



KEETMANSHOOP MUNICIPALITY

REQUEST FOR SEALED QUOTATION: SUPPLY, INSTALLATION AND COMMISSIONING OF AUTOMATIC METERING INFRASTRUCTURE(AMI) ,MODEMS AND METERS AS OUTLINED IN THE TERMS OF REFERENCE

**Procurement Reference No:
NCS/RFQ/KHPMUN-005/2021**

Closing Date: 23 December 2021 at 11:00am

COMPANY NAME : _____
TOTAL BID PRICE : _____
BID PRICE IN WORDS: _____

The Chairperson: Procurement Management Unit
Keetmanshoop Municipality
Private Bag 2125
Keetmanshoop,
37 Hampi Plichta Avenue, Keetmanshoop:

Enquiries Technical:
Mr KV Dax(Pr.Eng)
Tel: +264-(0)63 221 221
E-mail: engkebu@keetmansmunicipality.org.na



LETTER OF INVITATION

Dear Sir/Madam,

**REQUEST FOR SEALED QUOTATION:
SUPPLY, INSTALLATION AND COMMISSIONING OF AUTOMATIC METERING
INFRASTRUCTURE(AMI) ,MODEMS AND METERS AS OUTLINED IN THE
TERMS OF REFERENCE**

1. You are hereby invited to submit your quotation for the items described in detail hereunder for services required under *“SUPPLY, INSTALLATION AND COMMISSIONING OF AUTOMATIC METERING INFRASTRUCTURE (AMI), MODEMS AND METERS as outlined in the Terms of Reference for Keetmanshoop Municipality”*.
2. The purpose of this assignment is to:

Solicit proposals/Quotes from interested and qualified bidders, for supply, install and commissioning of automatic metering infrastructure (AMI) complete with modems to **the Post-paid customers (three-phase Time-of-Use TOU)** within Keetmanshoop distribution network. The project aim is to read electric revenue meters in an automated and cost-effective manner.

The envisaged project objectives are listed below:

- (a) **Conduct a meter audit to verify installation, meter accuracy, CT polarity and accuracy and compliance to minimal standards of installation.**
- (b) **Implement an AMI system covering communication devices, data acquisition, analysis, and reporting system from consumer meter. Category of Tariff Consumers:**
 - (i) Institutional 3 Phase TOU
 - (ii) Institutional 3 Phase TOU kVA
 - (iii) General 3 Phase TOU
 - (iv) General Demand TOU kVA.
 - (v) Net metering 1 phase
- (c) **To retrofit smart metering infrastructure at existing customers with AMR compatible meters that will enable the Municipality to move from manual meter reading to automatic reading through superior smart metering towards a smart grid;**

- (d) Integration with Munsoft Billing system/Revenue Management System any other internal or external system etc.**
- (e) To analyze energy consumption patterns significant energy users within the Local Municipality;**
- (f) To generate ability to monitor intended Consumers real time through mobile and Web based dashboard**

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

Queries, if any, should be addressed to Mr Khoetage Dax and emailed to engkebu@keetmansmunicipality.org.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

Mr Jacky Coleman
SECRETARY TO THE PROCUREMENT COMMITTEE

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Keetmanshoop Municipality

Keetmanshoop Municipality 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 **180 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 (by the Namibian Police) company Registration Certificate;
- (b) Have an original valid /certified copy (by the Namibian Police) good Standing Tax Certificate;
- (c) Have an original valid /certified copy (by the Namibian Police) good Standing Social Security Certificate;
- (d) have a valid certified copy (by the Namibian Police) 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) 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; and;

- (g) Proof of at-least two (2) similar projects completed, in form of completion certificate, or reference letter in the last three (3) years
- (h) Qualification and Specific Experience of Key Personnel.
Project Manager must be an Electrical engineer or project manager with a minimum of five (5) years' experience managing AMR projects.

Metering Technician must have a National Diploma in Electrical Engineering from a recognized Technical Collage or Technikon or University of Technology or University with a minimum of three(3) years' experience.

Software Programmer / Developer with a minimum of Three (3) years' experience in software development for AMR systems.

The appointed authorized person(Electrician) must have done Namibia Electricity Safety Code(NESC) or Similar Training Certification with a minimum of Three(3) years' experience working on Low Voltage and or High Voltage distribution networks.

- (i) Required Tools and Equipment (i.e. testing equipment, software)
- (j) Submit works programme highlighting scope of works as stipulated in A.2
- (k) Quotation Letter submitted, clearly indicating the bid validity period
- (l) Completed and signed "Section IV: Price activity Schedule"
- (m) completed and signed Section V: specifications and performance standard compliance sheet"
- (n) Fully completed and signed Technical Schedules

5. Bid Securing Declaration

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

6. Services Completion Period

The completion period for services shall be *six months (6) months* after acceptance and issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable(*Programme of works*).

7. Documents to be submitted

Bidders shall submit along with their quotation's documents giving company's profile, past experience and evidence of similar services provided together with customers reference details.

8. Sealing and Marking of Quotations

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

9. Submission of Quotations

The closing date for the quotations is **23 December 2021 at 11:00** (Namibian time) **late quotations will be rejected. Electronic submissions/quotations will not be accepted.**

Place of closing is:

The Quotation/Bid Box at the entrance foyer
Keetmanshoop Municipality
37 Hampie Plichta Street,
Keetmanshoop

10. Opening of Quotations

Quotations will be opened internally by Keetmanshoop Municipality immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security/Bid-Securing Declaration will be available to any bidder on request within three working days of the Opening.

11. Evaluation of Quotations

Keetmanshoop Municipality shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive (i.e. compliant to eligibility criteria and scope of service) shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation.

Evaluation and Qualification Criteria

This section contains the criteria that Keetmanshoop Municipality will use to evaluate a bid and determine whether a Bidder has the required qualifications. No other criteria but the one indicated here shall be used during evaluation.

Evaluation Methodology

Evaluation is going to be conducted by an ad hoc Bid Evaluation Committee (BEC) accordance to the following criteria as stated in table 1, and 2, in two phases.

Phase 1: Mandatory Documents

The eligibility criteria will be assessed based on a **Yes or No**. All bidders that pass with **Yes** in all the required documents as stated in table 1, will proceed to the next phase (phase 2 - technical evaluation).

Phase 2: Technical Evaluation

Bidders will be assessed against the technical evaluation criteria as stated in table 2 as per the weights stated therein. The total technical evaluation is out of 100%. The bidder must score 70% and above.

Bidders who fail to achieve the required minimum score of 70% will be deemed as “technically non-responsive”. Such bidders will be excluded from being considered for further evaluation.

Selection Method: Quality Based Selection (The bidder must score 70% and above on technical evaluation).

- **The procurement contract will be awarded to the successful bidder with the highest point total who is both technically and substantially responsive to the bid. Qualification and eligibility**

Table 1: Mandatory Requirements

Document Description	Yes/No
1. Submit a valid certified copy duly certified by a Commissioner of Oaths of the Company Registration Certificate or Registration of defensive name if applicable issued by the Ministry of Industrialization, Trade and SME development or BIPA	
2. Submit duly certified copies of identification documents (IDs) of the shareholders or members of the trustee as certified by a Commissioner of Oaths;	
3. Submit a valid original or certified copy of a valid original duly certified by a Commissioner of Oaths of a Good Standing Tax Certificate from the Receiver of Revenue;	
4. Submit a valid original or certified copy of a valid original duly certified by a Commissioner of Oaths of a Good Standing Certificate from Social Security Commission;	
5. Submit a valid certified copy by a Commissioner of Oaths of an 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;	
6. Submit 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, wage determinations, and Award, where applicable and that it will abide to sub-clause 6.2 of the General Conditions of Contract if it is awarded the Contract or part thereof.	
7. Submit duly completed, initialed and signed intent to enter into a Joint Venture Agreement (if applicable)	
8. A duly completed and signed Bid Securing	

Declaration form	
9. Submit at least reference letters from clients which serve as proof (reference letters from previous clients) of past successful rendered work in respect of substation automation. Letters must indicate where work was done, list the project scope and cost and whether satisfactorily completed and attach a copy of a duly certified completion certificate. The reference letter must also indicate who the project manager was for the client with the full name and position.	
10. Curriculum Vitae's of the professional staff who will be performing the services. The CV's should clearly indicate that the professional staff are fully employed by the bidding company.	
11. Organogram of the bidding company	
12. Bid validity period 180 days	

Phase 2: Technical Evaluation

Table 2: Technical Evaluation Criteria (For official use only)			
Item	Scores		
	Score	Sub Total	Total
1. Project Methodology and Work Plan			
1.1 Project Planning and Execution Approach			
1.1.1 All the steps of Project Planning and Execution Approach indicated, with all the necessary tasks as per best practice.	15	15	30
1.1.2 Some of the Project Planning and Execution Approach indicated, without all the necessary tasks as per best practice.	8		
1.1.3 No Project Planning and Execution Approach indicated.	0		
1.2 Project Scheduling Outline(Work Programme)	15	15	
2. Company's Relevant Experience in the last 3 years (Individual employee experience not to be considered)			
2.1. List of 3 or more similar in nature projects	20	20	20
2.2. List of 2 similar in nature projects	16		
2.3. List of 1 similar in nature projects	12		
3. Qualification and Specific Experience of Key Personnel. They must be in full time employment with the bidding Company			
3.1. Academic Qualification - Provide certified copies of certificates		30	30
3.1.1. <i>Experience and qualification of the Project Manager</i> The appointed Project Manager must be an Electrical engineer or project manager with a minimum of five (5) years' experience managing AMR	15		

projects.			
<p>3.1.2. <i>Experience and qualification of a Metering Technician</i> The appointed Metering Technician must have a National Diploma in Electrical Engineering from a recognized Technical Collage or Technikon or University of Technology or University with a minimum of three(3) years' experience in large power users metering installations, programming of four quadrant meters, AMR systems and Two (2) years' experience auditing low voltage installation and medium voltage installations.</p>	5		
<p>3.2. <i>Experience and qualification of a Software Programmer / Developer</i> .The appointed software programmer must have a National Diploma or degree in programming or software development from a recognized Technikon or University of technology or University with a minimum of Three (3) years' experience in software development for AMR systems.</p>	5		
<p>3.3 <i>Experience and qualification Authorized Person(Electrician)</i> .The appointed authorized person(Electrician) must have done Namibia Electricity Safety Code(NESC) or Similar Training Certification with a minimum of Three(3) years' experience working on Low Voltage and or High Voltage distribution networks.</p>	5		
4. Required Tools and Equipment (i.e.software)			
<p>4.1. Test equipment: to verify the installed Current Transformers, operation of the meter and the wiring of the meter installation as a whole. A brochure of the proposed test equipment shall accompany the Bid. The municipality holds the right to request the use of compliant test equipment at no additional cost to the municipality if the proposed equipment does not meet the minimum requirements. Minimum requirements: <ul style="list-style-type: none"> • The equipment must be able to test 2, 3 and 4 wire meter installations. • Clamp on CT's will be at least Class 0,5 • An optical eye must be used to communicate with the meter. • Phasor diagrams must be part of the printed report. • Be able to inject current into the current transformers on both Low Voltage and High Voltage metering installation </p>	8	8	20
<p>4.2. Software:.....Real time Meter data acquisition system and meter data management and analytics: design, develop and implement the required web-based software solution hosting Software/Web portal</p>	7	7	
<p>4.3. Software:.....Smart Meter Programming Software</p>	5	5	
Total score Technical			100

Bidders will be assessed against the technical evaluation criteria as stated in table 2 as per the weights stated therein. The total technical evaluation is out of 100%. For a bidder to proceed to the next phase (phase 3 – financial evaluation), the bidder must score 70% and above. Bidders who fail to achieve the required minimum score of 70% will be deemed as “technically non-responsive”. Such bidders will be excluded from being considered for further evaluation.

12. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of Keetmanshoop Municipality. However, evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

As a **minimum**, the following documents should be submitted together with the quotations:

- Past Relevant Experience
- CVs and supporting documents of personnel that will be used for this service
- Technical descriptions and technical Data Sheets
- List of tools and equipment to be used
- Methodology for service planning and installation
- Safety File
-

13. Prices and Currency of Payment

Prices for the execution of services 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 services shall be deemed to be included in the prices quoted.

14. Margin of Preference

[Not Applicable]

15. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the services 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 and General Conditions of Contract

16. Performance Security

The successful bidder shall upon acceptance of its offer submit a Performance Guarantee as per the format contained in the Schedule for an amount of 10% of the contract price.

17. Notification of Award and Debriefing

Keetmanshoop Municipality 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, Keetmanshoop Municipality 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)

*[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it will be rejected***

Quotation addressed to:	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to provide the services detailed in the Scope of Service, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation Exercise and meet the eligibility criteria specified in Section 1: Request for Quotations.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Security/Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

The validity period of our Quotation is _____ days *[insert number of 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.

The services will commence within _____ *[to insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.


The services will be completed within _____ *[to insert number]* 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	

OUTER ENVELOPE/ BOX BID SUBMISSION COVER LABEL

The completed Envelope/ Box Cover Label shall be placed on Bid submission to clearly identify the Bid.

	Keetmanshoop Municipality 37 Hampie Plichta Street, Keetmanshoop
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**REQUEST FOR SEALED QUOTATION:
 SUPPLY, INSTALLATION AND COMMISSIONING OF
 AUTOMATIC METERING INFRASTRUCTURE(AMI)
 ,MODEMS AND METERS AS OUTLINED IN THE
 TERMS OF REFERENCE
 PROCUREMENT REFERENCE NO: [●]**

“DO NOT OPEN BEFORE, [BID CLOSING DATE AND TIME]”

BIDDER	[●]
CONSORTIUM/ JOINT VENTURE/ PARTNERS	1.
	2.
RETURN ADDRESS	[●]

FOR ADMINISTRATIVE USE ONLY	
Date of Bid submission : Time of Bid submission : Number of envelopes/boxes :..... of Administration’s Signature:.....	KEBU STAMP

[This form is to be deleted if Bid Securing Declaration is not applicable.] **Appendix to Quotation Letter**

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***



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten 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.*

Bid Security (Bank Guarantee)

.....[Bank's Name and Address of issuing Branch or Office]

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

To:.....[Name and Address of Public Entity].....

BID GUARANTEE No.:

We have been informed that[name of the Bidder]..... (hereinafter called "the Bidder") has submitted to you its bid dated(hereinafter called "the Bid") for the execution of[name of contract] under Invitation for Bids No.....[IFB number] ("the IFB").

Furthermore, we understand that, according to your conditions, bids must be supported by a Bid Security.

At the request of the Bidder, we[name of Bank]..... hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of[amount in figures].....[.....amount in words.....] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (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 the bidder be the successful bidder; or
- (d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.

This guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the Performance Security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) thirty days after the expiration of the Bid Validity.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before[Public Entity to insert date].....

.....[Bank's seal and authorized signature(s)].....

SECTION III: SCOPE OF SERVICES

[insert (a) a brief description of the services; and (b) the performance requirements and specifications of services and location where services should be performed. It is recommended to describe outputs and performances, rather than inputs, wherever possible.]

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

A 1. BACKGROUND

The Keetmanshoop Municipality (KM) is located in the //Karas Region. The towns Electricity supply is managed by the Keetmanshoop Municipality Electricity Business unit (KEBU). The Current Active Customer base is ± 5000 with a MD of $\pm 7\text{MVA}$, an annual energy consumption of about 36GWh. The Keetmanshoop Local Municipality has estimated 10% non-technical electricity losses in the 2019/2020 financial year.

Table 3:KEBU TOU Customer base

CUSTOMER TARIFF TYPE	EMIM TARIFF CATEGORY	NUMBER
General 3 Phase TOU	Business Three phase (BUT3) TOU/Net-Metering	15
General Demand TOU kVA	Large Power User (LPU) /Net-Metering	23
Institutional 3 Phase TOU	Institutional Three phase TOU/Net-Metering	
Institutional 3 Phase TOU kVA	Institutional Large Power User (ILPU) /Net-Metering	12
Net metering 1Phase	Net-metering 1 Phase	5
	TOTAL	± 60

Consequently, the Keetmanshoop Municipality requests energy services companies to provide a comprehensive proposal demonstrating their ability to plan, design, implement, an automatic metering infrastructure (AMI) and revenue enhancement mechanisms and related revenue improvement strategies.

The System would further facilitate consolidation of various parameters downloaded from the meters into a database thus enabling generation of various holistic reports for analysis and actions. Such system will help in improved operational performance efficiency as the faults can be identified in real time, improvement in billing correction mistakes, lowering of cost for meter reading, accurate meter reading fewer estimates.

Improvement in operational performance will help in reducing consumer complaints related to meter and billing system. Automatic meter Reader (AMR) data can be used for consumer consumption profiling which shall help in analyzing the consumption trend and demand forecasting can be done more accurately. Tampering of meters shall be easy to detect and necessary action could be taken in shortest of time

A 2. SCOPE OF WORKS

The successful bidder shall supply, install and commission automatic metering infrastructure complete with modems to all the TOU Post-paid customers within Keetmanshoop distribution network; This includes:

- a. Conducting a meter audit to verify installation, meter accuracy, CT polarity and accuracy and compliance to minimal standards of installation. The identification/ initial study of existing TOU meter/connection points ± 60 . To certify existing metering equipment to ensure that it complies to the minimum requirements of NRS 057 – Electricity Metering (all parts), and the metering system Comprise of electronic interrogation and transfer of data from the field installation over a communications network to a metering database (situated at the premises of the bidder) and a suitable backup situated at a location geographically separate from the premises of the bidder. Billing and associated technical and financial data will be accessible to end users on a dedicated site on the Internet. The latest drafts NRS 071:2004 and NRS 057 (all parts) specifications will be adhered to in full, by the bidder.
- b. Comprise of electronic interrogation and transfer of data from the field installation over a communications network to a metering database (situated at the premises of the Keetmanshoop Municipality Electricity Business Unit(KEBU). Billing and associated technical and financial data will be accessible to end users on a dedicated site on the Internet. The latest drafts NRS 071:2004 and NRS 057 (all parts) specifications will be adhered to in full, by the bidder
- c. Supply and install an AMI unit complete with communication devices, data acquisition, analysis, and reporting system from the meter for the following category of Tariff Consumers:
 - i. Institutional 3 Phase TOU
 - ii. Institutional 3 Phase TOU maximum demand
 - iii. General 3 Phase TOU
 - iv. General Demand TOU k maximum demand.
 - v. Net-Metering 1 phase

The metering and communication systems shall be commissioned in accordance to NRS 071:2004 – Advanced Metering Infrastructure. The hardware (Meter, Current Transformer, Modem, wiring and SIM Card) will be installed by the appointed service provider before uploading the metering point onto the web based platform.
- d. To retrofit smart metering infrastructure at existing customers with AMR compatible meters that will enable the Municipality to move from manual meter reading to automatic reading through superior smart metering towards a smart grid;
- e. Integration of data and reporting with Munsoft Billing system/Revenue Management System. The service provider's proposed software must be able

to export data to a file format compatible with the current municipal financial system (MUNSOFT).

- f. The ability to monitor intended consumers real time through mobile and Web based dashboard Owned. The software must be cloud based with no local PC software installations support web and mobile access to end users. The Software must be compatible to support Photo voltaic monitoring and reporting. The Software must support Quasi real time display/dashboard (interactive)

A.3 TECHNICAL SPECIFICATIONS

Note: Unless otherwise specified the material shall be in accordance to the specifications listed in the section of this document containing all General and Equipment Specifications.

*For General Keetmanshoop Municipality Meter specifications and performance requirements refer to **Schedule 2 KEBU_SPEC_011 SPECIFICATION FOR KILOWATT- HOUR METERS**) and Technical Compliance Schedules A and B*

The following but not limited to National or International specifications will be applicable to this project:

[1] SANS 474 NRS057 Code of Practice for Electricity Metering.

[2] SANS 473 NRS071 Automated Meter Reading

[3] ISO 9001 Quality Management Systems.

[4] 240-69387766 (old DST 34-391), Standard for programmable meter configuration.

[5] SANS 62052 part 11, Electricity metering equipment (AC) - General requirements, tests and test conditions

[6] SANS 62053 part 21, Electricity metering equipment (A.C.) - Particular requirements: Static meters for active energy (classes 1 and 2) (Old SABS IEC 61036)

[7] IEC 62053 part 31, Electricity metering equipment (A.C.) - Particular requirements: Pulse output devices for electromechanical and electronic meters (two wires only)

[8] SANS 62056 part 21, Electricity metering - Data exchange for meter reading, tariff and load control: Direct local data exchange

[8] IEC 62058-31: Electricity metering equipment (AC) – Acceptance inspection – Part 31: Particular requirements for static meters for active energy (classes 0,2 S, 0,5 S, 1 and 2)

[9] BS 5685-1, Electricity meters — Part 1: Specification for class 0,5, 1 and 2 single-phase and polyphase, single rate and multi rate watt-hour meters

[10] 240-76624509, The control of new products and version changes in technical software, firmware and hardware in the measurement field

[11] SANS 474, Code of practice for electricity metering

[12] 240-56364444, Standard minimum requirements for the metering of electrical energy and demand.

[13] 240-76628631, Standard for sealing metering equipment

The acquisition of software keys and protocols that will enable a potential service provider to communicate to any electrical meter installed in Keetmanshoop Municipality boundaries will be the responsibility of the bidder. Each bidder must clearly state that they have the technical ability to electronically communicate with our base of commercially available meters.

A3.1 Communication infrastructure

3.1.1 The communication method is via the municipal Access Point Name(APN).

3.1.2 The service provider shall be responsible for all direct and indirect operating costs of the communication with the meters involved. The APN cost will be the responsibility of the Keetmanshoop municipality, but the SIM card and any and all other associated costs will be for the account of the service provider.

3.1.3 Data shall be read from each meter as given in Table 4 at the stipulated minimum frequency according to the nominal capacity of the customer.

Table 4: Data to be read from meters and frequency of reading

Item	Description	Minimum Frequency (hours)
1.	Load profile data with active and reactive energy half hour readings, each reading time- stamped at the end of the kW-hour period.	>= 1 MVA: 12 hours < 1 MVA: 24 hours
2.	Instantaneous data to create phasor diagram and for error detection	>= 1 MVA: 72 hours < 1 MVA: 120 hours
3.	Meter event log	>= 1 MVA: 72 hours < 1 MVA: 120 hours
4.	Billing registers (active and reactive energy)	Once per month
5.	Demand registers (kVA)	Once per month

3.1.4 Both leading and lagging reactive energy shall be recorded in the load profile.

3.1.5 The data read in Table 4 is to be stored in a data base or cloud platform.

3.1.6 In cases where it is possible that a customer may co-generate energy back into the grid, the Municipality may require full four quadrant metering to be recorded in the load profile and billing registers with both import and export active energy and both leading and lagging reactive energy for each active state (a total of 6 energy registers).

3.1.7 The Meters must be programmable remotely to record and report billing data for various tariff groups such as:

- General 3 Phase TOU
- General Demand TOU kVA
- Institutional 3 Phase TOU
- Institutional 3 Phase TOU kVA
- Net metering 1Phase

3.1.8 Meters shall be programmed to store the maximum average over ½ hour period demand in kVA recorded during the billing period.

3.1.9 Meters shall not be programmed to calculate or display time-of-use energy or demand registers. The allocation of energy and demand into time-of-use registers for billing purposes shall be done remotely/off-site from the load profile data.

A3.2 System outputs

3.2.1 Required billing information

- a. Total active energy consumed in the billing period.
- b. Total reactive energy consumed in the billing period.
- c. Total energy consumed for each time-of-use period (peak, standard and off-peak).
This shall be calculated by applying the current Keetmanshoop Municipality tariff to the load profile data received for each customer.
- d. Maximum average per ½ hour(30 minute) period demand as recorded in the relevant time-of-use periods applicable to each customer.

3.2.2 Start and end register readings for total active and reactive energy for the billing period.

3.2.3 In some cases billing systems used by the Keetmanshoop Municipality may require energy to be provided in terms of start and end readings as opposed to consumption. In these cases, the service provider shall create pseudo registers to contain start and end readings for energy consumed in each time-of-use period.

3.2.4 It is the responsibility of the service provider to ensure that the correct tariff is applied to each customer as provided by the Keetmanshoop Municipality.

A3.3 Billing information

This data will be in a format acceptable to Keetmanshoop Municipality's specified software(MUNSOFT).

A3.4 Alarms

Alarms will be used to provide early warning of any problem areas.

A3.5 Meter Audit/Testing/Certification

All meters shall be tested by the service provider for accuracy of the complete metering installation prior to uploading the metering point to the platform. A test certificate shall be issued for each metering point and submitted to the municipality.

All problems with the installation shall be reported to the municipality within 24 hours. The municipality will rectify the faulty installation and the contractor will then test the installation again and certify within 24 hours.

All new meter installations shall also be tested and certified by the service provider as and when new meters are installed. The Bidder shall allow for any and all costs to achieve certification of a meter including arranging access, possible after hours testing etc.

Under no circumstances will the services provider be allowed to switch off any customer in the process of testing the meter installation. Any and all switching will be done by the municipality and must be arranged in accordance with the municipality's outage request procedures.

A3.6 Test Equipment

Test equipment must have a valid calibration certificate. The test apparatus shall be able to verify the installed Current Transformers, operation of the meter and the wiring of the meter installation as a whole.

A brochure of the proposed test equipment shall accompany the Bid. The municipality holds the right to request the use of compliant test equipment at no additional cost to the municipality if the proposed equipment does not meet the minimum requirements.

Minimum requirements:

- The equipment must be able to test 2, 3 and 4 wire meter installations.
- Clamp on CT's will be at least Class 0,5
- An optical eye must be used to communicate with the meter.
- Phasor diagrams must be part of the printed report.
- Be able to inject current into the current transformers on both Low Voltage and High Voltage metering installation

A3.7 Meter Installation Audit

After completion of audit service provider has to submit following data:

- ✓ Physical address
- ✓ Picture of meter- Indicate Brand name
- ✓ Picture of meter- Indicate all seal numbers
- ✓ Picture Complete Installation
- ✓ GPS coordinates of meter
- ✓ GPS coordinates of kiosk feeder
- ✓ GPS coordinates of mini-sub feeder
- ✓ Name of Mini-sub Feeder
- ✓ Circuit breaker Size
- ✓ Circuit breaker Rating
- ✓ CT Ratio
- ✓ CT Class
- ✓ Modem information that includes, manufacture, make, model, serial number
- ✓ SIM card : Cell number (picture of the SIM card installed is to be taken)
- ✓ Measure phase voltage and currents on all phases
- ✓ Must add remarks if needed

A3.8 Software Capabilities

3.8.1 Software shall be a web base application which can be accessed by any standard web browser via internet and compatible with all windows and media access control(MAC) operating systems .

3.8.1 Shall allow multiply user access at the same time

3.8.2 User groups shall be definable to ensure certain users have access to only certain information.

3.8.3 Software shall be able to backup data daily in a data base on a hosted server provided by the successful bidder.

3.8.4 Data recorded must be in accordance with Table 4

3.8.5 The software shall have a user friendly dash board / landing page. A print screen shall be submitted with the Bid document and the operation demonstrated at a demonstration session.

3.8.6 Report shall be customizable and at least 10 customized reports to be set up for the municipality.

3.8.7 Shall be able to plot the following graphs:

- Load profile for a period ranging from 1 day to 365 days
- Maximum Demand
- Voltage profile
- kVA profile
- kWh Profile
- Quasi Real Time display
- PV Reporting
- Pre-paid Vending (Compatibility)
- Web Portal and Mobile Cloud View capability

3.8.8 Shall have an option to export data in table 4 into CSV format and PDF format

3.8.9 Shall be able to interface to Munsoft financial system – and must demonstrate integration capability.

The above requirements are high level and suggestive, the successful bidder shall gather the requirements and prepare the system requirement specification and design, develop/configure the software as per the requirements of Keetmanshoop municipality. The bidder shall further update and provide for additional features and functionalities as and when required during the contract period.

A.4 INSTALLATION, TESTING AND COMMISSIONING

The Bidder shall install all the associated equipment as per the requirements at the meters and shall test all functions that were requested and agreed in the Contract or by the Engineer, and shall be tested as an integral unit with all communications infrastructure connected and operational.

A.4.1. Testing

The Bidder shall carry all testing as follows:

- All tests shall be carried out in the presence of a representative from Keetmanshoop Municipality;
- The Bidder shall submit to the Engineer in writing the name of the person(s) who is/are the designated person(s) on site in terms of Occupational Health and Safety Act;
- During the commissioning, all tests result sheets shall be signed by the Bidders' and a Keetmanshoop Municipality representative who witnessed the tests;
- Bidders must give Keetmanshoop Municipality representative at least one-week notice before commissioning date;
- The Bidder shall submit to the Engineer after completion of the tests two copies of the test certificates, which shall contain details of each test performed and shall be prepared as per Engineer's requirements.

A.5 TRAINING

Training shall be given to Revenue protection staff and meter readers. The number of the attendance shall be determined by Keetmanshoop Municipality.

The bidder is required to provide: One week Training at KEBU Technical office to all from Engineer, ICT specialist , Revenue technician to meter readers shall be provided as one time activity in depth training at no cost on all aspects of the system being supplied. Training module shall be mutually discussed and finalized to cover Owner's personnel to operate, append, modify, trouble shoot, and interface the system with other billing and revenue management through hardware and software linkages. The bidder shall provide all the documentation and write up material for trainees. The training courses shall be structured and supported by "Illustrations, Video, and Charts. Certified trainers from the vendor's office shall impart the developer and system administration training preferably. The bidder shall provide extensive lecture notes, handouts and other training documents.

A6. SOFTWARE

All the AMR software necessary for administrating and changing the configurations and settings must be freely available and NOT PROPRIETARY. All present and future revisions of the software must be freely available. Alternatively, six licensed sets of the software must be supplied as part of this contract and must include at least two future software revisions.

A.7. WARRANTY

The AMR system offered shall have a minimum of 5-year warranty against faulty material and workmanship from the day of delivery. If the Bidder is not the Original Equipment Manufacturer (OEM), bidder shall have an agreement with the OEM for the guarantee and support service of the equipment. The Bidder shall submit the agreement signed by the Bidder and the OEM as a supporting document.

A.8. MANUALS AND DATA RECORDS

All data pamphlets packed with equipment and other pamphlets, handbooks of equipment, operating instructions of equipment, drawings, etc., shall be kept in safe storage by the Bidder during the Contract period.

The Bidder shall also keep accurate records of all tests carried out on equipment and of the test results so achieved. Records shall be kept of setting values of instrumentation and all readings taken during testing and commissioning, as well as records of all final adjustment readings.

A comprehensive operational- and maintenance hard copy manual shall be built up by the Bidder. Any changes which may be necessary to the contents of the manual after the commissioning of the Works shall be done by the Bidder and sufficient copies of the altered data shall again be submitted to the Engineer for binding into the manuals. Wherever manufacturer's manuals refer to types of equipment other than the exact type as installed, the exact type shall be highlighted throughout such manuals.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/KHPMUN-005/2021

[Complete the unit and total prices for each item listed below. Authorize the prices quoted in the signature block below.]

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1.	Electronic Three Phase Meter with AMR Function to Specification	50	Each		
2.	Electronic Single-Phase Meter with AMR Function to Specification	10	Each		
3.	Complete Server Set-up for AMR system with server licenses complete.	1	sum		<i>Rate Only</i>
4.	10kVA Uninterrupted Power Supply Unit for Backup (UPS) unit complete	1	Each		<i>Rate Only</i>
5.	Conducting a meter audit to verify installation, meter accuracy, CT polarity and accuracy and compliance to minimal standards of installation	60	Each		
6.	Supply and delivery 150/5 Class 0.5 C.T's	1	Each		<i>Rate Only</i>
7.	Supply and delivery 200/5 Class 0.5 C.T's	1	Each		<i>Rate Only</i>
8.	Supply and delivery 250/5 Class 0.5 C.T's	1	Each		<i>Rate Only</i>
9.	Supply and delivery 300/5 Class 0.5 C.T's	1	Each		<i>Rate Only</i>
10.	Supply and delivery 500/5 Class 0.5 C.T's	1	Each		<i>Rate Only</i>
11.	Supply and delivery 800/5 Class 0.5 C.T's	1	Each		<i>Rate Only</i>
12.	Supply and installation of 13 Way Test Block	1	Each		
13.	Supply and installation of Fuse NS - Fuse Holder & Fuse (2A)	10	Each		
14.	Supply and installation of Global System for Mobile	60	Each		

	communications(GSM) Modem <i>[Specify]</i>				
15.	Supply and installation 5dBi Antenna <i>[Specify]</i>	60	Each		
16.	Labour Rate (if and when required)Normal Time: Metering Technician		hrs		
17.	Labour Rate (if and when required)Normal Time: Project Manager		hrs		
18.	Labour Rate (if and when required)Normal Time: Software Developer		hrs		
19.	Labour Rate (if and when required)Normal Time: Laborer		hrs		
20.	Transportation Car or LDV	1600	km		
21.	Accommodation during Site works		Per day		
22.	Living Out allowance/ Meals		Per day		
23.	Any other Item necessary for successfully installing the above AMR System...				
				Subtotal	
				VAT @ %	
				Total	

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/KHPMUN-005/2021

[Bidders should complete columns C and D with the specifications and performance of the Works offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications offered in the signature block below]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	For all meter specifications and performance requirements refer to Annexure IV KEBU_SPEC_011 SPECIFICATION FOR KILOWATT-HOUR METERS) and Technical Compliance Schedules A and B	Kindly complete Annexure B (KEBU_SPEC_011) (Technical Compliance Schedule B)	If Applicable Kindly complete the Deviation Notice Annexure C (KEBU_SPEC_011)
2.	Communication infrastructure <ul style="list-style-type: none"> • System outputs • Billing information • Alarms • Meter Audit/Testing/Certification • Test Equipment • Software Capabilities 	(Yes/No)	(Yes/No)
3.	GSM modem with communication (SIM) on existing AMR Compatible Meters	(Yes/No)	(Yes/No)
4.	Meter data acquisition system and meter data management and analytics: design, develop and implement the required web-based software solution for data acquisition, data aggregation, data storage in common format, data dissemination, data display on responsive websites, data analysis and depiction in form of dashboards and graphs	(Yes/No)	(Yes/No)

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
5.	Integration with other internal /external systems: Integration with KEBU Billing system(i.e MUNSOFT)	(Yes/No)	(Yes/No)
6.	The ability to monitor intended consumers real time through mobile and Web based dashboard Owned. The software must be cloud based with no local PC software installations support web and mobile access to end users. The Software must be compatible to support Photo voltaic monitoring and reporting. The Software must support Quasi real time display/dashboard (interactive)	(Yes/No)	(Yes/No)
7.	One-week Training to staff at KEBU on all aspects of the system being supplied. Training module shall be mutually discussed and finalized to cover client’s personnel to operate, append, modify, trouble shoot, and interface the system with other billing and revenue management through hardware and software linkages. The bidder shall provide all the documentation	(Yes/No)	(Yes/No)
8.	10kVAUninterrupted Power Supply Unit for Backup (UPS) unit complete SPECIFY.....	(Yes/No)	(Yes/No)
9.	OTHER SPECIFY.....		

* Columns A and B to be completed by Public Entity.

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-GCC**) available on the website of Procurement Policy Unit (<http://www.mof.gov.na/procurement-policy-unit>) except where modified by the Special Conditions below.

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/KHPMUN-005/2021**

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

GCC Reference	Clause	Special Conditions
Definitions GCC 1.1(a)		Adjudicator is Not Applicable for this contract
Definitions GCC 1.1(l)		The Member is: in case the Service Provider consist of a joint venture of more than one entity, means any of these entities; "Members" means all these entities, and "Member in Charge" means the entity specified in the SCC to act on their behalf in exercising all the Service Provider' rights and obligations towards the Employer under this Contract;
Definitions GCC 1.1(o)		The Service Provider is:
Notices GCC 1.4		<p>Any notice shall be sent to the following addresses:</p> <p>For the Keetmanshoop Municipality, the address and the contact name shall be:</p> <p>Keetmanshoop Municipality Private Bag 2125 37 Hampie Plichta Avenue Tel: 063 221 211 Fax:063 223 065</p> <p>For the [Service Provider], the address and contact name shall be:</p> <p>_____</p> <p>_____</p>
Authorised		The Authorised Representatives are:

GCC Clause Reference	Special Conditions
Representatives GCC 1.6	For Keetmanshoop Municipality: Mr KV Dax (Pr. Eng) For the Service Provider: _____
Effectiveness of Contract GCC 2.1	The date on which this Contract shall come into effect is 2021
Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is _____.
Intended Completion Date GCC 2.3	The intended completion date is _____.
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.
Prohibition GCC 3.2.3(c)	List of Activities: Access and authorization to customers premise (Services provider to adhere to Electrical safety code).No live work to be permitted. Any possible violations shall immediately be brought to the attention of the Authorized representatives for instructions to be issued
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	The other actions are _ <ul style="list-style-type: none">• Entering customers premises• Working on any metering LV Installations• Request for Temporary Administrative Access Rights (TAAR) for ICT Facilities from ICT specialist
Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9	Restrictions on the use of documents prepared by the Service Provider are: Not Applicable
Payments of Liquidated Damages GCC 3.10.1	Liquidated damages for the whole contract are <i>1% of the final contract price</i> per week. The maximum amount of liquidated damages for the whole contract is <i>10%</i> of the final contract price.
Lack of Performance	The percentage to be used for the calculation of lack of Performance Penalty (ies) is 10%. (Where applicable)

GCC Clause Reference	Special Conditions
Penalty GCC 3.10.3	
Performance Security GCC 3.11	(i) A Performance Security in the form of a Bank Guarantee representing [10%] of the final contract price shall be required
Assistance and Exemptions GCC 5.1	Not applicable
Contract Price GCC 6.2(a)	The amount in local currency is _____.
Terms and Condition of Payment GCC 6.4	Payments will be made to the Service Provider on a monthly basis 30 days after receipt of invoice
Price Adjustment GCC 6.6.1	Price adjustment <i>not</i> applicable.
Identifying Defects GCC 7.1	The following inspections shall be carried out: _ <ul style="list-style-type: none"> • Quality of work and service provided The defect liability period is: 12 months
Dispute Settlement GCC 8.2	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. 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 may be referred to court by either party.
Dispute Settlement GCC 8.2.3	Not Applicable
Dispute Settlement GCC 8.2.4	The arbitration procedures of _____ will be used (applicable to overseas service provider)
Dispute Settlement GCC 8.2.5	(a) Not Applicable

SCHEDULE 1

(a) COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	N\$	N\$
Raw Materials, Accessories & Components		
• Imported (CIF)	
• Local (VAT & Excise Duty Fee)
Labour Cost		
• Direct Labour
• Clerical Wages
• Salaries to Management
Utilities		
• Electricity	
• Water	
• Telephone
Depreciation	
Interest on Loans	
Rent
Other (please specify)		
•	
•	
•
TOTAL COST		

$$\text{Local Value Added} = \frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$$

NB! The cost structure should be certified by a Certified Accountant

SCHEDULE 2

(KEBU_SPEC_011 SPECIFICATION FOR KILOWATT- HOUR METERS AND TECHNICAL COMPLIANCE SCHEDULES A AND B)

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE**Procurement Reference No.: NCS/RFQ/KHPMUN-005/2021**

Description	Attached	Not Attached
1. Have a valid/certified copy (by the Namibian Police) company Registration Certificate;		
2. Have an original valid /certified copy (by the Namibian Police) good Standing Tax Certificate;		
3. Have an original valid /certified copy (by the Namibian Police) good Standing Social Security Certificate;		
4. have a valid certified copy (by the Namibian Police) 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;		
5. Submit signed Bid-securing Declaration.		
6. 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; and;		
7. Proof of at-least two (2) similar projects completed, in form of completion certificate, or reference letter in the last three (3) years		
8. Project Manager must be an Electrical engineer or project manager with a minimum of five (5) years' experience managing AMR projects.		
9. Metering Technician must have a National Diploma in Electrical Engineering from a recognized Technical Collage or Technikon or University of Technology or University with a minimum of three(3) years' experience.		
10. Software Programmer / Developer with a minimum of Three (3) years' experience in software development for AMR systems.		
11. Required Tools and Equipment (i.e. testing equipment, software)		
12. Submit works programme highlighting scope of works as stipulated in A.2		
13. Quotation Letter submitted, clearly indicating the bid validity period		
14. Completed and signed "Section IV: Price activity Schedule"		
15. Completed and signed Section V: specifications and performance standard compliance sheet"		

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 quotation 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