

# REQUEST FOR QUOTATION

## FOR

## WORKS

**Procurement Reference No: W/RFQ/NAMRA/01-04/2025**

**Cost: Free**

**PROJECT TITLE: PROCUREMENT FOR THE REPAIRS AND MAINTENANCE WORKS FOR NamRA BUILDINGS IN THE NORTHERN REGION**

**Cost:** Free to be downloaded from NamRA website.

[www.namra.org.na](http://www.namra.org.na)

<b>Bidder's Name:</b>		
<b>Contact Details:</b>	Tel:	
	Email:	
<b>Procurement for the Repairs and Maintenance Works for NamRA Buildings in the Northern Region</b>		
<b>Total quoted amount</b>	<b>Lot 1:</b> Oshakati Domestic Tax Regional Office	<b>VAT Inclusive:</b> N\$
	<b>Lot 2:</b> Oshakati Customs Regional Office	<b>VAT Inclusive:</b> N\$
	<b>Lot 3:</b> Oshikango Border Post	<b>VAT Inclusive:</b> N\$
	<b>Lot 4:</b> Oshikango Border Post -Staff Accommodation	<b>VAT Inclusive:</b> N\$
	<b>Lot 5:</b> Omahenene Border Post	<b>VAT Inclusive:</b> N\$

## LETTER OF INVITATION

To: Prospective Bidders

19 September 2025

Procurement Reference No: W/RFQ/NAMRA/01-04/2025

### PROJECT TITLE: **PROCUREMENT FOR THE REPAIRS AND MAINTENANCE WORKS FOR NamRA BUILDINGS IN THE NORTHERN REGION**

Dear Sir/Madam

NamRA hereby invites competent, qualified, and registered companies to submit their best quotation/s for the procurement of Works described in the above-mentioned subject matter. Clarifications and / or Enquiries, if any, shall be in writing only addressed to NamRA PMU at: [procurementclarification@namra.org.na](mailto:procurementclarification@namra.org.na)

The Quotation/Bid Box is located in Post Street Mall, NamRA Head Quarters, Town Square Building, Upper Retail Floor.

**COMPULSORY SITE VISIT: FRIDAY, 26 SEPTEMBER 2025 AT 11H00AM, NAMIBIAN TIME – BIDDERS ARE TO CONTACT THE FOLLOWING NamRA OFFICIALS FOR THE RESPECTIVE OFFICES LISTED BELOW:**

Name	Contact details	Office/location
Ms. Muzwakacana Mushaukwa	081 275 4038	Oshakati Domestic Tax Office
Ms. Anna-Marie Shikusho	081 377 6042	Oshakati Customs and Excise Regional Office,
Ms. Loretha Tities	081 253 8670	Oshikango Customs & Excise & Staff Accommodations
Mr. Matti Niingo	081 272 2255	Omahenene Border Post Customs & Excise

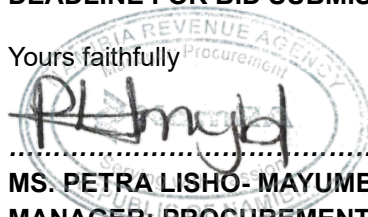
Company owners or bidders' authorized representatives are required to attend the site visit.

**Bidders must ensure that the site inspection attendance register is completed and signed as failure will result in immediate disqualification.**

**NB: Bidders are not allowed to represent more than one (1) company. Each representative should only attend on behalf of a single bidding entity. Failure to comply with this requirement will result in disqualification from the bidding process.**

**DEADLINE FOR BID SUBMISSION: WEDNESDAY, 01 OCTOBER 2025 AT 11:00 AM**

Yours faithfully



**MS. PETRA LISHO- MAYUMBELO**  
**MANAGER: PROCUREMENT MANAGEMENT UNIT**

## I) TERMS AND CONDITIONS AND BIDDING EVALUATION PROCEDURE:

As per NamRA Internal Procurement Policy, bids that are above the prescribed threshold will be evaluated in three stages namely, stage one, two, and three respectively by BEC appointed by the Accounting Officer / Commissioner and subsequently a BEC report and Minutes of Meeting proceedings will be submitted to the Procurement Committee (PC) for review and recommendation of award to the successful bidder. Finally, PC will submit to the Accounting Officer for further review and approval/decline of award thereto.

### STAGE ONE: SUBMISSION OF MANDATORY AND ELIGIBILITY CRITERIA

The following are mandatory documents to be submitted by bidders, non-submission of documents outlined below is automatic disqualification which means the bidder will not be evaluated for stage 2.

TABLE 1 – EVALUATION CRITERIA	YES / NO
1. A valid original or certified copy of a certificate of business registration for an entity incorporated in Namibia or registered under the company or close corporation laws of Namibia certified by the Commissioner of Oaths or Namibian Police. Clearly indicate all shareholders and principals. <b>Provide copies of Identification Documents for all shareholders or owners.</b>	
2. Submit a valid original or valid certified copy of a Good Standing Tax Certificate from Namibia Revenue Agency (NamRA) ( <b>valid at the deadline of submission of bid</b> ) duly certified by Namibian Police or Commissioner of Oaths.	
3. Submit a valid original or valid certified copy of a Good Standing Certificate from Social Security Commission (SSC) ( <b>valid at the deadline of submission of bid</b> ) duly certified by Namibian Police or Commissioner of Oaths.	
4. Submit at least three (3) purchase orders/reference letters or completion certificates from Clients of completed works not older than three (3) years at the time of bid submission.	
5. Submit a valid certified copy of SME certificate, indicating SME status of bidding company.	
6. Complete a Company Shareholding Information Form on <b>page 38</b> of the bidding document	

**STAGE TWO: SPECIFICATIONS AND PRICE SCHEDULE ACTIVITY**

Bidders must quote exactly on the specifications of goods listed below rather than suggesting alternatives. Any alternative is regarded as deviation and non-compliance to the Clients set technical specification for goods. Refer to the attached ANNEXURES for detailed specification.

**Bidders are required to quote all items listed in each Lot quoted for as failure would deem the bid non-responsive in that specific Lot.**

*[Bidders should complete columns C and D with the specification of the goods offered. Also State "comply" or "not comply" and give details of any non-compliance/deviation to the specification required].*

NO	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
<b>LOT 1: OSHAKATI DOMESTIC TAX REGIONAL OFFICE</b>			
1	Remove the existing broken toilet and replace with new "Duravit No.1 218309 00 002, White Close Couple Pan Rimless with toilet seat complete with Schlosser 7111 - 1/2" x 1/2" (15x15mm) Chrome Angle Valve Body, HNC 1/2"x1/2" 450mm Long FxF Flexi Connector HCVBC450S, 110mm Sv White Universal Extendable Pan Connector and BBU SERIE 4600 / 4638POLLS - Stainless Steel Polished Toilet Brush Set.		
2	Replace the existing damage flush valve and replace with new "Cobra Junior Urinal FJ6.000" - Chrome 20mm Top Entry Flush valve		
3	Replace the existing damage waste and replace with new "Dutton -FP8 Chrome40mm" x 1 1/2"PVC Waste Urinal (Code DPE0040FP08)		
4	Replace the existing damage trap and replace with new "Viega" 40mm x 1 1/2" PVC White Standard Bottle Trap - 5725/119270 (Code VIE02119270)		
5	Remove the existing broken pillar tap and replace it with a new Chrome HNC Divo DIV001 Pillar Tap		

NO	Technical Specification Required	Compliance Specification Offered	of Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
<b>LOT 1: OSHAKATI DOMESTIC TAX REGIONAL OFFICE</b>			
6	Remove the existing damaged lock and replace with new "Dorma DWC-005 SS stainless steel bathroom WC indicator and turn knob.		
7	Remove the existing damaged timber door and replace with new 'TDM' or similar approved Class 4 standard semi-solid laminated doors with hardwood facing, hung to existing steel frames, door size 44mm x 813mm x 2 032mm		
8	Remove the existing tiles and replace with 300mm x 300mm x 8mm Thick Polished full body porcelain tile (PC = N\$ 250.00/m2) or similar and approved full body tile fixed with approved adhesive to screed, laid slopping to a 25 degree against the wall and flush pointed with "Tal Epoxy" or similar and approved cement grouting on existing floor.		
9	Taking out and removing existing sink cupboard and replace with new, sink cupboard size 1 650mm x 600mm x 950mm high overall		
10	40mm Double Sink Trap		
11	38mm Sink Waste		
12	Replace missing or broken window stay		
13	Repair crack by opening the crack and chopping away the plaster 300 mm wide on the surface, stripping off 15-20 cm wide plaster along the cracks, filling the cracks with approved filling material, cleaning by removing all loose materials, covering with chicken mesh and re-plastering, paint to match the existing.		

NO	Technical Specification Required	Compliance Specification Offered	of Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
<b>LOT 1: OSHAKATI DOMESTIC TAX REGIONAL OFFICE</b>			
14	Servicing existing steel Roll-up shutter doors size 2,400mm x 2,100mm high including operating mechanism, etc, and the replacement of garage door locks		
15	Repairing the gap by opening tiles along the wall, filling the gap with approved filling materials, covering with wall tiles with good finish to avoid leakage from the balcony.		
16	Remove the existing damage countertop and replace with new Approved quartz stone countertop with 150mm high stone edging on one edge fixed at 1100mm above finished floor level.		
17	Replacement of the existing damaged gate motor, and replacing it with a new motor, including programming three remote controls.		
18	Replace cracked glass on aluminium doors with a new glazed panel of 6.38mm thick clear laminated safety glass with approved factory-made tint.		
19	Take off and remove blinds, and make good finishes, replace with new Vertical Blinds, Reveals Mounted for window blinds measuring 1.1 x 1.7 meters		
20	Take off and remove blinds, and make good finishes, replace with new Vertical Blinds, Reveals Mounted for window blinds measuring 1.5 x 1.2 meters		
21	Clean and replace the existing 50mm UPC pipe with new		
22	40mm PVC Pipes.		

NO	Technical Specification Required	Compliance Specification Offered	of Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
<b>LOT 1: OSHAKATI DOMESTIC TAX REGIONAL OFFICE</b>			
23	40mm PVC fittings		
24	110mm Pan connector.		
25	110mm Drain rodding eye		
26	Cleaning of gutters and downpipes, cost to include the repair and maintenance of the broken gutters and downpipes		
27	Investigate and fix power tripping experience on site, price to include the of any switch, plugs, Day light switch etc. Final price to be agreed upon by the supplier and client representative		

**Note:** *The bidder' submission will either be responsive or non-responsive to the Technical Requirements above. Bidder(s) who do not comply with any of the above Technical Requirements will be disqualified from the entire evaluation process and will not be considered further.*



NO	Technical Specification Required	Compliance Specification Offered	of Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
<b>LOT 2: OSHAKATI CUSTOMS REGIONAL OFFICE</b>			
1	Replace cracked glass on steel windows with a new glazed panel of 2.44 mm-thick clear glass.		
2	Remove the existing damaged timber door and replace with new 'TDM' or similar approved Class 4 standard semi-solid laminated doors with hardwood facing, hung to existing steel frames, door size 44mm x 813mm x 2 032mm		
3	Replace the existing damage flush valve and replace with new "Cobra Junior Urinal FJ6.000" - Chrome 20mm Top Entry Flush valve		
4	Taking out and removing existing L-shaped sink cupboard and replace with new, sink cupboard size 2 400mm x 600mm x 900mm high overall		
5	Franke 2630026 LDS Drip Sink 600 x 500 x 258mm complete with Cobra Brass 208-20 - 20mm waste.		
6	Franke Spazio2 40x1 1/2" Double Bowl Grey Sink Trap Set 1120009		
7	Remove the existing damage kitchen sink tap and replace it with new Chrome Schulte Classic Line-2 Z030805-05010		
8	Replace existing damage Cistern with new "Betta BettaLux / BLX - White Spare Lid with Hole for TFL Cistern, including the cistern kit.		



NO	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
<b>LOT 2: OSHAKATI CUSTOMS REGIONAL OFFICE</b>			
9	Repair crack by opening the crack and chopping away the plaster 300 mm wide on the surface, stripping off 15-20 cm wide plaster along the cracks, filling the cracks with approved filling material, cleaning by removing all loose materials, covering with chicken mesh and re-plastering, paint to match the existing.		
10	Replace the existing roller up garage doors with new "galvanised manual operated steel roller garage doors size 2,400mm x 2,100mm high with 76mm slats fixed to brickwork		
11	20mm brass garden tap including all its accessories		
12	Clean and replace the existing 50mm UPC pipe with new		
13	Supply and fabricate 50mm x 50mm square steel tubes for the steel cage frame measuring 8m x 5m x 3m high overall with a door fitted, install steel mesh to cover the entire cage, design and install shelves within the cage, paint the entire structure with a weather-resistant coating.		
14	Servicing existing steel boundary gates size 6,000mm x 1,800mm high including operating mechanism, etc		
15	Remove, repair, refurbish, restitch and reinstall existing shade net covers for carport size 7,500mm x 5,000mm		

NO	Technical Specification Required	Compliance Specification Offered	of Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
<b>LOT 2: OSHAKATI CUSTOMS REGIONAL OFFICE</b>			
16	Remove the existing air-conditioning and "Supply and installation Wall mount electrical A/C split unit 12000 BTU Digital Inverter Technology (Samsung or equivalent), complete with electrical connections, insulated PVC drained pipe, indoor/ outdoor hanging supports and insulated copper pipes, remote control holder, opening in wall, closing holes with sika sealant with necessary accessories.		
17	Remove the existing air-conditioning and "Supply and installation Wall mount electrical A/C split unit 18000 BTU Digital Inverter Technology (Samsung or equivalent), complete with electrical connections, insulated PVC drained pipe, indoor/ outdoor hanging supports and insulated copper pipes, remote control holder, opening in wall, closing holes with sika sealant with necessary accessories.		
18	Remove the existing air-conditioning and "Supply and installation Wall mount electrical A/C split unit 24000 BTU Digital Inverter Technology (Samsung or equivalent), complete with electrical connections, insulated PVC drained pipe, indoor/ outdoor hanging supports and insulated copper pipes, remote control holder, opening in wall, closing holes with sika sealant with necessary accessories.		
19	Supply and installation of Samsung AR12TSHGAWK/FA midwall, or equal alternative ceiling Cassette Unit, 5.6kW effective derated capacity with heat pump and wired remote control, complete with anti-vibration mountings, wall mounted controller, etc.		
20	2L 2way switch		

NO	Technical Specification Required	Compliance Specification Offered	of Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
<b>LOT 2: OSHAKATI CUSTOMS REGIONAL OFFICE</b>			
21	Day light switch		
22	LED flood light 2000w		

**Note:** *The bidder' submission will either be responsive or non-responsive to the Technical Requirements above. Bidder(s) who do not comply with any of the above Technical Requirements will be disqualified from the entire evaluation process and will not be considered further.*

NO	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
<b>LOT 3: OSHIKANGO BORDER POST</b>			
1	Replace cracked glass on steel doors and windows with a new glazed panel of 2.44mm thick clear glass.		
2	Take off and remove blinds, and make good finishes, replace with new Vertical Blinds, Reveals Mounted for window blinds measuring 1,500mm x 1,450mm		
3	Take off and remove blinds, and make good finishes, replace with new Vertical Blinds, Reveals Mounted for window blinds measuring 2,000mm x 1,000mm		
4	Franke' or similar approved Silvered float glass copper backed frameless mirrors with polished edges fixed with double sided adhesive tape size 600mm x 900mm		
5	Remount a detached countertop with new couch screws and Fischer plugs.		
6	Make good of the wall tiles with approved self-levelling screed to receive new 300 x 300mm wall tiles (PC = N\$ 250/m2).		
7	Replacement of the existing damage angle valve with new 'Schlosser' or similar approved Code 7111 - 1/2" x 1/2" 15x15mm Chrome Angle Valve Body		
8	Replace existing damage flushing cistern mechanism with new flushing kit and install a lid.		
9	Replacement of broken and missing toilet seat covers and replace with a new Bemis 7200AR000 White Toilet Seat & Cover; colour matched the existing toilet.		

NO	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
<b>LOT 3: OSHIKANGO BORDER POST</b>			
10	Remove the existing flexi tube pipes and replace with new Churrasco 1/2"x3/8" 350mm FxF Chrome Flexi Connector		
11	Remove the existing damaged timber door and replace with new 'TDM' or similar approved Class 4 standard semi-solid laminated doors with hardwood facing, hung to existing steel frames, door size 44mm x 813mm x 2 032mm		
12	Replace missing or broken window stay, handle, etc.		
13	Icon' or similar approved B037 white toilet paper holder.		
14	Modification of counter glass to allow communication and swiping machine spaces		
15	Cleaning of gutters and downpipes, cost to include the repair and maintenance of the broken gutters and downpipes		
16	Supply and fabricate 50mm x 50mm square steel tubes for the steel cage frame measuring 8m x 5m x 3m high overall with a door fitted, install steel mesh to cover the entire cage, design and install shelves within the cage, paint the entire structure with a weather-resistant coating.		
17	Boundary gate size 3,000mm x 2,100mm high Heavy duty double door and frame with 16mm steel round bar and 40 x 40 x2.5mm square tubing including operating mechanism, etc, complete		
18	Security pedestrian gate size 1,500 x 2,100mm high Heavy duty Burglar door and frame with 16mm steel round bar and 40 x 40 x 2.5mm square tubing including operating mechanism		

NO	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
<b>LOT 3: OSHIKANGO BORDER POST</b>			
19	Remove the existing air-conditioning and "Supply and installation Wall mount electrical A/C split unit 12000 BTU Digital Inverter Technology (Samsung or equivalent), complete with electrical connections, insulated PVC drained pipe, indoor/ outdoor hanging supports and insulated copper pipes, remote control holder, opening in wall, closing holes with sika sealant with necessary accessories.		
20	Repair of 32000 BTU Ceiling cassette air conditioner		
21	Remove the existing air-conditioning and "Supply and installation Wall mount electrical A/C split unit 24000 BTU Digital Inverter Technology (Samsung or equivalent), complete with electrical connections, insulated PVC drained pipe, indoor/ outdoor hanging supports and insulated copper pipes, remote control holder, opening in wall, closing holes with sika sealant with necessary accessories (office 26,28)		
22	Servicing of 12, 000 BTU wall units		
23	Servicing of ceiling gazette units		
24	Supply and replacement of existing day light switch		
25	Supply and installation of LED flood light 2000W		
26	Supply and installation of street light		

**Note:** *The bidder' submission will either be responsive or non-responsive to the Technical Requirements above. Bidder(s) who do not comply with any of the above Technical Requirements will be disqualified from the entire evaluation process and will not be considered further.*

NO	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
<b>LOT 4: OSHIKANGO BORDER POST - STAFF ACCOMMODATION</b>			
1	Breaking up or breaking down and removing concrete surface beds, aprons, savings, etc, and replacing with new 15MPA/19mm surface bed, aprons, pavings, ramps, etc, cast in panels.		
2	Clean out the blockage in the toilet pan		
3	Excavate a trench in the earth not exceeding 1m deep		
4	Earth filling obtained from excavation and/or prescribed stock piles onsite compacted to 93% MOD backfilling to trenches		
5	40mm chromium-plated brass bottle trap, including tailpipe and wall flange		
6	40mm Class 12 uPVC socket adaptor coupling		
7	40mm Class 12 uPVC equal tee		
8	110mm Class 12 pipes laid in the ground in trenches		
9	40mm Class 12 pipes laid under solid floors		
10	40mm x 40mm underground twin wall uPVC BSP adaptor		
11	50mm underground twin wall uPVC reducer		
12	110mm underground twin wall uPVC eccentric reducer		
13	40mm underground twin wall uPVC bend		
14	110mm underground twin wall uPVC bend		
15	40mm underground twin wall uPVC access bend		



NO	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
<b>LOT 4: OSHIKANGO BORDER POST - STAFF ACCOMMODATION</b>			
16	110mm underground twin wall uPVC access bend with vent horn		
17	110mm underground twin wall uPVC bend pan connector		
18	Testing and Inspection of Electrical Works		

**Note:** *The bidder' submission will either be responsive or non-responsive to the Technical Requirements above. Bidder(s) who do not comply with any of the above Technical Requirements will be disqualified from the entire evaluation process and will not be considered further.*

NO	Technical Specification Required	Compliance Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
<b>LOT 5: OMAHENENE BORDER POST</b>			
1	Remove the existing damage and replace with new 'OWAacoustic Prem Cosmos 68/N Needled Ceiling Tile 1200 x 600mm x 15mm E3 Se 6823/N. Price to include replacement of damage ceiling grinds and cornice		
2	Cleaning of gutters and downpipes, cost to include the repair and maintenance of the broken gutters and downpipes		
3	Remove the existing broken toilet and replace with new "Duravit No.1 218309 00 002, White Close Couple Pan Rimless with toilet seat complete with Schlosser 7111 - 1/2" x 1/2" (15x15mm) Chrome Angle Valve Body, HNC 1/2"x1/2" 450mm Long FxF Flexi Connector HCVBC450S, 110mm Sv White Universal Extendable Pan Connector and BBU SERIE 4600 / 4638POLLS - Stainless Steel Polished Toilet Brush Set.		
4	Remove the existing hand wash basin waste and replace with new Dutton FP32/I 40mm x 1 1/2" Chrome/PVC Unslotted Waste with Plug		
5	Remove the existing damage urinal and replace with new Sanitary ware white vitreous wall mounted urinal with top inlet or back inlet. Overall size 600x385x380mm. Supplied with 38mm c.p. domical grating, a spreader (with a 20mm tread) and two hanger brackets		

6	Repair crack by opening the crack and chopping away the plaster 300 mm wide on the surface, stripping off 15-20 cm wide plaster along the cracks, filling the cracks with approved filling material, cleaning by removing all loose materials, covering with chicken mesh and re-plastering, paint to match the existing.		
7	150mm x 150mm x 8mm Thick Polished full body porcelain tile (PC = N\$ 150.00/m2) or similar and approved full body tile fixed with approved adhesive to walls (plastered elsewhere measured) and flush pointed with "Tal Epoxy" or similar and approved cement grouting on existing plastered wall.		
8	300mm x 300mm x 8mm Thick Polished full body porcelain tile (PC = N\$ 250.00/m2) or similar and approved full body tile fixed with approved adhesive to screed (screed elsewhere measured) and flush pointed with "Tal Epoxy" or similar and approved cement grouting on existing floor.		
9	Take off and remove blinds, and make good finishes, replace with new Vertical Blinds, Reveals Mounted for window blinds measuring 1,500mm x 1,200mm		
10	Supply and Install burglar bar to door size 820mm x 2 400mm		
11	Clean and replace the existing 50mm UPC pipe with new		
12	15mm copper pipe fittings		
13	15mm copper pipes chased into brick wall		
14	40mm PVC Pipes.		
15	40mm pvc fittings		
16	50mm fittings		

17	110mm PVC Pipes fixed against the walls including wall brackets.		
18	110 mm pipe fittings		
19	110mm Pan connector.		
20	110mm Stub stack with one 110mm inlet, one 50mm inlet and one 40mm inlet.		
21	Servicing of 12, 000 BTU wall units		
22	Streetlight to be replaced with LED		
23	Light fitting to be removed and replaced with LED 5ft		
24	LED flood light 2000w		
25	Day Light switch		

**Note: The bidder' submission will either be responsive or non-responsive to the Technical Requirements above. Bidder(s) who do not comply with any of the above Technical Requirements will be disqualified from the entire evaluation process and will not be considered further.**

**STAGE THREE: FINANCIAL EVALUATION**

This stage determines the lowest quoted bidder. This is the third and final stage of bid evaluation. The suppliers that will quote exactly as per our specifications on Stage two and equally pass Stage one will be evaluated in stage three. THEREFORE, BIDDERS WHO WILL REACH STAGE THREE (3) SHOULD NOTE THAT THE LOWEST BID PRICE WILL BE RECOMMENDED FOR AWARD OF CONTRACT THROUGH ISSUANCE OF LETTER OF AWARD.

LOT 1: OSHAKATI DOMESTIC TAX REGIONAL OFFICE					
Item No.	Description	Unit	Quantity	Rate N\$	Total price Excluding VAT
1	Remove the existing broken toilet and replace with new "Duravit No.1 218309 00 002, White Close Couple Pan Rimless with toilet seat complete with Schlosser 7111 - 1/2" x 1/2" (15x15mm) Chrome Angle Valve Body, HNC 1/2"x1/2" 450mm Long FxF Flexi Connector HCVBC450S, 110mm Sv White Universal Extendable Pan Connector and BBU SERIE 4600 / 4638POLLS - Stainless Steel Polished Toilet Brush Set.	no	11		
2	Replace the existing damage flush valve and replace with new "Cobra Junior Urinal FJ6.000" - Chrome 20mm Top Entry Flush valve	no	3		
3	Replace the existing damage waste and replace with new "Dutton -FP8 Chrome40mm" x 1 1/2"PVC Waste Urinal (Code DPE0040FP08)	no	3		
4	Replace the existing damage trap and replace with new "Viega" 40mm x 1 1/2" PVC White Standard Bottle Trap - 5725/119270 (Code VIE02119270)	no	3		
5	Remove the existing broken pillar tap and replace it with a new Chrome HNC Divo DIV001 Pillar Tap	no	8		
6	Remove the existing damaged lock and replace with new "Dorma DWC-005 SS stainless steel bathroom WC indicator and turn knob.	no	6		

**LOT 1: OSHAKATI DOMESTIC TAX REGIONAL OFFICE**

<b>Item No.</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate N\$</b>	<b>Total price Excluding VAT</b>
7	Remove the existing damaged timber door and replace with new 'TDM' or similar approved Class 4 standard semi-solid laminated doors with hardwood facing, hung to existing steel frames, door size 44mm x 813mm x 2 032mm	no	1		
8	Remove the existing tiles and replace with 300mm x 300mm x 8mm Thick Polished full body porcelain tile (PC = N\$ 250.00/m2) or similar and approved full body tile fixed with approved adhesive to screed, laid slopping to a 25 degree against the wall and flush pointed with "Tal Epoxy" or similar and approved cement grouting on existing floor.	m2	25		
9	Taking out and removing existing sink cupboard and replace with new, sink cupboard size 1 650mm x 600mm x 950mm high overall	no	2		
10	40mm Double Sink Trap		2		
11	38mm Sink Waste		4		
12	Replace missing or broken window stay	no	5		
13	Repair crack by opening the crack and chopping away the plaster 300 mm wide on the surface, stripping off 15-20 cm wide plaster along the cracks, filling the cracks with approved filling material, cleaning by removing all loose materials, covering with chicken mesh and re-plastering, paint to match the existing.	m	25		
14	Servicing existing steel Roll-up shutter doors size 2,400mm x 2,100mm high including operating mechanism, etc, and the replacement of garage door locks	no	2		

**LOT 1: OSHAKATI DOMESTIC TAX REGIONAL OFFICE**

<b>Item No.</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate N\$</b>	<b>Total price Excluding VAT</b>
15	Repairing the gap by opening tiles along the wall, filling the gap with approved filling materials, covering with wall tiles with good finish to avoid leakage from the balcony.	m2	4		
16	Remove the existing damage countertop and replace with new Approved quartz stone countertop with 150mm high stone edging on one edge fixed at 1100mm above finished floor level.	m2	3		
17	Replacement of the existing damaged gate motor, and replacing it with a new motor, including programming three remote controls.	no	1		
18	Replace cracked glass on aluminium doors with a new glazed panel of 6.38mm thick clear laminated safety glass with approved factory-made tint.	m2	3		
19	Take off and remove blinds, and make good finishes, replace with new Vertical Blinds, Reveals Mounted for window blinds measuring 1.1 x 1.7 meters	no	4		
20	Take off and remove blinds, and make good finishes, replace with new Vertical Blinds, Reveals Mounted for window blinds measuring 1.5 x 1.2 meters	no	20		
21	Clean and replace the existing 50mm UPC pipe with new	m	10		
22	40mm PVC Pipes.	m	8		
23	40mm PVC fittings	no	5		
24	110mm Pan connector.	no	11		
25	110mm Drain rodding eye	no	1		



LOT 1: OSHAKATI DOMESTIC TAX REGIONAL OFFICE					
Item No.	Description	Unit	Quantity	Rate N\$	Total price Excluding VAT
26	Cleaning of gutters and downpipes, cost to include the repair and maintenance of the broken gutters and downpipes	Item	1		
27	Investigate and fix power tripping experience on site, price to include the of any switch, plugs, Day light switch etc. Final price to be agreed upon by the supplier and client representative	Item	1		
	<b>Sub-Total</b>				
28	ADD; CONTRACTOR PRELIMINARIES & GENERALS				
29	Allow the contingent sum of N\$ 20,000.00				20,000.00
	<b>Total price Excluding VAT</b>				
30	ADD; VAT 15%				
	<b>Total price Including VAT</b>				

LOT 2: OSHAKATI CUSTOMS REGIONAL OFFICE					
Item No.	Description	Unit	Quantity	Rate	Total price Excluding VAT
1	Replace cracked glass on steel windows with a new glazed panel of 2.44 mm-thick clear glass.	m2	2,5		
2	Remove the existing damaged timber door and replace with new 'TDM' or similar approved Class 4 standard semi-solid laminated doors with hardwood facing, hung to existing steel frames, door size 44mm x 813mm x 2 032mm	no	1		
3	Replace the existing damage flush valve and replace with new "Cobra Junior Urinal FJ6.000" - Chrome 20mm Top Entry Flush valve	no	2		
4	Taking out and removing existing L-shaped sink cupboard and replace with new, sink cupboard size 2 400mm x 600mm x 900mm high overall	no	1		
5	Franke 2630026 LDS Drip Sink 600 x 500 x 258mm complete with Cobra Brass 208-20 - 20mm waste.	no	1		
6	Franke Spazio2 40x1 1/2" Double Bowl Grey Sink Trap Set 1120009	no	1		
7	Remove the existing damage kitchen sink tap and replace it with new Chrome Schulte Classic Line-2 Z030805-05010	no	1		
8	Replace existing damage Cistern with new "Betta BettaLux / BLX - White Spare Lid with Hole for TFL Cistern, including the cistern kit.	no	4		

**LOT 2: OSHAKATI CUSTOMS REGIONAL OFFICE**

<b>Item No.</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Total price Excluding VAT</b>
9	Repair crack by opening the crack and chopping away the plaster 300 mm wide on the surface, stripping off 15-20 cm wide plaster along the cracks, filling the cracks with approved filling material, cleaning by removing all loose materials, covering with chicken mesh and re-plastering, paint to match the existing.	m	15		
10	Replace the existing roller up garage doors with new "galvanised manual operated steel roller garage doors size 2,400mm x 2,100mm high with 76mm slats fixed to brickwork	no	2		
11	20mm brass garden tap including all its accessories	no	1		
12	Clean and replace the existing 50mm UPC pipe with new	m	10		
13	Supply and fabricate 50mm x 50mm square steel tubes for the steel cage frame measuring 8m x 5m x 3m high overall with a door fitted, install steel mesh to cover the entire cage, design and install shelves within the cage, paint the entire structure with a weather-resistant coating.	Item	1		
14	Servicing existing steel boundary gates size 6,000mm x 1,800mm high including operating mechanism, etc	no	1		
15	Remove, repair, refurbish, restitch and reinstall existing shade net covers for carport size 7,500mm x 5,000mm	no	4		

**LOT 2: OSHAKATI CUSTOMS REGIONAL OFFICE**

<b>Item No.</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Total price Excluding VAT</b>
16	Remove the existing air-conditioning and "Supply and installation Wall mount electrical A/C split unit 12000 BTU Digital Inverter Technology (Samsung or equivalent), complete with electrical connections, insulated PVC drained pipe, indoor/ outdoor hanging supports and insulated copper pipes, remote control holder, opening in wall, closing holes with sika sealant with necessary accessories.	no	1		
17	Remove the existing air-conditioning and "Supply and installation Wall mount electrical A/C split unit 18000 BTU Digital Inverter Technology (Samsung or equivalent), complete with electrical connections, insulated PVC drained pipe, indoor/ outdoor hanging supports and insulated copper pipes, remote control holder, opening in wall, closing holes with sika sealant with necessary accessories.	no	1		
18	Remove the existing air-conditioning and "Supply and installation Wall mount electrical A/C split unit 24000 BTU Digital Inverter Technology (Samsung or equivalent), complete with electrical connections, insulated PVC drained pipe, indoor/ outdoor hanging supports and insulated copper pipes, remote control holder, opening in wall, closing holes with sika sealant with necessary accessories.	no	7		
19	Supply and installation of Samsung AR12TSHGAWK/FA midwall, or equal alternative ceiling Cassette Unit, 5.6kW effective derated capacity with heat pump and wired remote control, complete with anti-vibration mountings, wall mounted controller, etc.	no	2		
20	2L 2way switch	no	2		
21	Day light switch	no	3		

LOT 2: OSHAKATI CUSTOMS REGIONAL OFFICE					
Item No.	Description	Unit	Quantity	Rate	Total price Excluding VAT
22	LED flood light 2000w	no	5		
	<b>Sub-Total</b>				
23	ADD; CONTRACTOR PRELIMINARIES & GENERALS				
24	Allow the contingent sum of N\$ 30,000.00				30,000.00
	<b>Total price Excluding VAT</b>				
25	ADD; VAT 15%				
	<b>Total price Including VAT</b>				

LOT 3: OSHIKANGO BORDER POST					
Item No.	Description	Unit	Quantity	Rate	Total price Excluding VAT
1	Replace cracked glass on steel doors and windows with a new glazed panel of 2.44mm thick clear glass.	m2	1,5		
2	Take off and remove blinds, and make good finishes, replace with new Vertical Blinds, Reveals Mounted for window blinds measuring 1,500mm x 1,450mm	no	9		
3	Take off and remove blinds, and make good finishes, replace with new Vertical Blinds, Reveals Mounted for window blinds measuring 2,000mm x 1,000mm	no	4		
4	Franke' or similar approved Silvered float glass copper backed frameless mirrors with polished edges fixed with double sided adhesive tape size 600mm x 900mm	no	3		
5	Remount a detached countertop with new couch screws and Fischer plugs.	no	1		
6	Make good of the wall tiles with approved self-levelling screed to receive new 300 x 300mm wall tiles (PC = N\$ 250/m2).	m2	77		
7	Replacement of the existing damage angle valve with new 'Schlosser' or similar approved Code 7111 - 1/2" x 1/2" 15x15mm Chrome Angle Valve Body	No	2		
8	Replace existing damage flushing cistern mechanism with new flushing kit and install a lid.	no	3		

LOT 3: OSHIKANGO BORDER POST					
Item No.	Description	Unit	Quantity	Rate	Total price Excluding VAT
9	Replacement of broken and missing toilet seat covers and replace with a new Bemis 7200AR000 White Toilet Seat & Cover; colour matched the existing toilet.	no	3		
10	Remove the existing flexi tube pipes and replace with new Churrasco 1/2"x3/8" 350mm FxF Chrome Flexi Connector	no	4		
11	Remove the existing damaged timber door and replace with new 'TDM' or similar approved Class 4 standard semi-solid laminated doors with hardwood facing, hung to existing steel frames, door size 44mm x 813mm x 2 032mm	no	3		
12	Replace missing or broken window stay, handle, etc.	no	3		
13	Icon' or similar approved B037 white toilet paper holder.	no	3		
14	Modification of counter glass to allow communication and swiping machine spaces	Item	2		
15	Cleaning of gutters and downpipes, cost to include the repair and maintenance of the broken gutters and downpipes	Item	1		
16	Supply and fabricate 50mm x 50mm square steel tubes for the steel cage frame measuring 8m x 5m x 3m high overall with a door fitted, install steel mesh to cover the entire cage, design and install shelves within the cage, paint the entire structure with a weather-resistant coating.	Item	1		



LOT 3: OSHIKANGO BORDER POST					
Item No.	Description	Unit	Quantity	Rate	Total price Excluding VAT
17	Boundary gate size 3,000mm x 2,100mm high Heavy duty double door and frame with 16mm steel round bar and 40 x 40 x2.5mm square tubing including operating mechanism, etc, complete	no	2		
18	Security pedestrian gate size 1,500 x 2,100mm high Heavy duty Burglar door and frame with 16mm steel round bar and 40 x 40 x 2.5mm square tubing including operating mechanism	no	1		
19	Remove the existing air-conditioning and "Supply and installation Wall mount electrical A/C split unit 12000 BTU Digital Inverter Technology (Samsung or equivalent), complete with electrical connections, insulated PVC drained pipe, indoor/ outdoor hanging supports and insulated copper pipes, remote control holder, opening in wall, closing holes with sika sealant with necessary accessories.	no	5		
20	32000 BTU Ceiling cassette air conditioner	no	2		
21	Remove the existing air-conditioning and "Supply and installation Wall mount electrical A/C split unit 24000 BTU Digital Inverter Technology (Samsung or equivalent), complete with electrical connections, insulated PVC drained pipe, indoor/ outdoor hanging supports and insulated copper pipes, remote control holder, opening in wall, closing holes with sika sealant with necessary accessories (office 26,28)	no	2		
22	Servicing of 12, 000 BTU wall units	no	2		
23	Servicing of ceiling gazette units	no	2		
24	Supply and replacement of existing day light switch		4		

LOT 3: OSHIKANGO BORDER POST					
Item No.	Description	Unit	Quantity	Rate	Total price Excluding VAT
25	Supply and installation of LED flood light 2000W		5		
26	Supply and installation of treet light		10		
	<b>Sub-Total</b>				
27	ADD; CONTRACTOR PRELIMINARIES & GENERALS				
28	Allow the contingent sum of N\$ 30,000.00				30,000.00
	<b>Total price Excluding VAT</b>				
29	ADD; VAT 15%				
	<b>Total price Including VAT</b>				

LOT 4: OSHIKANGO BORDER POST - STAFF ACCOMMODATION					
Item No.	Description	Unit	Quantity	Rate	Total price Excluding VAT
1	Breaking up or breaking down and removing concrete surface beds, aprons, savings, etc, and replacing with new 15MPA/19mm surface bed, aprons, pavings, ramps, etc, cast in panels.	m3	12		
2	Clean out the blockage in the toilet pan	no	10		
3	Excavate a trench in the earth not exceeding 1m deep	m3	6		
4	Earth filling obtained from excavation and/or prescribed stock piles onsite compacted to 93% MOD backfilling to trenches	m3	6		
5	40mm chromium-plated brass bottle trap, including tailpipe and wall flange	no	10		
6	40mm Class 12 uPVC socket adaptor coupling	no	10		
7	40mm Class 12 uPVC equal tee	no	5		
8	110mm Class 12 pipes laid in the ground in trenches	m	26		
9	40mm Class 12 pipes laid under solid floors	m	22		
10	40mm x 40mm underground twin wall uPVC BSP adaptor	no	10		
11	50mm underground twin wall uPVC reducer	no	15		
12	110mm underground twin wall uPVC eccentric reducer	no	10		
13	40mm underground twin wall uPVC bend	no	40		
14	110mm underground twin wall uPVC bend	no	10		
15	40mm underground twin wall uPVC access bend	no	10		

LOT 4: OSHIKANGO BORDER POST - STAFF ACCOMMODATION					
Item No.	Description	Unit	Quantity	Rate	Total price Excluding VAT
16	110mm underground twin wall uPVC access bend with vent horn	no	10		
17	110mm underground twin wall uPVC bend pan connector	no	10		
18	Testing and Inspection of Electrical Works	item	1		
	<b>Sub-Total</b>				
19	ADD; CONTRACTOR PRELIMINARIES & GENERALS				
20	Allow the contingent sum of N\$ 10,000.00				10,000.00
	<b>Total price Excluding VAT</b>				
21	ADD; VAT 15%				
	<b>Total price Including VAT</b>				

LOT 5: OMAHENENE BORDER POST					
Item No.	Description	Unit	Quantity	Rate	Total price Excluding VAT
1	Remove the existing damage and replace with new 'OWAcoustic Prem Cosmos 68/N Needled Ceiling Tile 1200 x 600mm x 15mm E3 Se 6823/N. Price to include replacement of damage ceiling grinds and cornice	m2	36		
2	Cleaning of gutters and downpipes, cost to include the repair and maintenance of the broken gutters and downpipes	Item	1		
3	Remove the existing broken toilet and replace with new "Duravit No.1 218309 00 002, White Close Couple Pan Rimless with toilet seat complete with Schlosser 7111 - 1/2" x 1/2" (15x15mm) Chrome Angle Valve Body, HNC 1/2"x1/2" 450mm Long FxF Flexi Connector HCVBC450S, 110mm Sv White Universal Extendable Pan Connector and BBU SERIE 4600 / 4638POLLS - Stainless Steel Polished Toilet Brush Set.	no	2		
4	Remove the existing hand wash basin waste and replace with new Dutton FP32/I 40mm x 1 1/2" Chrome/PVC Unslotted Waste with Plug	no	2		
5	Remove the existing damage urinal and replace with new Sanitary ware white vitreous wall mounted urinal with top inlet or back inlet. Overall size 600x385x380mm. Supplied with 38mm c.p. domical grating, a spreader (with a 20mm tread) and two hanger brackets	no	1		

**LOT 5: OMAHENENE BORDER POST**

<b>Item No.</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Total price Excluding VAT</b>
6	Repair crack by opening the crack and chopping away the plaster 300 mm wide on the surface, stripping off 15-20 cm wide plaster along the cracks, filling the cracks with approved filling material, cleaning by removing all loose materials, covering with chicken mesh and re-plastering, paint to match the existing.	m	20		
7	150mm x 150mm x 8mm Thick Polished full body porcelain tile (PC = N\$ 150.00/m2) or similar and approved full body tile fixed with approved adhesive to walls (plastered elsewhere measured) and flush pointed with "Tal Epoxy" or similar and approved cement grouting on existing plastered wall.	m2	38		
8	300mm x 300mm x 8mm Thick Polished full body porcelain tile (PC = N\$ 250.00/m2) or similar and approved full body tile fixed with approved adhesive to screed (screed elsewhere measured) and flush pointed with "Tal Epoxy" or similar and approved cement grouting on existing floor.	m2	40		
9	Take off and remove blinds, and make good finishes, replace with new Vertical Blinds, Reveals Mounted for window blinds measuring 1,500mm x 1,200mm	no	6		
10	Supply and Install burglar bar to door size 820mm x 2 400mm	no	1		
11	Clean and replace the existing 50mm UPC pipe with new	m	10		
12	15mm copper pipe fittings	no	10		
13	15mm copper pipes chased into brick wall	m	10		
14	40mm PVC Pipes.	m	8		

LOT 5: OMAHENENE BORDER POST					
Item No.	Description	Unit	Quantity	Rate	Total price Excluding VAT
15	40mm pvc fittings	no	5		
16	50mm fittings	no	6		
17	110mm PVC Pipes fixed against the walls including wall brackets.	m	2		
18	110 mm pipe fittings	no	2		
19	110mm Pan connector.	no	2		
20	110mm Stub stack with one 110mm inlet, one 50mm inlet and one 40mm inlet.	no	2		
21	Servicing of 12, 000 BTU wall units	no	1		
22	Streetlight to be replaced with LED	no	13		
23	Light fitting to be removed and replaced with LED 5ft	no	20		
24	LED flood light 2000w	no	5		
25	Day Light switch	no	2		
	<b>Sub-Total</b>				
26	ADD; CONTRACTOR PRELIMINARIES & GENERALS				
27	Allow the contingent sum of N\$ 20,000.00				20,000.00
	<b>Total price Excluding VAT</b>				
28	ADD; VAT 15%				
	<b>Total price Including VAT</b>				



## II) ADDITIONAL TERMS AND CONDITIONS OF DELIVERY:

- (a) NamRA completion period for this project is within fourteen (14) "*calendar days*" as from the date of order placement / issuance of letter of award.
- (b) The tests and inspections of quality, quantity and correct specifications for work done on site will be conducted upon delivery by Assets and Facilities Team in liaison with the respective Regional Manager. *Any deviations to the delivery of works will be regarded as not complete and payment will only be processed for works certified correctly by Assets and Facilities.*
- (c) Validity period offer / quotation: 180 calendar days as from closing date set for submission of quotations.
- (d) Prospective bidder/s should ensure to initial every page of this bid document.
- (e) A job card for daily work done should be signed off by the respect Regional Manager
- (f) Supplier invoice is to be paid within 30 days after invoice receipt and/or after delivery of goods/service certified for.
- (g) Taking part in this process does not commit or bind NamRA in accepting the suppliers' quotation or proposal. The bidding process may be cancelled at any given time without prejudice.

I/We agree to supply, install and deliver the abovementioned goods, services and works at price/s quoted by me/us and subject to terms and conditions stipulated above in Clause I and II of this bid.

**Bidder / Director's Full names**.....

**Signature**.....

**Date**.....

**Bidder's company stamp:**

## COMPANY SHAREHOLDING INFORMATION FORM

**PROCUREMENT REFERENCE NUMBER: W/RFQ/NAMRA/01-04/2025**

List all persons who are OWNERS, PARTNERS, SOLE PROPRIETORS, TRUSTEES AND BENEFICIARIES (whichever is/are applicable) in the business/trust, who are involved in the management thereof and who exercise control over the business/trust commensurate with their degree of ownership/interest.

Name of Shareholder	Namibia n (Yes/ No)	Previously Disadvantage d Namibian (Yes/ No)	Non-Namibian Citizen (Yes/ No) If not Namibian, State Nationality	Full time employed by the bidder (Yes/No)	Percentage shares owned by woman and youth	Percentage shares
						Total = 100%

Date: [insert day, month, and year]