



REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

Tel No: 061 205 6215
Fax No: 061 234 296

Private Bag 13338
Windhoek

Request for Quotations for Works

*Request for sealed quotation for fixing
Office Restrooms at DPSEGM*

Procurement Reference No: W/RFQ/02-01/2025

*Brendan Simbwaye Square, Block B. Private Bag 13338, WHK, Tel: 061-2056215, Fax: 061-257529, email address: David.Kamhulu@opm.gov.na.
11 April 2025.*

NB: Compulsory site meeting at Old Ministry of Industrialization and Trade Building, Goethe Street Block B on 15 April 2025 at 10:00 until 11:00.



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Tel No: 061 205 6215
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Letter of Invitation

[Name and Address of Bidder]

Procurement Reference Number: W/RFQ/02-01/2025

04 April 2025

Dear Sirs,

Request for Quotations for *fixing Office Restrooms at DPSEGM*

The Office of the Prime Minister 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 **Mr. David Kamhulu, Office of the Prime Minister**, at 061 – 205 6215 or email address: David.Kamhulu@opm.gov.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.

The invitation is restricted to 100% Namibian owned companies. Preference will be given to qualified entities with at least 50% shareholding of previously disadvantaged Namibians.

Yours faithfully,


 B.K Mungunda

Head of Procurement Management Unit



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The *Office of the Prime Minister* 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.

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:

To be eligible to participate in this Quotation exercise, you should:

- (a) have a valid company Registration Certificate;
- (b) Attach detailed quotation on a company letterhead.
- (c) Be in line with its business principle.
- (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 Employment Equity Commissioner that bidder is not a relevant employer, or 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) Submit signed Bid-securing Declaration.
- (g) 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;

NB: Kindly take note that a valid certified copy of an original document as certified by the Namibian Police is also acceptable.

5. Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process.

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 be considered if such deviation is reasonable.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Office of the Prime Minister 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 Office of Prime Minister Brendan Simbwaye Square Building, Ground Floor Office 021 not later than **23 April 2025 at 10am**. Quotations by post or hand delivered should reach The Office of the prime Minister by the same date and time. 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 Public Entity, egp 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:

CATEGORY	MARGIN OF PREFERENCE	DOCUMENTARY EVIDENCE
Manufacturer	2 %	-Certificate of registration from a registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant.
MSME	1%	SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership.
Women owned enterprise	1%	- IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian female ownership.
Youth owned enterprise	2%	IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian Youth ownership
PDP owned enterprise	2%	IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificates - declaration indicating the percentage of Namibian PDPs ownership
Supplier promoting Environmental protection	1%	- Declaration and proof that the bidder meets the requirements set out in the bidding document.
Service rendered by Namibian citizens	1%	- declaration that the bidder employs 50% or more Namibian
TOTAL	10%	

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 Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein.

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: *[Day | month | year]*

Procurement Ref No.:

To:*[insert complete name of Public Entity and address]*.....

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.]

****delete if not applicable / appropriate***

Republic of Liberia

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: STATEMENT OF REQUIREMENTS

Fixing Office Restrooms at DPSEGM

Objective:

To carry out full repairs and refurbishment of existing restrooms using all new materials and equipment sourced from trusted, reputable suppliers.

Scope of Work:

- Demolition and removal of outdated restroom fittings where necessary
- Installation of new:
 - Toilets and urinals
 - Sinks and faucets
 - Floor and wall tiling
 - Plumbing fixtures and connections
 - Doors, partitions, and relevant hardware
- Ensure all work complies with local building codes and safety regulations

Material and Equipment Requirements:

- All materials and equipment must be brand new
- Refurbished or second-hand items will **not** be accepted under any circumstances
- All delivered equipment must be covered by a **full parts and labour warranty** valid for a minimum of **three (3) years** after installation and commissioning, unless stated otherwise in the specifications
- Equipment and materials must meet applicable standards for commercial restroom use, including durability, hygiene, and safety
- All supplies must be procured from **trusted and reputable suppliers**

Timeline:

To be determined and agreed upon with the selected contractor. The project timeline should aim to minimize disruption to regular operations.

Budget:

To be determined based on detailed quotations submitted by contractors.

Additional Notes:

- Responsible and environmentally friendly disposal of waste and old fixtures is mandatory
- A final walkthrough and inspection must be completed before project sign-off

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Item No	Brief Description of Works	Quantity
1.	Taking out and removing doors, windows sashes from frames, gates, etc and prepare to receive new single timber or steel door from steel or timber frame and prepare frame to receive new door (elsewhere measured)	4
2.	Taking out and removing taps and mixers Pillar tap, bib tap or angle valve	14
3.	Taking out and removing sanitary fittings and appliances, including taps and traps, including disconnecting piping from fittings and cutting back and sealing of all water high level cistern with flush pipe and prepare to receive new	2
4.	Suspend ceiling replace damage or missing ceiling panel with new 15mm 'prima plain' ceiling panels size 600x1200mm	10
5.	Repair to w.c suites and flushing valves, Replace missing or damaged beta valve flush unit complete with ball valve and plastic float to w.c cistern	2
6.	Repair to w.c suites and flushing valves, replace missing or damaged cistern with new duranite cistern complete with lid, flushing mechanism and fitments	2
7.	Repairs to w.c suite and flushing valves Replace missing or damage w.c seat with new heavy duty double seat and flap	4
8.	Sundries Clean out blocked in waste pipes not exceeding 50mm diameter from cleaning eye	20m
9.	Sundries Clean out blockage in bottle trap or P-or S-trap	2
10.	40mm Semi-solid flush doors with hardboard covering both side and concealed hardwood edge strips Door size 762 x2032mm high	4
11.	Cylinder locks Oval double cylinder lock with profile lock case and brass forend	4
12.	Door furniture work 'Union Gower lever furniture (pair) with cylinder keyhole	4
13.	Bathroom fittings work Epoxy powder coated multi-fold paper towel dispenser	4
14.	uPVC 32mm Bottle trap including tailpipe and wall flange	6
15.	Gate valves, strainers, etc 32mm Brass fullway gate valve	1
16.	Chrome plated brass taps and sundries 15mm Angle regulating valve with 10mm chromium plated copper service pipe 300mm girth bent as required	7
17.	Chrome plated brass taps and sundries 15mm Raised nose pillar tap	6
18.	uPVC soil, waste and vent pipes including all straight joints and connectors 50mm pipe fixed or chased into walls	1
19.	Extra over uPVC pipes for fittings 50x 50mm BSP adaptor	1
20.	Extra over uPVC pipes for fittings 50 mm Access bend	1
21.	One coat wood primer, one coat undercoat and two coats gloss enamel paint on door frames	6.0 m2
22.	One coat wood primer, one coat undercoat and two gloss enamel paint on flush doors	16.0m2

B. DRAWINGS

N/A

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: W/RFQ/02-01/2025

[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.

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1.	Taking out and removing doors, windows sashes from frames, gates, etc and prepare to receive new single timber or steel door from steel or timber frame and prepare frame to receive new door (elsewhere measured)	4	EA		
2.	Taking out and removing taps and mixers Pillar tap, bib tap or angle valve	14	EA		
3.	Taking out and removing sanitary fittings and appliances, including taps and traps, including disconnecting piping from fittings and cutting back and sealing of all water high level cistern with flush pipe and prepare to receive new	2	EA		
4.	Suspend ceiling replace damage or missing ceiling panel with new 15mm 'prima plain' ceiling panels size 600x1200mm	10	EA		
5.	Repair to w.c suites and flushing valves, Replace missing or damaged beta valve flush unit complete with ball valve and plastic float to w.c cistern	2	EA		
6.	Repair to w.c suites and flushing valves, replace missing or damaged cistern with new duranite cistern complete with lid, flushing mechanism and fitments	2	EA		
7.	Repairs to w.c suite and flushing valves Replace missing or damage w.c seat with new heavy duty double seat and flap	4	EA		
8.	Sundries Clean out blocked in waste pipes not exceeding 50mm diameter from cleaning eye	20m	EA		
9.	Sundries Clean out blockage in bottle trap or P-or S-trap	2	EA		
10.	40mm Semi-solid flush doors with hardboard covering both side and concealed hardwood edge strips Door size 762 x2032mm high	4	EA		
11.	Cylinder locks Oval double cylinder lock with profile lock case and brass forend	4	EA		

12.	Door furniture work 'Union Gower lever furniture (pair) with cylinder keyhole	4	EA		
13.	Bathroom fittings work Epoxy powder coated multi-fold paper towel dispenser	4	EA		
14.	uPVC 32mm Bottle trap including tailpipe and wall flange	6	EA		
15.	Gate valves, strainers, etc 32mm Brass fullway gate valve	1	EA		
16.	Chrome plated brass taps and sundries 15mm Angle regulating valve with 10mm chromium plated copper service pipe 300mm girth bent as required	7	EA		
17.	Chrome plated brass taps and sundries 15mm Raised nose pillar tap	6	EA		
18.	uPVC soil, waste and vent pipes including all straight joints and connectors 50mm pipe fixed or chased into walls	1	EA		
19.	Extra over uPVC pipes for fittings 50x 50mm BSP adaptor	1	EA		
20.	Extra over uPVC pipes for fittings 50 mm Access bend	1	EA		
21.	One coat wood primer, one coat undercoat and two coats gloss enamel paint on door frames	6.0 m2	EA		
22.	One coat wood primer, one coat undercoat and two coats gloss enamel paint on flush doors	16.0m2	EA		
Enter 0% VAT rate if VAT exempt.				Subtotal	
				VAT @ %	
				Total	

*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

[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/02-01/2025

[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]

Item 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>
	As per scope of work		

* 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-GCC) available on the website of the Public Entity <https://opm.gov.na/> except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: _____

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>Office of the Prime Minister</i>
Intended Completion Date GCC	The intended completion date is: Two weeks after issuing of the purchases order.
Project Manager GCC 1.1(y)	The Project Manager is:
Site GCC 1.1(aa)	The Site is located at _____ and is defined in Drawings Nos: _____
Start Date GCC 1.1(dd)	The Start Date shall be: _____
The Works GCC 1.1(hh)	The Works consist of:
Interpretation GCC 2.2	The project will be completed in the following sections: _____
Interpretation GCC2.3	The following additional documents shall form part of the contract: _____
Language and Law	The language of the contract is English The law that applies to the Contract is the law of Namibia.

GCC Clause Reference	Special Conditions
GCC 3.1	
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 not</i> delegate his/her duties.
Notices GCC 6	Any notice shall be sent to the following addresses: For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be Mr. D. Kamhulu 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 _____
Site Date GCC 14.1	The site date shall be: 15 April 2025
Possession of the Site GCC 20.1	The Site Possession Date shall be:
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 2 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates <i>shall not</i> be required..
Defects Liability Period GCC 33.1	The Defects Liability Period is: 10 days. <i>[The Defects Liability Period is usually limited to 12 months, but could be less in very simple cases]</i>
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

GCC Clause Reference	Special Conditions
	(b) a certificate of Completion of the Works.
Price Adjustment GCC 44.	The Contract <i>is not</i> subject to price adjustment.
GCC 56.1	“As built” drawings or operating and maintenance manuals <i>are not</i> required.
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>10</i>

SCHEDULE 2

QUOTATION CHECKLIST SCHEDULE

[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

Procurement Reference No.:

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Security(if applicable)		
[Public Entity to insert any other]		

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.*

