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**NAMIBIA STATISTICS AGENCY**

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**Provision of Cleaning Services for the Head office and Oshikoto regional office: 36-month contract**

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**Procurement Reference No: NCS/RFQ/NSA-8/2025**

Bidder's Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Tel/Cell No: \_\_\_\_\_

Contact Person \_\_\_\_\_

E-mail: \_\_\_\_\_

Bid Total amount VAT incl \_\_\_\_\_

Issued Date: 19<sup>th</sup> February 2025

Closing Date: 14<sup>th</sup> March 2025 @ 11:00

**To be deposited in the bid box located at Namibia Statistics Agency, FGI House, Post Street mall, Ground Floor at Reception area.**

*Email: [procurement@nsa.org.na](mailto:procurement@nsa.org.na), Windhoek, FGI House, Post Street Mall*



**Letter of Invitation**

**Name and Address of Bidder**.....  
 .....

**Procurement Reference No NCS/RFQ/NSA –8/2025**

**19th February 2025**

Dear Sir,

**Provision of Cleaning Services for the Head office and Oshikoto regional office: 36-month contract**

The Namibia Statistic Agency invites you to submit your best quote for the services described in detail hereunder.

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

Queries, if any, should be addressed to [procurement@nsa.org](mailto:procurement@nsa.org), **Namibia Statistics Agency. Technical enquiries: email: [enairenge@nsa.org.na](mailto:enairenge@nsa.org.na)/ [procurement@nsa.org.na](mailto:procurement@nsa.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,

**Dr EN Salomo**

**Secretary to the Procurement Committee**

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The Namibia Statistic Agency reserves the right:

- (a) to split the contract as per the lowest evaluated cost per site, or
- (b) to accept or reject any quotation or to cancel the quotation process; and
- (c) reject all quotations at any time prior to contract award.

### 2. Preparation of Quotations

You are requested to quote for the services 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 Performance Standards 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 Contract Data Sheet 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 for **120 days** from the date of submission deadline.

### 4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- (a) The bidder must submit a detailed quotation on its company letterhead, in addition to Section III List of Goods and Price Schedule
- (b) have a valid certified copy of company Registration Certificate.
- (c) have a valid original or certified copy of good Standing Tax Certificate.
- (d) have a valid original or certified copy of good Standing Social Security Certificate.
- (e) have a valid original or certified copy of good Standing BIPA.
- (f) have a valid certified copy of the Affirmative Action Compliance Certificate, 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;
- (g) have a valid original or certified copy of the certificate indicating SME Status
- (h) Submit a valid bid signed Bid-securing Declaration.
- (i) 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 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;
- (j) All the mandatory documents in terms of section 50(2) of the Public Procurement Act, 2015 (Act No 15 of 2015) as amended, should be valid at the closing date of the bid or after.

- k) The principal business should be in line with the nature of the service required.
- l) Complete all spaces provided and initial each page of the standard bidding.
- m) Provide a certified copy of the company owner's identification (ID)
- N) Submit one original and two copies of the bidding document.
- O) A compulsory site visit for the head office. Prospect bidders may show up at any of the following slots convenient to them as indicated on page 15.

**NB: Only a valid certified copy of an original document as certified by the Namibian Police will be accepted.**

#### **5. Bid Securing Declaration**

Bidders are required to complete *Bid Securing Declaration* for this procurement process (At.

#### **6. Contract Period for Services**

The contract shall be on fixed rate for a period of **3 years**

#### **7. Documents to be submitted**

Bidders shall submit along with their quotation documents giving company's profile, past experience and evidence of similar services provided 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 and addressed to the Public Entity with the Bidder's name at the back of the envelope.

#### **9. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at **Namibia Statistics Agency, FGI House, Post Street mall, Ground Floor at Reception area**, not later than **14<sup>th</sup> March 2025, 11h00**. Quotations by hand should reach Namibia Statistics Agency (NSA Head Office Windhoek) by the same date and time at the latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

#### **10. Opening of Quotations**

Quotations will be opened internally by the NSA immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid-Securing Declaration will be put on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

#### **11. Evaluation of Quotations**

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation.

#### **12. Scope of Services and Performance Standards**

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

**13. Price and Currency of Payments**

Quotations shall be **fixed in Namibian Dollars**, and all payments will be made in this currency. Quotations shall **cover all costs of labour, materials, equipment, overheads, profits** and all associated costs for performing the services and shall include all duties. The whole cost of performing the services 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. Labour Clause**

In order to qualify for the award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract if it is awarded the contract or part thereof.

**15. Margin of Preference**

15.1. The applicable margins of preference and their application methodology are as follows:

**N/A**

15.2. Bidders applying for the Margin of Preference shall submit:

**N/A**

**16. Award of Contract**

The Bidder, having submitted the lowest evaluated responsive quotation and qualified to perform the service, shall be selected for the award of the 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.

**17. Notification of Award and Debriefing**

The Public Entity shall after award must 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 of ward on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven days (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 may be rejected.**]*

Quotation Addressed to:	<i>Namibia Statistic Agency</i>
Procurement Reference Number:	<b>NCS/RFQ/NSA – 8/2025</b>
Subject matter of Procurement:	<b>Provision of Cleaning Services for the Head office and Oshikoto regional office: 36-month contract</b>

We offer to provide the services detailed in the Scope of Services, 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 Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead **disqualification on the grounds mentioned in the BDS.**

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

The validity period of our quotation is .....**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 bid validity.

The service will commence within **5 days** from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within 36 months from the date of issue of the 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	

**Appendix to Quotation Letter**

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

**Date:** .....

**Procurement Ref No.:** NCS/RFQ/NSA – 8/2025

**To:** Namibia Statistics Agency.

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.]

Appendix to Quotation Letter



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 also covers the minimum wage order.*
3. *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.*

### SECTION III: SCOPE OF SERVICES

The required specific tasks, responsibilities and standards expected from the cleaning service provider include all aspects of cleaning services to be provided at the premises of the Agency. The cleaning services are to be rendered at the following Offices:

#### 1. FACILITIES AND LOCATIONS:

Office 1: Windhoek headquarters

Location: Mutual Platz, Erf 6958, C/O Frans Indongo, Werner List & Post Street Mall, Windhoek, Namibia.

**Number of staffs members: 200**

Areas	Areas size	Description
5 (Five) floors Offices	5 701.65m <sup>2</sup>	Lift lobby, lift, reception area, 5 office floors (similar), each divided into 2 separate office sections. Typically, each floor includes 28 various offices, except for 4 <sup>th</sup> floor, with 30 offices, hallways/common areas ablutions-male/female, kitchenettes at each floor, a board room at the 5 <sup>th</sup> floor and meeting rooms at each floor.
Basement	150 parking bays	150 Parking Bays, turning/driving area, security office, storage, motor rooms, equipment rooms, staircases, etc.

Office 2: Oshikoto Regional office

**Location:**

**Number of staff members: 1**

Areas	Areas size	Description
Office space	62.05m <sup>2</sup>	One (1) office, reception area storeroom, bathrooms and kitchen

**The NSA reserves the right to split the award per region.**

## SPECIFICATIONS OF SERVICES AND PERFORMANCE REQUIREMENTS

The agency is looking for a cleaning company able to provide:

**a. Cleaning Services:** The service will include, among others, the following.

- Cyclical work to be done daily for 5 (Five) normal working days
- Sweeping and mopping offices, common areas, lifts, Lift lobby, staircases, bathrooms and storerooms
- Cleaning all furniture, Including couches, equipment and surfaces
- Removal of refuse after cleaning
- Pick up litter and dispose of all kinds of refuse and waste.

**b. Equipment and Cleaning Suppliers**

### Provision of Equipment

The bidder shall make available, at its own expense, all necessary equipment and machinery and ensure that they are available at the premises and in good working order from the first day of commencement of the contract as listed below but not limited to;

- **Hand Tools:**

- Mops, brooms, dusters, and squeegees
- Microfiber Flat Mop
- Cleaning cloths
- buckets for moping
- bin bags

- **Personal Protective Equipment (PPE):**

- Gloves, masks, and eye protection for cleaners
- Cleaning staff uniforms

- **Cleaning Machines and or Tools: *attach pictures***

- Vacuum cleaners (wet and dry) with HEPA filters
- Floor scrubbers and polishers
- Mopping machines
- 

### Cleaning Supplies:

- **Only SABS-approved and preferably environmental-friendly detergents may be used.** Supply all necessary cleaning chemicals, disinfectants, all-purpose cleaners, glass cleaners and consumables such as trash liners, paper towels, 2 ply toilet paper, cleaning detergents (Pine Gel, Floor fresh/cleaners, carpet shampoos, Furniture polish, Dishwashing, Urinal cleaner, air fresheners, tiles cleaner).
- Ensure that all cleaning supplies are safe, eco-friendly, and approved for use in commercial buildings

## 2. DESCRIPTION OF TASKS

- Sweeping and cleaning of all offices, common areas, stairs, corridors, and passages.
- Sweeping, mopping, and polishing corridors, walls, and stairs to remove any stains or any other dirt.
- Mopping, washing, scrubbing, and polishing of corridor floors, stairs, and passages.
- Cleaning the bathrooms floors, walls, doors, basins, mirrors, toilet bowls, toilet seats, urinals, lights, handles and taps.
- Emptying and cleaning of dustbins
- Removal of all refuse in plastic bags to designated area.
- Cleaning of storeroom and refuse areas
- Cleaning of all inside walls, windows and inside surroundings.

## 3. SPECIFIC TASKS REQUIRED

### a. Head Office, Windhoek

The head office consists of five (5) floors, and each floor has two (2) wings, referred to as North and South:

#### Space Breakdown Analysis:

- **145 Offices:** Requires basic daily cleaning (sweeping, mopping, dusting, trash removal, vacuuming)
- **Bathrooms and Hallways/Common Areas:** Require frequent cleaning throughout the day
- **Conference/Meeting rooms:** Requires cleaning after each use
- **Storerooms;** requires monthly and or as required deep cleaning.
- **Staff members:** 200 employees

### Oshikoto Regional Office

The office consists of One (1) office, reception, storeroom, bathroom and kitchen.

- **1 Offices:** Requires basic daily cleaning (sweeping, mopping, dusting, trash removal, vacuuming)
- **bathrooms, kitchen and Hallways:** Require frequent cleaning throughout the day
- **Storeroom:** requires monthly and or as required deep cleaning.
- **Staff members:** 1 employee

This service entails cleaning based on a predetermined schedule 5 days per week. The Agency reserves the right to modify the cleaning programme and working hours depending on needs. Any change on the working schedule should be first communicated to the Contractor three (3) days in advance. Given the special arrangements on public holidays and events organisation at the Agency's offices during the calendar year, there should be flexibility in planning and implementation of certain cleaning works. This time schedule is indicative and could change upon request. The Agency may request from the contractor to perform general office cleaning including supporting activities for preparation of meetings.

Following is the Task Schedule. The frequency of cleaning outlined in the table below applies to **all facility locations** and must be strictly adhered to. However, the following tasks and frequencies with which said tasks are to be performed shall in no way be construed as an exhaustive or absolute listing of responsibilities.

<b>TASKS</b>	<b>FREQUENCY</b>
<b>OFFICES, CORRIDORS AND STAIRS:</b>	
1. Empty all trash receptacles and replace liners. Dispose of trash in designated areas.	<b>Daily</b>
2. Vacuum all carpeted areas and rugs.	
3. Sweep and mop all hard surface floors, including entryways, lobbies, and hallways.	
4. Clean and disinfect all restrooms, including toilets, sinks, mirrors, counters, and floors.	
5. Refill soap dispensers, hand towels, and toilet paper as needed.	
6. Dust and wipe down all horizontal surfaces, including desks, tables, countertops, and windowsills.	
7. Clean and disinfect all frequently touched surfaces, such as door handles, light switches, and elevator buttons.	
8. Clean and polish glass doors and windows.	
10. Maintain and clean common areas such as break rooms, kitchens, lifts, and lounges.	
<b>BATHROOMS:</b>	
1. Dust all vertical surfaces, including walls, partitions, and light fixtures.	<b>Weekly</b>
2. Clean and disinfect office equipment, including phones, keyboards, and computer screens.	
3. Deep clean restrooms, including grout lines and fixtures.	
4. Wipe down all baseboards and moldings.	
5. Clean and polish furniture, including chairs, tables, and cabinets	
<b>WINDOW CLEANING</b>	
1. Provide interior and exterior window cleaning as requested	<b>Once every month</b>
<b>EXTERNAL AREAS</b>	
1. Sweeping entrances, basements-parking areas	<b>Daily</b>
<b>WASTE MANAGEMENT</b>	
1. Proper segregation and disposal of waste	<b>Daily</b>
<b>SPECIALISED CLEANING: DEEP CLEANING</b>	
1. Conduct deep cleaning of office spaces, including behind and under furniture.	<b>3-6 months</b>
2. Steam clean carpets, rugs, and upholstery.	
3. Clean and disinfect air vents and ductwork.	

#### **4. WORK SCHEDULE**

The cleaning services to be performed during the agency's designated operating hours from 7:00 -16:30 or as specified by the management.

#### **5. OBLIGATIONS**

- The Cleaning Contractor undertakes to provide all required cleaning materials, chemicals and equipment as requested by NSA as agreed to between the parties upon awarding of this contract.
- The Contractor undertakes that if the cleaning contractor experiences labour disruptions or shortage of staff, the services of the cleaning to NSA will not be disrupted.
- The Contractor undertakes that it shall have a stand-by on 24 (twenty-four) hour basis ready to react in cases of cleaning emergencies.

- The Contractor undertakes to assign personnel with relevant qualifications and experience competent for the task to clean.
- The Cleaning Contractor warrants that its cleaning personnel shall not directly or indirectly interfere with the operations of NSA or disrupts its clients.
- NSA undertakes to allow access to the Contractor's employees for the purposes of providing cleaning services.

#### **6. OTHER CONDITIONS**

- In case of where a worker must go on leave, the contractor to organise a qualified replacement and ensure that the work does not get affected.
- Weekly Attendances of Staff shall be maintained by the Contractor. a) it shall be shown to NSA's Officials Monthly/Quarterly when sites are visited
- For all premises register to be submitted on a quarterly basis

#### **7. REQUIREMENTS FOR SERVICE PROVIDER'S STAFF AND LABOUR**

- The bidder shall provide uniforms to its staff and shall also comply with the related legislations in respect of wages, leave entitlement and pension contributions for its personnel. Non-compliance will render the contractor in breach of this contract and may lead in termination.

#### **8. CLEANING REQUIREMENTS**

- The purpose of these specifications is to ensure that all services and materials necessary to cleaning and maintaining all areas of the office buildings are provided.
- Contract must maintain the highest possible standards of cleanliness.

## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/NSA –2/2025

[Complete the unit and total prices for each item listed below in Namibian Dollars. Authorise the prices quoted in the signature block below. The table shown hereunder may be redesigned and customised as per the type of services required].

## Currency of Quotation: Namibian Dollars

Item No	Brief Description of Services	Office Size	Quantity	Unit of Measure	Unit Price	Total Price
	A*	B*	C*	D*	E*	F*
1	<b>Provision of cleaning services and materials of head office:</b> <ul style="list-style-type: none"> <li>• Reception area</li> <li>• Basement for the NSA parking's only (150 Bays), turning/driving area.</li> <li>• Lift and lift lobbies</li> <li>• Security office, storage, motor</li> <li>• 5 office floors (similar), each divided into two separate office sections. Typically, each floor includes 28 various offices, except for the 4th floor, with 30 offices.</li> <li>• Hallways/common areas ablutions-male/female, kitchenettes on each floor, a board room at the 5th floor and meeting rooms on each floor.</li> </ul>	5701.65m <sup>2</sup>	5	Five floors' offices, reception area and parking bays		
2	<b>Provision of cleaning services and materials of Oshikoto office:</b> 1(one) office, storerooms, bathrooms and Kitchen.	62.05 m <sup>2</sup>	1			
					<b>Other additional costs</b>	
					<b>Subtotal</b>	
					<b>VAT @</b>	<b>%</b>
					<b>Total</b>	

Enter 0% VAT rate if VAT exempt.

\* Columns A to D to be completed as applicable by Public Entity

## Priced Activity Schedule Authorised By:

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

## SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/NSA –8/2025**

*[Bidders should complete columns C and D with the specifications and Performance standards of the services offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification 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	<p><b>Provision of cleaning services and materials of head office:</b></p> <ul style="list-style-type: none"> <li>• Reception area</li> <li>• Basement for the NSA parking's only (150 Bays), turning/driving area.</li> <li>• Lift and lift lobbies</li> <li>• Security office, storage rooms,</li> <li>• 5 office floors (similar), each divided into two separate office sections.</li> <li>• Hallways/common areas ablutions-male/female, kitchenettes on each floor, a board room at the 5th floor and meeting rooms on each floor.</li> <li>• All areas that fall under NSA</li> <li>• <b>A compulsory site visit for the head office. Prospect bidders may show up at any of the following slots convenient to them.</b></li> </ul> <table border="1" data-bbox="268 1189 970 1518"> <thead> <tr> <th>#</th> <th>Days</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Monday, 03 March 2025</td> <td>8:30 to 9:25 09:30-10:25 10:30-11:30</td> </tr> <tr> <td>2</td> <td>Tuesday 04 March 2025</td> <td>8:30 to 9:25 09:30-10:25 10:30-11:30</td> </tr> <tr> <td>3</td> <td>Wednesday 05 March 2025</td> <td>8:30 to 9:25 09:30-10:25 10:30-11:30</td> </tr> </tbody> </table> <p><b>Address: Mutual Platz Office building Post Street Mall Windhoek</b></p> <p><b>NB: Failure to attend a site visit shall result to bid disqualification.</b></p> <p><b>Number of cleaners required: 8</b></p>	#	Days	Time	1	Monday, 03 March 2025	8:30 to 9:25 09:30-10:25 10:30-11:30	2	Tuesday 04 March 2025	8:30 to 9:25 09:30-10:25 10:30-11:30	3	Wednesday 05 March 2025	8:30 to 9:25 09:30-10:25 10:30-11:30		
#	Days	Time													
1	Monday, 03 March 2025	8:30 to 9:25 09:30-10:25 10:30-11:30													
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3	Wednesday 05 March 2025	8:30 to 9:25 09:30-10:25 10:30-11:30													
2	<p><b>Provision of cleaning services and materials of the Oshikoto office:</b></p> <p>1(one) office, storerooms, bathrooms and Kitchen.</p> <p><b>Number of cleaners required: 1</b></p>														

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



**Specifications and Performance Standard Compliance Sheet Authorised By:**

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

**1. FINANCIAL REQUIREMENTS**

	<b>FINANCIAL REQUIREMENTS</b>	<b>Yes</b>	<b>No</b>
3.1	Has the bidder submitted a credit rating letter from a recognised financial institution in Namibia confirming the availability of financial resources to fulfil the bid.		
3.2	Cleaners' salaries are <b>compliant to the minimum wage order</b>		

**Bidder who did not meet the requirements under Financial Requirement above will not be evaluated further.**

**2. FINANCIAL EVALUATION**

- a) Bidders who met all the eligibility criteria will be ranked according to price quoted or offers (From lowest to highest). The bid shall be awarded to the lowest evaluated substantially responsive bid in terms of Section 55 (1) of the Public Procurement Act, 2015 (Act No. 15 of 2015).
- b) NSA reserve the rights to deem bidders whose financial offers are 15% above or below the budget as non-responsive.
- c) The quote should specifically itemise the cleaners' salaries and should be compliant to the minimum wage order and other labour conditions as outlined in the labour Act, 2007. Non-compliance will deem the bidder non- responsive.

**SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT**

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), **Ref: NCS/RFQ/NSA –2/2025**

for the procurement of services (time-based) available on the website of the Public Entity [www.nsa.org.na](http://www.nsa.org.na) except were modified by the Special Conditions below.

**SECTION VII: CONTRACT DATA SHEET**

**Procurement Reference Number:** NCS/RFQ/NSA –2/2025

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC.

Clause	Contract Data
<b>GCC 1.1 Effectiveness of Contract</b>	The Contract <i>shall</i> come into effect as from 01 April 2025.
<b>GCC 1.3.1 Intended Completion date</b>	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by <i>[insert date of expiry of contract]</i> or by an additional period of 36 months, renewable on an annual basis.
<b>GCC 1.6.1 Issue of notices</b>	The Authorized Representative of the Employer is Ms. E Nairenge, Email <a href="mailto:procurement@nsa.org.na">procurement@nsa.org.na</a> .  The Authorized Representative of the Service Provider is:  _____
<b>GCC 2.6 Insurance and liabilities to Third Party</b>	N/A
<b>GCC 2.7 Reporting Obligations</b>	The Service Provider shall report to: Ms. E. Nairenge, Senior <i>Property and Logistics Officer</i> , email address <a href="mailto:Enairenge@nsa.org.na">Enairenge@nsa.org.na</a> .
<b>GCC 2.10 Performance Security</b>	N/A
<b>GCC 4.2 Contract Price</b>	The amount payable is: _____ per month.
<b>GCC 4.3 Terms of Payment</b>	Payments will be made to the Service Provider on a monthly basis <b>30 days</b> after receipt of invoice.
<b>GCC 4.5 Price Adjustment</b>	Prices " <b>shall not be</b> " adjustable, excluding yearly inflation increments.

**QUOTATION CHECKLIST SCHEDULE**

**Procurement Reference No.: NCS/RFQ/NSA-02/2025**

**SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS**

*[the NSA shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.]*

**Evaluation Criteria**

No	Section A: Mandatory documents	Confirm with Y/N	
		YES	NO
1	The bidder submitted a detailed quotation on its company letterhead, in addition to Section III List of Goods and Price Schedule.		
2	have a valid company Registration Certificate		
3	The principal business should be in line with the nature of the service required.		
4	have a valid original or certified copy of BIPA good standing Certificate		
5	have a valid original or certified copy of Tax Good Standing Certificate		
6	have a valid original or certified copy of Social Security good Standing Certificate		
7	have a valid certified copy of the Affirmative Action Compliance Certificate, 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;		
8	have a certified copy of certificate indicating SME Status;		
9	All the mandatory documents in terms of section 50 (2) of the Public Procurement Act, 2015 (Act No 15 of 2015) as amended, should be valid at the closing date of the bid or after.		
10	Submit one original and two copies of the bidding document.		
	<b>SECTION B: BID FORMS</b>	<b>YES</b>	<b>NO</b>
1	Bid Securing Declaration Form is Duly filled in, duly signed, dated and stamped by an Authorised person and no alterations or amendments has been made to the Bid Securing Declaration Form.		
2	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;		
3	Bid Submission Form (Quotation Letter) is duly filled in, duly signed, and dated and clearly indicating the bid validity period of 120 days		
4	Specifications and Compliance Sheet. duly filled in, duly signed, and dated.		

5	List of Goods and Price Schedule (duly filled in, duly signed, and dated.		
6	Labour Act Form (applicable to Namibian registered companies or companies that would make use of Namibian employees) duly filled in, signed, dated and stamped.		
7	Any annexures that a bidder submits, inclusive of all coloured brochures shall all be initialled		
8	Complete all spaces provided and initial each page of the standard bidding.		
9	Provide Documentary evidence as listed under the Margin of preferences.		
10	Provide a certified copy of the company owner's identification (ID).		
	<b>Section C Technical Specification</b>	<b>Yes</b>	<b>No</b>
1	Three (3) reference letters of the cleaning materials and services supplied within the last 5 years on the company letterhead with contact details.		
2	Kindly attach three (3) Purchase Orders that were issued to your company as proof for each of the reference letters.		
3	Brochure/document with colour picture of all the cleaning equipment		

**All bidders that do not comply with the ABOVE eligibility criteria or any other requirement in this document will be disqualified. NSA reserve the right to verify equipment's and cleaning materials of bidders against the specifications.**