply Term Deal funding strategy requires the successful bidder/s to supply and deliver various petroleum products to NAMCOR TRADING for a period of three (3) years, along with a credit facility that allows NAMCOR TRADING to leverage the supply agreement, and in this way provide NAMCOR TRADING access to capital to fund its Retail Network Expansion Strategy.

NAMCOR TRADING requires capital of Two Hundred Million Namibian Dollars (N\$ 200 million) repayable over a period of 36 months, coupled with the supplied volumes as indicated.

The funding requirements are based on a Lot system reflected below, per Lot per Product:

<u>Product Lots</u>		<u>Funding Requirement</u>
Diesel (ADO)	Lot 1	N\$ 100 million
Unleaded Petrol (ULP)	Lot 2	N\$ 50 million
Very Low Sulphur Fuel Oil (VLSFO)	Lot 3	N\$ 50 million
	Total:	N\$ 200 million

NAMCOR TRADING reserves the right to review the Bidder's proposal in respect of both Objective 1 and Objective 2 and decide whether to appoint the Bidder for both Objective 1 and Objective 2 or accept only Objective 1 and reject Objective 2.

2. RIGHTS OF PUBLIC ENTITY

NAMCOR Petroleum Trading and Distribution reserves the right:

- (a) To accept or reject any bid; and
- (b) To cancel the bidding process and reject all bids at any time prior to contract award
- (c) To accept or reject the bid for both Objective 1 and 2 or only accept Objective 1 and reject Objective 2

3. PREPARATION OF BIDS

You are requested to sign and return:

- (a) The Specifications Section II and
- (b) Any other attachment deemed appropriate.

You are advised to carefully read the complete Invitation for Bids document and the Terms and Conditions before preparing your bid. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Buyer shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

The Bid, as well as all correspondences and documents relating to the bid exchanged by the Bidder and the Buyer, shall be written in English. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, such translation shall govern.

The Bid shall comprise the following:

To establish the conformity of the Goods and Related Services to the Bidding Documents, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods conform to the technical specifications and standards specified in Section II, Specifications.

Bid-Securing Declaration

Following documentary evidence (required from Namibian registered bidders):

a)	Submit a Valid Certified Copy of Company Registration Certificate Certified by the Namibian Police or a Commissioner of Oaths
b)	Submit an Original Valid Good Standing Tax Certificate or Certified Copy Certified by the Namibian Police or a Commissioner of Oaths
c)	Submit an Original Valid Good Standing Social Security Certificate or Certified Copy Certified by the Namibian Police or a Commissioner of Oaths
d)	Submit a Valid Certified Copy by the Namibian Police or a Commissioner of Oaths 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)	An Undertaking on the Part of the Bidder that the Salaries and Wages Payable to its Personnel in Respect of this Proposal are Compliant to the relevant Laws, Remuneration order, and Award, where applicable and that it will abide to Sub-Clause 4.6 of the General Conditions of Contract if it is awarded the Contract or part thereof (<i>see attached Annexure 4</i>)
f)	Company Profile displaying capacity and capability to meet NAMCOR TRADING's requirements

Following documentary evidence (required from International bidders):

a)	Submit a Valid Certified Copy of Company Registration
b)	Submit a Valid Certified Good Standing Tax Certificate
c)	Company Profile displaying capacity and capability to meet NAMCOR TRADING's requirements

Any other document deemed required by bidder.

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NB: Initial all pages of Bidding Document including all annexures / attachments to the Bidding Document.

4. VALIDITY OF PRE-QUALIFICATION BIDS

The Pre-qualification Bid validity period shall be 30 days from the date of submission deadline.

5. QUALITY

The quality of the product shall be determined at disport based upon a rebuilt nominated ship tank/s volumetric composite sample.

Bidder has an obligation to supply the product quality, which meets the product specifications as provided for in this Pre-qualification Bid. See Section II for NAMCOR TRADING's Product specifications.

Bidder shall appoint an independent mutually acceptable inspector / surveyor at discharge port to inspect quality and quantity of product. Independent Inspector to be appointed at the time of nomination of each cargo by the Bidder in consultation with the Buyer. Charges in respect of the inspector's report at the disport shall be shared 50/50 between Bidder and Buyer.

The certificate of quality as issued at disport (including the agreed recertified tests at disport as agreed between parties) shall be conclusive, except in case of fraud or manifest error, and will be final and binding on both parties.

Any claims by the Buyer in respect of quality or quantity must be submitted to the Seller in writing within 30 days from date when Buyer takes delivery of the Product.

6. VOLUME

6.1. ADO 50ppm:

720 million litres (605 000 mt) (over a period of Three (3) years as nominated by Buyer and subject to Buyer's demand and requirements.

6.2. ULP 95

360 million litres (270 000 mt) over a period Three (3) years as nominated by Buyer and subject to Buyer's demand and requirements.

6.3. VLSFO

360 million litres (360 000 mt) over a period of Three (3) years as nominated by Buyer and subject to Buyer's demand and requirements.

The quantity ranges implicit in the above provisions are given on a best endeavour basis and do not represent a firm commitment to buy either the minimum, or limit demand to the maximum, for each Product. Accordingly, Buyer reserves the right to amend its forecasted volume, subject to the Buyer providing the Seller with a written confirmation of its volume requirements for the month, which requirements shall be dependent on Buyer's customers demand

Notwithstanding the fact that this term deal is for a period of 36 months, if products purchased by the Buyer over a three-year period do not reach the below guaranteed volumes:

360 million litres (360 000 mt) in respect of VLSFO

360 million litres (270 000 mt) in respect of ULP95

720 million litres (605 000 mt) in respect of ADO 50ppm

then this term deal shall be extended until such time as the above guaranteed volumes are achieved.

7. The quantity of the product shall be determined at nominated disport, based upon Vessel Discharge volume at the nominated storage terminal in Walvis Bay figures in cubic metres at 20 degrees centigrade, with VEF applied, if applicable, in accordance with the standard industry practice.

8. SEALING AND MARKING OF PRE-QUALIFICATION BIDS

Bids should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to **NAMCOR PETROLEUM TRADING AND DISTRIBUTION PTY LTD** with the Bidder's name at the back of the envelope. **Please note that this is only applicable to local suppliers.**

9. SUBMISSION OF PRE-QUALIFICATION BIDS

International Bidders:

Proposals / Bids should be submitted on **Friday, 27 August 2021 between 09h30 AM and 10h00 AM Namibian time. Bids received before 09h30 or after 10h00 AM will not be accepted.** NAMCOR TRADING's decision is final. Submissions must be forwarded to procurement@namcor.com.na

Local Bidders:

Sealed Tender Document should be deposited in the Tender Box located at the entrance foyer at NAMCOR Petroleum House, 1 Aviation Road, Windhoek, Namibia, not later than **Friday, 27 August 2021 @ 10:00 Namibian Time**. Proposals by post or hand delivered should reach NAMCOR Petroleum House, 1 Aviation Road, Windhoek, Namibia by the same date and time at latest. Late quotations will be rejected.

Note that all queries for clarification should be submitted by e-mail and should be forwarded to procurement@namcor.com.na respectively not later than **10h00 am Namibian Time on Friday, 20 August 2021**. Queries will not be handled telephonically.

10. OPENING OF BIDS

Bids will be opened by **NAMCOR**, 1 Aviation Road, NAMCOR Petroleum House, Windhoek, Namibia on **Friday, 27 August 2021 @12H00 (Namibian Time)** Bidders or their representatives may attend the Bid Opening if they choose to do so.

11. EVALUATION OF BIDS

NAMCOR TRADING shall have the right to request for clarifications during evaluation. Bids that are substantially responsive shall move on to the next level and be provided with the Restricted Bid Terms of Reference.

Evaluation Criteria see Schedule 1

12. TECHNICAL COMPLIANCE

Bidders shall submit along with their bids documents, specification sheets and any other literature to substantiate compliance with the required specifications.

The Specifications details the minimum specifications of the product to be supplied. The specifications have to be met, but no credit will be given for exceeding the minimum specifications. Failure to meet the minimum NAMCOR TRADING specifications (Specifications as Gazetted by the Namibian Government) will be deemed as non-compliant.

13. NOTIFICATION OF AWARD AND DEBRIEFING

Prior to the expiration of the period of bid validity, NAMCOR TRADING shall, notify the shortlisted bidders of the Restrictive Bid and accordingly notify unsuccessful bidders. Subject to any application for review, NAMCOR TRADING shall notify the shortlisted bidders, in writing, by a Letter of Pre-qualification and provide the shortlisted bidders with the Terms of Reference for the Restrictive Bid.

SECTION II: SPECIFICATIONS

1. SPECIFICATIONS

Seller has an obligation to supply the product quality, which meets NAMCOR TRADING's requirement as provided for in this Terms of Reference document.

MINIMUM SPECIFICATIONS FOR:

- Unleaded Petrol 95
 - **as per SANS 1598:2018**
 - *see Annexure 1*

- Automotive Diesel Oil 50ppm or lower
 - **as per SANS 342:2016**
 - *see Annexure 2*
 - *(Additionally note that ADO 50ppm must comply with Southern Region Winter Specifications)*

- Very Low Sulphur Fuel Oil
 - *see Annexure 3*

SECTION III: SCHEDULE 1

EVALUATION CRITERIA / SCORING MATRIX

STEP 1

1. MANDATORY / COMPLIANCE

To be eligible to participate in this Pre-qualification Bid exercise bidders should submit the following:

Ref	CRITERIA	COMPLIANCE (YES /NO)
NAMIBIAN REGISTERED BIDDERS (in respect JV agreements or partnerships, all members/ companies shall provide the below)		
a)	Submit a Valid Certified Copy of Company Registration Certificate / Close Corporation Founding Statement Certified by the Namibian Police or a Commissioner of Oaths	
b)	Submit an Original Valid Good Standing Tax Certificate or Certified Copy Certified by the Namibian Police or a Commissioner of Oaths	
c)	Submit an Original Valid Good Standing Social Security Certificate or Certified Copy Certified by the Namibian Police or a Commissioner of Oaths	
d)	Submit a Valid Certified Copy by the Namibian Police or a Commissioner of Oaths 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)	An Undertaking on the Part of the Bidder that the Salaries and Wages Payable to its Personnel in Respect of this Proposal are Compliant to the relevant Laws, Remuneration order, and Award, where applicable and that it will abide to Sub-Clause 4.6 of the General Conditions of Contract if it is awarded the Contract or part thereof (<i>see attached Annexure 4</i>)	
f)	Company Profile displaying capacity and capability to meet NAMCOR TRADING's requirements	

Ref	CRITERIA	COMPLIANCE (YES /NO)
FOREIGN REGISTERED BIDDERS (in respect JV agreements or partnerships, all members/ companies shall provide the below)		
a)	Submit a Valid Certified Copy of Company/ Close Corporation Registration document	
b)	Submit a Valid Certified Good Standing Tax Certificate	
c)	Company Profile displaying capacity and capability to meet NAMCOR TRADING's requirements	

NOTE: Only Bidders that comply to all the above listed requirements of this Mandatory / Compliance check will advance to the technical evaluation.

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STEP 2**1. TECHNICAL EVALUATION:**

2.1 LOT 1 & 2

Ref	DESCRIPTION	Maximum Score Value	SCORE			
1	Namibian Entities: Compliance to Section 29 (b) Public Procurement Act	Maximum Score	Less than 51% equity owned by Namibians and 30% owned by Previously Disadvantaged Namibians	51% equity owned by Namibians and 30% owned by Previously Disadvantaged Namibians	More than 51% equity owned by Namibians and 30% owned by Previously Disadvantaged Namibians	
		20	0	15	20	
	International Entities: Namibian Participation Local Empowerment Scheme	Maximum Score	No Namibian Participation	Agency / Co-operation /JV Arrangement with Namibian Entities	Namibian Participation through JV Agreement or Partnership	Namibian Participation through Direct Shareholding
		20	0	10	20	20
2	Supply Capacity and Experience in Handling Significant Volumes	Maximum Score	Proven Supply Contracts below 150 million litres per annum	Proven Supply Contracts between 150 - 239 million litres per annum	Proven Supply Contracts over 240 million litres per annum	
		20	5	10	20	
3	Sources of Supply (Access to product)	Maximum Score	No of ability to supply product into Sub Saharan Region	Proof of access to supply product by means of a letter from reputable international source (<i>i.e. off taker, trader, refinery etc.</i>)		
		10	0	10		
4	Access to Supply Vessels	Maximum Score	Proof of Charter Party Agreements with Supply vessels into the Sub Saharan Region (<i>1-2 agreements in the past 24 months</i>)	Proof of Charter Party Agreements with Supply vessels into the Sub Saharan Region (<i>3-5 agreements in the past 24 months</i>)		
		10	5	10		
5	Financial Capacity	Maximum Score	Turnover below USD 50 million per annum	Turnover USD 50 – 99 million per annum	Turnover min USD 100 million per annum	
		20	5	10	20	

6	Proof of ability to fund NAMCOR Retail Strategy	Maximum Score	Proof of access to funding / capital of below N\$50 million	Proof of access to funding / capital of N\$50 - 199 million	Proof of access to funding / capital of N\$200 million
		20	0	10	20
		Total Score (/100)			

NOTE: Bidders should score at least 70% for the Technical Proposals to be shortlisted for the Restricted Bidding

2.2 LOT 3

Ref	DESCRIPTION	Maximum Score Value	SCORE		
1	Namibian Entities: Compliance to Section 29 (b) Public Procurement Act	Maximum Score	Less than 51% equity owned by Namibians and 30% owned by Previously Disadvantaged Namibians	51% equity owned by Namibians and 30% owned by Previously Disadvantaged Namibians	More than 51% equity owned by Namibians and 30% owned by Previously Disadvantaged Namibians
		20	0	5	10
	International Entities: Namibian Participation Local Empowerment Scheme	Maximum Score	No Namibian Participation	Agency / Co-operation Arrangement with Namibian Entities	Namibian Participation through JV Agreement
		20	0	10	20
2	Supply Capacity and Experience in Handling Significant Volumes	Maximum Score	Proven Supply Contracts below 150 million litres per annum	Proven Supply Contracts between 150 - 239 million litres per annum	Proven Supply Contracts over 240 million litres per annum
		20	5	10	20
3	Sources of Supply (Access to product)	Maximum Score	No of ability to supply product into Sub Saharan Region	Proof of access to supply product by means of a letter from reputable international source (<i>i.e. off taker, trader, refinery etc.</i>)	
		10	0	10	
4	Access to Supply Vessels	Maximum Score	Proof of Charter Party Agreements with Supply vessels into the Sub Saharan Region (<i>1-2 agreements in the past 24 months</i>)	Proof of Charter Party Agreements with Supply vessels into the Sub Saharan Region (<i>3-5 agreements in the past 24 months</i>)	
		10	5	10	
5	Financial	Maximum	Turnover below	Turnover	Turnover

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	Capacity	Score	USD 50 million per annum	USD 50 – 99 million per annum	min USD 100 million per annum
		20	5	10	20
6	Proof of ability to fund NAMCOR Retail Strategy	Maximum Score	No Proof of access to funding / capital of N\$50 million	Proof of access to funding / capital of N\$50 million	
		20	0	20	
		Total Score (/100)			

NOTE: Bidders should score at least 70% for the Technical Proposals to be shortlisted for the Restricted Bidding

SECTION III: SCHEDULE 2**BID CHECKLIST SCHEDULE****Procurement Reference No:**

Description	Attached <i>(please tick if submitted and cross if not)</i>
NAMIBIAN REGISTERED BIDDERS	
Valid Certified Copy of Company Registration Certificate or founding Statement in respect of CC Certified by the Namibian Police or Commissioner of Oaths	
Original Valid Good Standing Tax Certificate or Certified Copy Certified by the Namibian Police or a Commissioner of Oaths	
Original Valid Good Standing Social Security Certificate or Certified Copy certified by the Namibian Police or a Commissioner of Oaths	
Valid Certified Copy by the Namibian Police or Commissioner of Oaths of Affirmative Action Compliance Certificate	
Completed and Signed Salaries and Wages Undertaking	
Proof of Ownership; <ul style="list-style-type: none"> • compliance to Section 29 (b) of the Public Procurement Act • International Entities – Namibian participation Local Empowerment Scheme 	
FOREIGN REGISTERED BIDDERS	
Submit a Valid Certified Copy of Company Registration or Close Corporation registration certificate	
Submit a Valid Certified Good Standing Tax Certificate	
Evidence to support Namibian Participation through Direct Shareholding / JV Agreement / Agency Agreement <i>(in the event of an agency agreement founding statement of the Namibian Entity must be included)</i>	
ALL BIDDERS	
Bid Securing Declaration	
Company Profile displaying capacity and capability to meet NAMCOR TRADING'S requirements	
Evidence of Supply Capacity	
Evidence for Sources of Supply	
Evidence to support Experience in Handling Significant Volumes	
Signed Audited Financial Statements for the last 3 years	
Proof of Ability to fund NAMCOR TRADING's Retail Network Roll Out Strategy	

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Evidences for conformity of Goods to Specification Requirements (<i>Section II; Specifications, page 14</i>)	
Initial all pages of Bidding Document including all annexures / attachments to the Bidding Document	

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 bid 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

ANNEXURE 1

**PRODUCT SPECIFICATION
UNLEADED PETROL 95**

SEE ATTACHED SANS 1598:2018

ANNEXURE 2

PRODUCT SPECIFICATION
AUTOMOTIVE DIESEL OIL 50ppm or lower

SEE ATTACHED SANS 342: 2016

ANNEXURE 3

PRODUCT SPECIFICATION
Very Low Sulphur Fuel Oil

SEE ATTACHED NAMCOR TRADING QUALITY SPECIFICATION

ANNEXURE 4



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 *[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.*

ANNEXURE 5

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

Date:[Day/month/year].....

Procurement Ref No.:

To:[insert complete name of Public Entity and address].....

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**