



NAMIBIA STATISTICS AGENCY

Request for Quotations for Works

Request for Quotation for works in NSA Head Office Mutual Platz

Procurement Reference No: W/RFQ/NSA –8/2025

Bidder's Name: _____

Physical Address: _____

Tel/Cell No: _____

Contact Person _____

E-mail: _____

Bid total amount VAT incl: _____

Issued Date: 24 March 2026

Closing Date: 31 March 2026 @ 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, , Post Street Mall



Letter of Invitation

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

Procurement Reference Number W/RFQ/NSA –8/2025

24 March 2026

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

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 10%.**

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

i) Provide a certified copy of electrician

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.

5. 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.

6. 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.

7. 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 **31 March 2026, 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. Margin of Preference

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

Not applicable

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

Not applicable

13. 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.

14. 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 as follows:

- Door Locks
- Power Skirting
- . Bulb replacements
- . Ceiling boards
- . Fix the broken hand towel dispenser and entrance door
- . Doors Hinges

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 on 2 March 2026 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 Ms E. Nairenge at Enairenge@nsa.org.na

SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

[Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below.]

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

Maintenance Details and Specifications

Item No	Description / Scope	Details	Qty	Unit	Unit price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F	G
1	Door Locks	Office Aluminium Door handles: Office Numbers: 218,213,204,121,103,410,519 and 228 NB: Aluminium door handle set with cylinder lock, silver for internal aluminium doors and supplies with 2 keys	6			
	Bathroom Door lock	Third floor bathroom NB: Wooden bathroom indicator lock red = occupied and green = vacant	1			
2	Power Skirting	Power skirting trunking is open in various offices, with electrical cables exposed, creating hazard risk <u>1st floor</u> 5 offices: 11,119,122,123 and 105 Refasten and close open power skirting covers, fixing clips or mounting brackets, screws and wall plugs, cables ties-for internal cable	<u>1st floor</u> 5			

		management				
		<p>2nd floor</p> <p>22 offices: Open area right, room next to the open area, corridor west, corridor by printer area, open area, corridor west, corridor by printer area, open area east</p> <p>203,204,205,206,217,219,225,229,227,228 and 231</p> <p>Refasten and close open power skirting covers, fixing clips or mounting brackets, screws and wall plugs, cables ties-for internal cable management</p>	<p><u>2nd floor</u></p> <p>22</p>			
		<p><u>3rd Floor</u></p> <p>25 offices: MP3-28, MP3-22,MP3-21,MP3-20,117, MP3-11, MP3-10,MP3-9, MP3-11,306,316,MP3-44,MP3-45,MP3-44,MP3-45,MP339,MP3-41,MP3-16, HC Manager Office</p> <p>Refasten and close open power skirting covers, fixing clips or mounting brackets, screws and wall plugs, cables ties-for internal cable management</p>	<p><u>3rd floor</u></p> <p>25</p>			
		<p><u>Fourth Floor</u></p> <p><u>24 offices:</u></p> <p>402,408,409,410,413,416,418c,421,423,424,425,426,430,431,432,433</p> <p>Refasten and close open power skirting covers, fixing clips or mounting brackets, screws and wall plugs, cables ties-for internal cable management</p>	<p><u>Fourth floor</u></p> <p>24</p>			
		<p><u>Fifth Floor</u></p> <p><u>3 Offices</u></p> <p>501,508,509</p>	<p><u>3</u></p>			

		Refasten and close open power skirting covers, fixing clips or mounting brackets, screws and wall plugs, cables ties-for internal cable management.				
3	Bulb replacements	Energy saving Bulbs – led Lights 3 rd floor ladies Bathroom NB: Supply and install energy saving bulbs- Led Lights warm white	3			
4	Ceiling boards	Repairs and replacement of damaged units <u>3rd floor</u> ladies bathroom and <u>5th floor</u> window area NB: Supply and install damaged gyprex ceiling boards with appropriate anchors, hooks or clips	5			
5	Fix the broken hand towel dispenser and entrance door	Fix the broken hand towel dispenser and entrance door <u>SG's Office</u> NB: Fix the broken handle and adjust the gap at the main entrance door which is sagging	1			
6	Doors Hinges	Door repair <u>Office: 516</u> <u>NB: Tighten all screws and fittings securing the hinges to the door and frame</u>	1			

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]

Procurement Reference Number: **W/RFQ/NSA –8/2026**

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

Lot No	Specifications and Performance Required	Detailed	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	Door Locks	Office aluminium door handles and bathroom door lock		
2	Power Skirting	Power skirting trunking is open in various offices, with electrical cables exposed, creating hazard risk		
3	Bulb replacements	Energy saving Bulbs – led Lights		
4	Ceiling boards	Repairs and replacement of damaged units		
5	Fix the broken hand towel dispenser and entrance door	Fix the broken hand towel dispenser and entrance door		
6	Doors Hinges	Door repair		

* 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	

* 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 –8/2025** 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 –8/2026**

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
Employer GCC 1.1(r)	<i>Namibia Statistics Agency</i>
Intended Completion Date GCC	The intended completion date is: 10 days
Project Manager GCC 1.1(y)	The Project Manager is: Ms Nairenge
Site GCC 1.1(aa)	The Site is located at NSA Head Office and is defined in specification.
Start Date GCC 1.1(dd)	The Start Date shall be within 10 days after the acceptance PO

GCC Clause Reference	Special Conditions
The Works GCC 1.1(hh)	The Works consist of all floors
Interpretation GCC 2.2	The project will be completed in the following sections:
Interpretation GCC2.3	<p>The following additional documents shall form part of the contract:</p> <ul style="list-style-type: none"> i) Provide a certified copy of the company owner's identification (ID) ii) Provide a certified copy of electrician iii) Kindly submit a detailed, itemised quotations.
Language and Law GCC 3.1	<p>The language of the contract is English</p> <p>The law that applies to the Contract is the law of Namibia.</p>
Project Manager's Decisions 4.1	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.
Delegation GCC 5.1	The Project Manager <i>may</i> delegate his/her duties.
Notices GCC 6	<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>
Insurance GCC 13.1	<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"> (a) for the Works, Plant and Materials: (<i>for the full amount of the works including removal of debris, professional fee etc...</i>) (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>)

GCC Clause Reference	Special Conditions
	<p>(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></p> <p>(d) for personal injury or death:</p> <p>(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></p> <p>(ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and 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>
Site Date GCC 14.1	The site Date shall be: 27 March 2026 @ 9:00 AM
Possession of the Site GCC 20.1	The Site Possession Date shall be: 27 March 2026 @ 9:00 AM
Procedure for Disputes GCC 24	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.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within 10 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates <i>shall</i> be required..
Defects Liability Period	Not applicable

GCC Clause Reference	Special Conditions
GCC 33.1	
Payment Certificates GCC 39.7	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”.
Payments GCC 40	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: (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (l)	<i>Not Applicable</i>
Price Adjustment GCC 44.	The Contract <i>is not</i> subject to price adjustment.
Retention GCC 45.	(i) no proportion of any payments shall be retained
Liquidated Damages GCC 46.1	Not Applicable
Bonus GCC 47.1	The rate for the Bonus per calendar day is: Not Applicable
Advance Payment GCC 48.1	(i) No advance payment shall be made.
Performance Security GCC 49.1	(i) No Performance Security is required
GCC 56.1	“As built” drawings or operating and maintenance manuals <i>[insert are or are not]</i> required. Not Applicable
GCC 59.1	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 – 08/2026

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	
Provide a certified copy of electrician	
Two or more letter of experience	

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.