

EXPRESSION OF INTEREST (EOI): ASSESSMENT, SERVICING, REPAIRS AND REPLACEMENT OF AIR CONDITIONERS AT NSA OFFICES

The Namibia Statistics Agency (NSA) invites eligible and experienced service providers to express their interest in undertaking the assessment, servicing, repairs, and replacement of air conditioners at all NSA offices.

The purpose of this Expression of Interest (EOI) is to identify qualified service providers capable of conducting a comprehensive assessment of existing air-conditioning systems, followed by the submission of detailed assessment reports and Bills of Quantities (BoQs) for the required works.

Scope of Work

The assignment will include, but is not limited to:

- Conducting on-site assessments of all air-conditioning units installed at NSA offices;
- Providing detailed assessment reports outlining the condition and functionality of each unit;
- Preparing a Bill of Quantities (BoQ) for required repairs, servicing, or replacement.
- Ensuring that all recommendations comply with industry standards and best practices.

Site Visits

Interested bidders are required to conduct on-site assessments at NSA offices to enable them to prepare accurate reports and BoQs.

Site assessments may be arranged through the NSA Administration Division between **24 to 28 October 2025** during working hours (10h30 – 16h30).

For coordination of site visits, contact the Admin Division at: **Tel: +264 61 431 3200**
email: procurement@nsa.org.na.

Submission Requirements

Interested service providers must submit:

1. A detailed company profile demonstrating experience in air-conditioning installation, maintenance, and repair works.
2. Qualifications and experience of technical personnel to be assigned.
3. At least two (2) reference letters from previous clients for similar assignments.
4. Indicate the number of workers that will be in operation.

Note:

Only service providers who successfully complete the site assessment and submit acceptable reports and BoQs will be invited to submit mandatory documents and detailed quotations through the formal Request for Quotation (RFQ) process.

Submission Details

Expressions of Interest must be submitted in sealed envelopes clearly marked:

“Expression of Interest – Assessment, Servicing, Repairs and Replacement of Air Conditioners at NSA Offices.” and delivered to:

The Head: Procurement Management Unit (PMU)

Namibia Statistics Agency (NSA)
Mutual Platz Building, 6958 Post Street Mall, Windhoek
Ground Floor – Bid box
Tel: +264 61 431 3200
Website: www.nsa.org.na

Issuing Date: 23 October 2025

Closing Date: 31 October 2025 @ 11:00am

Late submissions will not be accepted. Only shortlisted bidders will be contacted for the next phase.



Accounting Officer
MR. Alex Shimuafeni

