



NAMIBIA STATISTICS AGENCY

Provision of Cleaning Services for the four (4) NSA Regional Offices: Otjozondjupa, Kunene, Karas, Omusati Regions.

Procurement Reference No: NCS/RFQ/NSA-51/2025/26

Bidder's Name: _____

Physical Address: _____

Tel/Cell No: _____

Contact Person: _____

E-mail: _____

Bid Total amount VAT Incl: _____

Issued Date: 03 February 2026

Closing Date: 11 February 2026 @ 11:00

To be deposited in the Bid Box located at Namibia Statistics Agency, Mutual Platz Building, Post Street Mall, Ground Floor at Reception area.

Email: procurement@nsa.org.na, Windhoek, Mutual Platz Building, Post Street Mall



Letter of Invitation

Name and Address of Bidder.....

Procurement Reference No NCS/RFQ/NSA –51/2025/26

03 February 2026

Dear Sir,

Provision of Cleaning Services for the four (4) NSA regional Offices: Otjozondjupa, Kunene, Karas, Omusati Regions.

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, **Namibia Statistics Agency. Technical enquires email: [enairenge@nsa.org.na/ procurement@nsa.org.na](mailto:enairenge@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,

R. Paulus

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.
- (d) Allocate more than one site to a bidder

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 **90 days** from the date of 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
- (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;

- i) Provide a certified copy of the company owner's identification (ID)
- j) Provide a typed company quotation VAT included in a detailed itemised.
- k) compiled with the labour wages for employees

5. Bid Securing Declaration

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

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, Mutual Platz Building, Post Street Mall, Ground Floor at Reception area**, not later than **11 February 2026, 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 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:

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

Categories of Bidders	Margin of preference	Documentary Evidence
Manufacturer	2%	<ul style="list-style-type: none"> - Certificate of registration from a registering authority - Declaration by the bidder that the manufactured goods meet local content as determined in Annexure A as per the cost structure for the value-added calculation in annexure1, and as certified by an Accounting.
Micro, Small and Medium Enterprise	1%	<ul style="list-style-type: none"> - SME registration certificate - Declaration indicating the percentage of Namibian MSME ownership.
Women-Owned enterprise	1%	<ul style="list-style-type: none"> - ID of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate. - Declaration indicating the percentage of Namibian Female Ownership.
Youth owned enterprise	2%	<ul style="list-style-type: none"> - ID of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate. - Declaration indicating the percentage of Namibian youth Ownership.
Previously Disadvantaged Person owned enterprise	2%	<ul style="list-style-type: none"> - ID of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate. - Declaration indicating the percentage of Namibian PDP Ownership.
Suppliers providing environmental protection	1%	<ul style="list-style-type: none"> - Declaration and proof that the bidder meets the requirements set out in the bidding document.
Suppliers providing	1%	<ul style="list-style-type: none"> - Declaration and proof that the bidder employs

employment to Namibian		50% or more Namibian citizens.
Total	10%	

16. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service 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.

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 (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:	Namibia Statistic Agency
Procurement Reference Number:	NCS/RFQ/NSA – 51/2025/26
Subject matter of Procurement:	Provision of Cleaning Services for the four (4) NSA regional Offices: Otjozondjupa, Kunene, Karas, Omusati Regions.

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 _____ 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 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		

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

Date:

Procurement Ref No.: NCS/RFQ/NSA – 51/2025/26

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)



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 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:

Region and Town	Physical Address	Office Size	Permanent Staff
Otjozondjupa Otjiwarongo	Waterberg Pharmacy, ERF 191 Otjiwarongo	105m ²	2
Kunene Opuwo	Orutjandja Road Opuwo	52.10m ²	2
Karas Keetmanshoop	Keetmanshoop Complex Erf 158	144m ²	2
Omusati Outapi	Outapi Industrial Park Unit 1	264m ²	2

1. SPECIFICATIONS OF SERVICES AND PERFORMAMNCE REQUIREMENTS

The agency is looking for cleaning companies 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, moping offices, common areas, lifts, Lift lobby, staircases, bathrooms and storerooms upon requests
- 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, machinery and ensure that they are available at the premises, and in good working order as from the first day of commencement of the contract.
- These are and not limited to: Brooms, vacuums, cleaning clothes, mops /mop sweepers, dusters, bucket for mopping, bin bags etc.

Cleaning Supplies:

- Supply all necessary cleaning chemicals, disinfectants, and consumables such as trash liners, paper towels, and toilet paper, cleaning detergents (Pine Gel, Floor fresh, Furniture polish, Dish washing, Urinal cleaner, air fresheners, tiles cleaner) 2ply Toilet, Paper
- Ensure that all cleaning supplies are safe, eco-friendly, and approved for use in commercial buildings

- Bidder must always ensure the availability of materials as required to adequately perform the services including but not limited to:

2. DESCRIPTION OF TASKS

- Sweeping and cleaning of all Offices, common areas, stairs, corridors, passages.
- Sweeping, mopping, and polishing corridors, walls, and stairs to remove any stains or any other dirt.
- Cleaning of bathrooms-clean floors, walls, doors, basins, mirrors, toilet bowls, toilet seats, urinals, lights, handles and taps.
- Emptying and cleaning of dust bins
- 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.
- Mopping, washing, scrubbing, and polishing of corridor floors, stair, and passages.

TASKS	FREQUENCY
OFFICES, CORRIDORS AND STAIRS:	
1. Empty all trash receptacles and replace liners. Dispose of trash in designated areas.	Daily
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, and lounges.	
BATHROOMS:	
1. Dust all vertical surfaces, including walls, partitions, and light fixtures.	Weekly
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	
WINDOW CLEANING	
Provide interior and exterior window cleaning as requested	Once every month
EXTERNAL AREAS	
Sweeping entrances, basements-parking areas	Daily
WASTE MANAGEMENET	
Proper segregation and disposal of waste	Daily
SPECIALISED CLEANING: DEEP CLEANING	3-6 months
1. Conduct deep cleaning of office spaces, including behind and under furniture.	
2. Steam clean carpets, rugs, and upholstery.	
3. Clean and disinfect air vents and ductwork.	

3. SPECIFIC TASKS REQUIRED

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. Following is Task Schedule.

The frequency of cleaning outlined in the table below applies to ***all facility locations*** and must be strictly adhered to.

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. DETERGENTS

Only SABS-approved and preferably environmental-friendly detergents may be used.

6. EQUIPMENTS AND SUPPLIES

- **Hand Tools:**
 - Mops, brooms, dusters, and squeegees
 - Microfiber Flat Mop
- **Cleaning Solutions:**
 - Disinfectants, all-purpose cleaners, glass cleaners, floor cleaners, and carpet shampoos
- **Personal Protective Equipment (PPE):**
 - Gloves, masks, and eye protection for cleaners
- **Cleaning Machines and or Tools: *attach pictures***
 - Vacuum cleaners (wet and dry) with HEPA filters
 - Floor scrubbers and polishers
 - Mopping machines

7. 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.

8. OTHER CONDITIONS

- In case a worker must go on leave, the contractor to organise and ensure that the work does not get affected. The cleaners should be experienced and be able to manage all kind of cleaning activities.
- 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

9. 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.

10. CLEANING REQUIREMENTS

- It is the purpose of these specifications to ensure that all services and materials necessary to clean and keep clean all portions of the buildings are provided.
- It is understood that the highest possible standards of cleanliness are to be maintained.
- The following sets forth the tasks and frequencies with which said tasks are to be performed and shall in no way be construed as an exhaustive or absolute listing of responsibilities.
- All Cleaning materials and cleaning equipment like brooms, mops, soaps etc are to be provided by the successful bidder.

ADDITIONAL INFORMATION

- Attach at least two (2) lists of companies with references for which your company has provided similar services.
- Pictures of previously cleaned offices
- Pictures of cleaning types of equipment/tools in the company's possession

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/NSA –51/2025/26

[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 customized as per the type of services required].

Currency of Quotation: Namibian Dollars

Lot No	Brief Description of Services	Office Size	Quantity	Unit of Measure	Unit Price	Total Price
	A*	B*	C*	D*	E*	F*
1	Otjiwarongo, Otjozondjupa: Waterberg Pharmacy, Erf 191, Otjiwarongo	105m ²	1			
2	Kunene, Opuwo, Orutjandja Road	52.10m ²	1			
3	Karas, Keetmanshoop Complex, Erf 158	144m ²	1			
4	Omusati, Outapi, Industrial Park, Unit 1	264m ²	1			
					Other Additional Costs	
					Subtotal	
					VAT @ 15%	
					Total	

Enter 0% VAT rate if VAT exempt.

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 –51/2025/26**

[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.]

Lot No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	Otjiwarongo, Otjozondjupa: Waterberg Pharmacy, Erf 191, Otjiwarongo, occupied by two staffs.		
2	Kunene, Opuwo, Orutjandja Road, occupied by two staffs.		
3	Karas, Keetmanshoop Complex, Erf 158 occupied by two staffs.		
4	Omusati, Outapi, Industrial Park, Unit 1, occupied by two staffs. Note: Kindly refer to the TOR for more details.		

* 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		

Procurement Reference No.: NCS/RFQ/NSA-51/2025/26

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	
1	The bidder submitted a detailed quotation on its company letterhead.		
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 the BIPA good standing Certificate		
5	have a valid original or certified copy of the Tax Good Standing Certificate		
6	have a valid original or certified copy of the 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 an exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		
8	have a certified copy of the 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.		
11	Complete all spaces provided and initial each page of the standard bidding, including the supporting documents		
	SECTION B: BID FORMS	YES	NO
1	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 comply to the minimum wage bill;		
3	Bid Submission Form (Quotation Letter) is duly filled in, duly signed, and dated and clearly indicating the bid validity period of 90 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	Initial every page of the bidding documents and supporting documents.		
7	Provide a certified copy of the company owner's identification (ID).		
	SECTION C: TECHNICAL SPECIFICATION	YES	NO
1	Three (3) reference letters of the cleaning materials and services supplied within the last 5 years on the company letterhead, with contact details.		

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 the equipment and cleaning materials of bidders against the specifications.

1. FINANCIAL REQUIREMENTS

	FINANCIAL REQUIREMENTS	YES	NO
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 compliant with the minimum wage order. Please indicate the monthly wage per employee in the quotation as gazetted by the government.		

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

- a) Bidders will be ranked according to price quoted or offers (From lowest to highest). The bid shall be awarded to the lowest responsive evaluated substantially responsive bid in terms of Section 55 (1) of the Public Procurement Act, 2015 (Act No. 15 of 2015).
- b) 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, 2027. Non-compliance will deem the bidder non-responsive.
- c) **Exclusive Preference to local suppliers**

The applicants of exclusive preference to local suppliers will be completed after the above financial evaluation phases. Only bidders who have passed will be considered at this stage following Sections 70(1) and 72 of the Public procurement Act, Act No.15 of 2015, and No. 3 of 2022 as amended together with the code of Code of Good practice of the said Act. **Refer to the Margin of Preference**

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 –51/2025/26** for the procurement of services (time-based) available on the website of the Public Entity (*insert website address*) except were modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: NCS/RFQ/NSA –51/2025/26

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

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract <i>shall</i> come into effect as from 01 April 2026 .
GCC 1.3.1 Intended Completion date	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.
GCC 1.6.1 Issue of notices	The Authorised Representative of the Employer is Ms. E Nairenge, Email procurement@nsa.org.na . The Authorised Representative of the Service Provider is: _____
GCC 2.6 Insurance and liabilities to Third Party	The amount of the Professional Indemnity Insurance Cover shall be at least: _____ Not Applicable.
GCC 2.7 Reporting Obligations	The Service Provider shall report to: Ms. E. Nairenge, Senior <i>Property and Logistics Officer</i> , email address ENairenge@nsa.org.na .
GCC 2.10 Performance Security	The Performance Security shall be for an amount [<i>5 to 10 %</i>] of the Contract Price or part thereof if the contract is awarded on a split basis. N/A
GCC 4.2 Contract Price	The amount payable is: _____ per month.
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider on a monthly basis, 30 days after receipt of the invoice.
GCC 4.5 Price Adjustment	Prices <i>shall not be</i> adjustable.

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 – 51/2025/26

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	
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's founding statement	
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).	
Three (3) reference letters of the cleaning materials and services supplied within the last 5 years on the company letterhead, with contact details.	
Initial every page of the bidding documents and supporting documents.	

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.