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NAMIBIA STATISTICS AGENCY

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## Request for Quotations for Works

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**Request for Quotation for works in NSA Head Office Mutual Platz**

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**Procurement Reference No: W/RFQ/NSA –6/2025**

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

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

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

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

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

***Bid total amount VAT incl:*** \_\_\_\_\_

***Issued Date: 19 August 2025***

***Closing Date: 27 August 2025 @ 11:00***

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

Tel: +26461 431 3293 Fax: +26461 431 3253 P.O. Box.2133 Windhoek,



### **Letter of Invitation**

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

.....

***Procurement Reference Number W/RFQ/NSA –6/2025***

***19 August 2025***

Dear Sirs,

#### **Request for Quotations for f works in NSA Head Office Mutual Platz**

The NSA invites you to submit your best quote for the works 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.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,

.....

*Signature and Name of Head of Procurement Management Unit*

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The NSA 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.
- (c) **The NSA reserves the right to increase or decrease the quantity of works by up to 25%.**

### 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 **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 company Registration Certificate/Founding statement
- (b) have an original, valid Good Standing Tax Certificate;
- (c) have an original, valid Good Standing Social Security Certificate;
- (d) have a valid certified copy of Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or an exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) have a certificate indicating SME Status (for Bids reserved for SMEs)
- (f) Bid-securing Declaration.
- (g) A valid certified copy of a Good Standing certificate from BIPA
- (h) 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;

j) Provide a certified copy of the company owner's identification (ID

## **5. Bid Securing Declaration**

Bidders are required to submit a Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation.

## **6. Works Completion Period**

The completion period for works shall be **10 days** after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted.

## **7. Sealing and Marking of Quotations**

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

## **8. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at **Namibia Statistics Agency**, Mutual Platz, Post Street mall, Ground Floor at Reception area. Not later than **27 August 2025, 11h00**. Quotations by hand delivered should reach **Namibia Statistics Agency**, by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered.

## **9. Opening of Quotations**

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, will be posted on the website of the NSA and available to any bidder on request within three working days of the Opening.

## **10. 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, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

## **11. Technical Compliance**

The Specifications and Compliance Sheet details the minimum specifications of the works to be carried out. The specifications have to be met, but no credit will be given for exceeding the specifications.

## **12. Prices and Currency of Payment**

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

### **13. Margin of Preference**

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

*Not applicable*

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

*Not applicable*

### **14. Award of Contract**

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

### **15. Notification of Award and Debriefing**

The Public Entity 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, the Public Entity 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: [ name of Public Entity]	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to execute the Works detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instructions to Bidders

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act 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.

Works will commence within \_\_\_\_\_ *[insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within \_\_\_\_\_ *[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	

## Appendix to Quotation Letter

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

**Date:**.....

**Procurement Ref No.:** .....

**To:** .....

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.]



## 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.

## SECTION III: STATEMENT OF REQUIREMENTS

Subject: Request for Quotation – Mutual Platz Building Works

The Namibia Statistics Agency (NSA) hereby invites your company to submit a quotation for the works and services outlined in bidding document for the Mutual Platz Building. The scope of works is divided into two lots, as follows:

- Physical Security Improvement Works

Kindly review the attached specification and provide your best prices. Please ensure that all items are priced individually, and the total cost per lot is indicated clearly.

**Your quotation should include the following:**

1. Completed priced activity schedule with unit prices and total amounts.
2. The quotation should be Itemized
3. Supplier quotation on the company's letter head

Quotations must be submitted to the Procurement Management Unit (PMU) by 27 August 2025 at 11 AM. Please note that NSA reserves the right to accept or reject any quotation, and that the lowest quotation may not necessarily be accepted.

Should you have any questions or require further clarification, kindly contact Mr. Shali

## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: \_\_\_\_\_

*The quantities shown below are approximate and not subject to re-measurement for payment purposes.*

### *Physical Security Improvement Works*

Item No.	Description / Scope	Details	Qty	Unit	Unit price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F	G
1	Strong Room security upgrade	Install burglar bars inside the wooden fire doors at floors 1, 2, and 3	3	Doors		
2	Basement door modification	Re-size two aluminium doors at basement	2	Door		
3	Reception turnstile replacement	Remove outdated steel turnstile & install with drop down optical. For Exit and entrance	1	Unit		
4	Procure two round convex road safety mirrors 80cm	Installation of the two mirrors for the exit driveway on the basement parking.	2			

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

### **Priced Activity Schedule Authorised By:**

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

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **W/RFQ/NSA –6/2025**

*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*

### Lot1: Physical Security Improvement Works

Lot No	Specifications and Performance Required		Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>		<i>D</i>
1	Strong Room security upgrade	Replace wooden fire doors at floors 1, 2, and 3 with secure steel/security doors		
2	Basement door modification	Adjust heavy aluminium basement door to self-close quickly		
3	Reception turnstile replacement	Remove outdated turnstile & install modern model		
4	Two round convex road safety mirrors 80cm	Installation of the two mirrors for the exit driveway on the basement parking		

\* 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/NSA –6/2025** available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below

## SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/NSA –6/2025**

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

GCC Clause Reference	Special Conditions
<b>Employer</b> GCC 1.1(r)	<i>Namibia Statistics Agency</i>
<b>Intended Completion Date</b> GCC	The intended completion date is: <b>10 days</b>
<b>Project Manager</b> GCC 1.1(y)	The Project Manager is: <b>Mr T. Shali</b>
<b>Site</b> GCC 1.1(aa)	The Site is located at NSA Head Office and is defined in specification. _____
<b>Start Date</b> GCC 1.1(dd)	The Start Date shall be within 10 days after the acceptance PO
<b>The Works</b> GCC 1.1(hh)	The Works consist of all floors
<b>Interpretation</b> GCC 2.2	The project will be completed in the following sections: _____
<b>Interpretation</b> GCC2.3	The following additional documents shall form part of the contract: Provide a certified copy of the company owner's identification (ID _____

GCC Clause Reference	Special Conditions
<b>Language and Law GCC 3.1</b>	<p>The language of the contract is English</p> <p>The law that applies to the Contract is the law of Namibia.</p>
<b>Project Manager's Decisions 4.1</b>	<p>The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.</p>
<b>Delegation GCC 5.1</b>	<p>The Project Manager <i>may</i> delegate his/her duties.</p>
<b>Notices GCC 6</b>	<p>Any notice shall be sent to the following addresses:</p> <p>For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be</p> <p>_____</p> <p>For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be</p> <p>_____</p>
<b>Insurance GCC 13.1</b>	<p>Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be:</p> <ul style="list-style-type: none"> <li>(a) for the Works, Plant and Materials: <i>(for the full amount of the works including removal of debris, professional fee etc...)</i></li> <li>(b) for loss or damage to Equipment: <i>(for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer.</i></li> <li>(c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well).</i></li> <li>(d) for personal injury or death: <ul style="list-style-type: none"> <li>(i) of the Contractor's employees: <i>[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</i></li> <li>(ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and</i></li> </ul> </li> </ul>

GCC Clause Reference	Special Conditions
	<p><i>its representatives/</i>.</p> <p>(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable.</p> <p>The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the Contractor's All Risks coupled with the Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.</p>
<b>Site Date</b> <b>GCC 14.1</b>	The site Data shall be: 27 August 2025 @ 9:00 AM
<b>Possession of the Site</b> <b>GCC 20.1</b>	The Site Possession Date shall be: 27 August 2025 @ 9:00 AM
<b>Procedure for Disputes</b> <b>GCC 24</b>	No Adjudicator shall be appointed under the contract and arbitration shall not apply. 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 shall be referred to court by either party.
<b>Program</b> <b>GCC 25.1</b>	The Contractor shall submit for approval a Program for the Works within <b>10 days</b> from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
<b>GCC 25.3</b>	Program updates <i>shall</i> be required..
<b>Defects Liability Period</b> <b>GCC 33.1</b>	Not applicable
<b>Payment Certificates</b> <b>GCC 39.7</b>	A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor”.
<b>Payments</b> <b>GCC 40</b>	<p>The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by:</p> <p>(a) the payment certificate; and</p> <p>(b) a certificate of Completion of the Works.</p>

GCC Clause Reference	Special Conditions
<b>Adverse weather Conditions</b> <b>GCC 41.1 (l)</b>	<i>Not Applicable</i>
<b>Price Adjustment</b> <b>GCC 44.</b>	The Contract <i>is not</i> subject to price adjustment.
<b>Retention</b> <b>GCC 45.</b>	(i) no proportion of any payments shall be retained
<b>Liquidated Damages</b> <b>GCC 46.1</b>	Not Applicable
<b>Bonus</b> <b>GCC 47.1</b>	The rate for the Bonus per calendar day is: Not Applicable
<b>Advance Payment</b> <b>GCC 48.1</b>	(i) No advance payment shall be made.
<b>Performance Security</b> <b>GCC 49.1</b>	(i) No Performance Security is required
<b>GCC 56.1</b>	“As built” drawings or operating and maintenance manuals <i>[insert are or are not]</i> required. Not Applicable
<b>GCC 59.1</b>	The percentage to apply to the value of the work not completed, representing the Employer’s additional cost for completing the Works, is: <i>[insert percentage]</i>



### QUOTATION CHECKLIST SCHEDULE

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

#### Procurement Reference No.: NSC/RFQ/NSA – 06/2025

Description	Attached (please tick if submitted and cross if not)
The bidder submitted a detailed quotation on its company letterhead.	
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
A signed bid securing declaration	
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 have a certified copy of the certificate indicating SME Status;	
A valid original or certified copy of Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or an exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;	
Provide a certified copy of the company owner's identification (ID).	
Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015	

**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.