



NAMIBIA STATISTICS AGENCY

**Request for Quotations
For Non-Consultancy Services**

Request for Quotations: Office Relocation Services to NSA's New Premises

Procurement Reference No: NCS/Rfq/NSA –10 /2025

Bidder's Name: _____

Physical Address: _____

Tel/Cell No: _____

Contact Person _____

E-mail: _____

Issued Date: 19 March 2025

Closing Date: 4 April 2025 @ 11:00

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

Tel: +26461 431 3200 Fax: +26461 431 3253 P.O. Box.2133 Windhoek, FGI House, Post Street Mall

Letter of Invitation

Name and Address of Bidder.....

Procurement Reference Number: NCS/RFQ/NSA – 10/2025

19th March 2025

Dear Sir/Madam,

RE: Request for Quotations: Office Relocation Services to NSA's New Premises

Namibia Statistics Agency invites you to submit your best quote for the items 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 **Namibia Statistics Agency @+264 61 431 3200, 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. Emilia N Salomo

Secretary to the Procurement Committee

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

Namibia Statistics Agency reserves the right:

- (a) to accept or reject any quotation; or
- (b) 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 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 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 **30 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 of the company founding statement.
- b) have a valid original or certified copy of a Good Standing Tax Certificate.
- c) have a valid original or certified copy of a Good Standing Social Security Certificate.
- d) have a valid original or certified copy of BIPA Good Standing.
- e) have a valid original or certified copy 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;
- f) Bid-securing Declaration.
- g) Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015.

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 **2 days** after acceptance/issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable and provided that approval is granted by Namibia Statistic Agency.

7. Documents to be submitted

Bidders shall submit along with their quotation's documents.

8. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, 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**, ¹, not later than **4 April 2025, 11h00**. Quotations by post or hand delivered should reach **Namibia Statistics Agency**, 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 Public Entity 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, 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 the Public Entity. 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.

¹ Insert number of fax machine secured for quotations not to be disclosed before the set date and time.

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 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. Margin of Preference

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

Not applicable

14.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

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

Not Applicable

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 this RFQ prevail over any attachments. **If your quotation is not authorised, it may be rejected.**]*

Quotation Addressed to:	Namibia Statistic Agency
Procurement Reference Number:	NCS/RFQ/NSA – 10/2025
Subject matter of Procurement:	Request for Quotations: Office Relocation Services to NSA's New Premises

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 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 BSD**

The validity period of our Quotation is **60 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 **1 day** from date of issue of Purchase Order.

The services will be completed within **2 days** from date of issue of Purchase Order.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./Fax	

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

Date:

Procurement Ref No.: NCS/RFQ/NSA – 10/2025

To: Namibia Statistic Agency, FGI House, Post Street Mall.

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)



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:

NB: this undertaking also covers the *minimum wage order*.

SECTION IV: EVALUATION CRITERIA AND PERFORMANCE REQUIREMENTS

No	Section A: Mandatory documents	Confirm with Y/N	
1	The bidder must submit a detailed quotation on its company letterhead, in addition to Section III List of Goods and Price Schedule.		
2	have a valid certified copy of the company Registration Certificate or founding statement		
3	have a valid original or certified copy of BIPA good standing Certificate		
4	have a valid original or certified copy of Tax Good Standing Certificate		
5	have a valid original or certified copy of Social Security good Standing Certificate		
6	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;		
7	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.		
8	Submit one original and two copies of the bidding document.		
	SECTION B: BID FORMS	YES	NO
1	The Bid Securing Declaration Form is Duly filled in, duly signed, dated and stamped by an Authorised person, and no alterations or amendments have 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 60 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	Complete all spaces provided and initial each page of the bidding document.		

	Section C Technical Specification	YES	NO
1	Three reference letters for similar work done on reputable company's letterhead		

All bids that do not comply with the ABOVE eligibility criteria or any other requirement in this document will be disqualified

1.1 FINANCIAL REQUIREMENTS

FINANCIAL REQUIREMENTS	FINANCIAL REQUIREMENTS	Yes	No
	Has the bidder submitted a letter (credit rating) from a recognised financial institution in Namibia confirming the availability of financial resources to fulfil the bid?		

5.2 FINANCIAL EVALUATION

Bidder's offers will be evaluated per item, ranked from lowest to highest, and shall be awarded based on the lowest substantially responsive per item in terms of Section 55 (1) of the Public Procurement Act, 2015 (Act No. 15 of 2015).

A bid price that is below 15% of the cost estimate will be deemed non-responsive.

A bid price that is above 15% of the cost estimate will be deemed non-responsive.

POST EVALUATION

The awarded bidder must provide Goods in Transit insurance Cover note worth of N\$5 million.

SECTION III: SCOPE OF SERVICES

The table in priced activity schedule below outline the scope of service

SECTION IV: PRICED ACTIVITY SCHEDULE

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

Procurement Reference Number: NCS/RFQ/NSA –05/2025

Specifications (Variety of menu that bidders must provide per day)	Delivery Time	Number of people expected	Unit price N\$	VAT	Total Amount VAT incl
<p>Service Scope: Office Relocation</p> <p>1.Disassembly and Packing:</p> <ul style="list-style-type: none"> • Safely disassemble furniture, office items, and document boxes for transport. • Carefully tag each item for easy identification upon arrival at the new location. <p>2.Transportation:</p> <ul style="list-style-type: none"> • Ensure secure transportation of all disassembled items to the new office. <p>3.Reassembly and Setup:</p> <ul style="list-style-type: none"> • Reassemble furniture, office items, and document boxes at their designated offices or areas. <p>4.Site Visit Requirement:</p> <ul style="list-style-type: none"> • A mandatory physical inspection of both the current NSA office and the new office location is required before submitting a quotation. This visit ensures an accurate assessment of logistics requirements and potential challenges. 					

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

Priced Activity Schedule Authorised By:

Name of signatory:		Signature:	
Position:		Date:	
Company Name:			

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/NSA – 05/2025

[Bidders should complete columns C and D with the specifications 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. Authorize 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>Office relocations</p> <p>From: Location 1: FGI House Post street Mall Windhoek</p> <p>Location 2: Data Processing Centre Simpex Building ERF NO. 2373, Suiderhoff, Windhoek</p> <p>To: Mutual Platz Post Street Mall Windhoek</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:			

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

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

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

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: the Namibia Statistics Agency
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is NSA
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms DDP 2020.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the NSA, the address and the contact name shall be: procurement@nsa.org.na For the Supplier, the address and contact name shall be: _____ _____
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: Namibian law
Delivery and Documents GCC 13.1	The Goods are to be delivered within 15 days from the date of the Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note; (b) signed invoice
Price Adjustment GCC 15.1	The price charged for the Goods supplied and the related Services performed shall not be adjustable.
Terms of Payment GCC 16.1	The structure of payments shall be full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment GCC 16.3	Payments shall be made not later than thirty (30) days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price shall not be adjustable to the fluctuation in the rate of exchange.

Subject and GCC clause reference	Special Conditions
Payment Period GCC 16.5	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name, the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.</p> <p>ii) An interest rate of 0% is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.</p>
Packing GCC 23.2	<p>The packing, marking and documentation within and outside the packages shall be:</p> <p>_____</p>
Insurance GCC 24.1	<p><i>[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation]</i> N/A</p>
Transportation GCC 25	<p>The Goods shall be delivered: <i>NSA Head Office.</i></p>
Inspection and Test GCC 26.1	<p>The inspection and tests shall be: <i>[insert nature, frequency, procedures for carrying out the inspections and test]</i> N/A</p>
Location of Inspection and Tests GCC 26.2	<p>The inspections and tests shall be conducted at: the NSA Head Office</p>
Liquidated Damages GCC 27.1	<p>Liquidated damages for the whole contract are <i>[insert percentage of the final contract price]</i> per day. The maximum amount of liquidated damages for the whole contract is <i>[insert percentage 4-10%]</i> of the final contract price. N/A</p>
Warranty GCC 28.3	<p>N/A</p>
Repair and Replacement GCC 28.5	<p>The period for repair or replacement shall be: 10 days</p>

QUOTATION CHECKLIST SCHEDULE

NSA to update this checklist to ensure that it contains the documents required from Bidders for the specific procurement.

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Description	Attached (please tick if submitted and cross if not)
Company's Quotation	
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
A signed bid securing declaration	
Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015	
A valid original or certified copy of a Good Standing Tax Certificate.	
A valid original or certified copy of BIPA Good Standing.	
A valid original or certified copy of a Good Standing Tax Certificate	
A valid certified copy of the company founding statement	
A valid original or certified copy 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;	
Three reference letters for similar work done on reputable company's letterhead	

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.*