

# Request for Quotations for goods

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**Procurement of labourers for the re-  
arrangement and packaging services at  
Northern Industrial Warehouse and for  
removal, loading and packaging of office  
furniture from Fiscus Building to  
Northern Industrial Warehouse**

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**Procurement Reference No: G/RFQ/NAMRA/01-1/2024**

**Cost:** Free

**BIDDER NAME:** \_\_\_\_\_

**TOTAL BID AMOUNT – VAT INCLUSIVE:** \_\_\_\_\_

Procurement Management Unit (PMU)  
P O Box 569  
Windhoek

[procurementclarification@namra.org.na](mailto:procurementclarification@namra.org.na)

NamRA Building Town Square  
Post mall Street  
Windhoek  
Tel no: 061-2092518

## Letter of Invitation

TO: Prospective Bidders

03 May 2024

REFERENCE NUMBER: **G/RFQ/NAMRA/01-1/2024**

### **Procurement of labourers for the re-arrangement and packaging services at Northern Industrial Warehouse and for removal, loading and packaging of office furniture from Fiscus Building to Northern Industrial Warehouse**

Dear Sir/Madam

NamRA invites you to submit your best quote for the services described in detail hereunder, page 11 of 16.

Any resulting contract shall be subject to the terms and conditions referred to in this document.

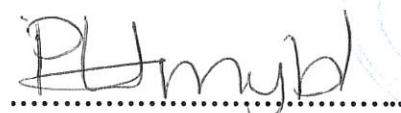
Queries, if any, should be addressed to PMU at: [procurementclarification@namra.org.na](mailto:procurementclarification@namra.org.na)  
contact office telephone number: 061 2092518.

**DEADLINE FOR BID SUBMISSION: FRIDAY, 10 MAY 2024 AT 11AM**

**COMPULSORY SITE INSPECTION: TUESDAY, 07 MAY 2024 AT 15PM**

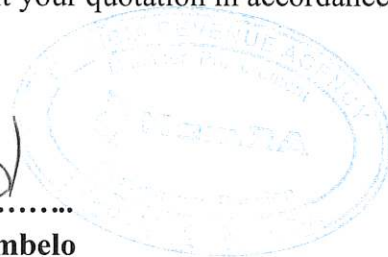
Please prepare and submit your quotation in accordance with the instructions given.

Yours faithfully



**Ms. Petra Lisho- Mayumbelo**

**MANAGER: PROCUREMENT MANAGEMENT UNIT**





## **SECTION I: INSTRUCTIONS TO BIDDERS**

### **1. Rights of NamRA**

NamRA reserves the right:

- (a) To split the contract as per the lowest evaluated cost per item, and or split the contract to different bidders per region and or per lot.
- (b) To accept or reject any quotation; and
- (c) 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 \_\_\_\_\_ from the date of bid submission deadline.

### **4. Eligibility Criteria [Mandatory documents for submission]**

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

- (a) have a valid or certified copy of company Registration Certificate.
- (b) have a valid or certified copy of original valid good Standing Tax Certificate.
- (c) have a valid or certified copy of good Standing Social Security Certificate.
- (d) have a 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) Submit completed and signed Bid-securing Declaration.
- (f) 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,
- (g) This bid is reserved for Namibians only

**NB: ATTACH A DETAILED WORKPLAN INDICATING THE DURATION OF COMPLETING THIS ASSIGNMENT.**

**5. Bid Securing Declaration**

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

**6. Works Completion Period**

The completion period for works shall be **7 days** after acceptance and issue of Letter of Award or 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 NamRA with the Bidder's name at the back of the envelope.

**8. Submission of Quotations**

Quotations should be delivered in the Quotation/Bid Box located in Post mall Street, NamRA Building, Town square, not later than **Friday, 10 May 2024 at 11:00at 11:00** (Namibian time). Quotations by post or hand delivered should reach, Post mall Street, NamRA Building, Town square by the same date and time at latest. **Late quotations will be rejected.**

**9. Opening of Quotations**

Quotations will be opened internally by NamRA PMU staff immediately after the closing time referred to in Clause 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, and including all other mandatory documents referred to in Clause 4 [under Eligibility Criteria] above will be kept by NamRA.

**10. Evaluation of Quotations**

NamRA shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared based on conforming with ALL required mandatory documents as per Clause 4 instruction, evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

**11. Technical Compliance**

The Specifications and Compliance Sheet refer to the minimum specifications [subject matter of the project in this instance] of the works to be carried out. **Detailed specifications of the entire work to be conducted at NamRA offices are specified in the annexure attached to the bidding document. The specifications must 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, transport 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**

*[Not Applicable]*

**14. Award of Contract**

The Bidder having submitted ALL the mandatory documents and or 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 Award Letter as an acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

**15. Performance Security**

*[Not applicable]*

**16. Notification of Award and Debriefing**

NamRA shall after award of contract inform all unsuccessful bidders by posting on NamRA website in writing of the name and address of the successful bidder and the contract amount within 7 days. Furthermore, NamRA shall provide the executive summary report upon request 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:	NamRA
Procurement Reference Number:	<b>G/RFQ/NAMRA/01-1/2024</b>
Subject matter of Procurement:	<b>Procurement of labourers for the re-arrangement and packaging services at Northern Industrial Warehouse and for removal, loading and packaging of office furniture from Fiscus Building to Northern Industrial Warehouse</b>

We offer to execute the services 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**  
**In line with NamRa Procurement Policy**

**Date:**.....

**Procurement Ref No.:** .....

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

I/We\* understand that in terms of NamRa Procurement Policy a bidder must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We\* accept that under NamRa Procurement Policy 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 \_\_\_\_\_ 20 \_\_\_\_\_  
*[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 Namibia

### Ministry of Labour, Industrial Relations and Employment Creation

#### Witten undertaking in terms of section 138 of the Labour 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, 2015, 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

### A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

#### I) Scope of Work

The Scope of Work shall include but not limited to: **Procurement of labourers for the re-arrangement and packaging services at Northern Industrial Warehouse and for removal, loading and packaging of office furniture from Fiscus Building to Northern Industrial Warehouse**

**Frequency of intervention:**

#### II) Specifications of Work

**Detailed specifications of the entire work to be conducted NamRa Office Building, The specifications must be met, but no credit will be given for exceeding the specifications.**

## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: G/RFQ/NAMRA/01-1/2024

You may complete / write the total bid amount in the block below. *Bidders must attach their detailed prices for each item as per the specifications provided on the Annexure attached. Quotations are to be on the bidder's company letter head addressed to NamRA Procurement Management Unit, Post mall Street, NamRA Building at Town Square. P O Box 569, Windhoek. Quotations not addressed to NamRA will not be accepted.*

Item No	Brief Description of Works	Quantity	Unit Price (N\$)	Total Price (N\$)
	<b>Procurement of labourers for the re-arrangement and packaging services at Northern Industrial Warehouse and for removal, loading and packaging of office furniture from Fiscus Building to Northern Industrial Warehouse</b>			
1	<b>Labourers</b>	<b>6</b>		
2	<b>Labourers Supervisor</b>	<b>1</b>		
3	<b>Bubble wraps for furniture (1250mm x 100m)</b>	<b>60 rolls</b>		
	<b>NB: NB: See attached Bill of quantities for more details.</b>			
<b>Subtotal</b>				
<b>VAT @      %</b>				
<b>Total Bid amount</b>				

**Priced Activity Schedule Authorised By:**

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



## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/NAMRA/01-1/2024

*[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)
A*	B*	C	D
	<b>Procurement of labourers for the re-arrangement and packaging services at Northern Industrial Warehouse and for removal, loading and packaging of office furniture from Fiscus Building to Northern Industrial Warehouse</b>		
1	<b>Labourers</b>		
2	<b>Labourers Supervisor</b>		
3	<b>Bubble wraps for furniture (1250mm x 100m)</b>		

\* 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 (as stipulated in this bidding document) except where modified by the Special Conditions below.

## SECTION VII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: G/RFQ/NAMRA/01-1/2024

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract.

<b>GCC Reference</b>	<b>Clause</b>	<b>Special Conditions</b>
<b>Employer GCC 1.1(r)</b>		<b>NamRA</b>
<b>Intended Completion Date GCC</b>		The intended completion date is: 7 days from the date of Purchase Order / Letter of award and Acceptance thereof.
<b>Project Manager GCC 1.1(y)</b>		The Project Manager is: Anyone Appointed by NamRA
<b>Site GCC 1.1(aa)</b>		The Site/final destination for works: <b>NamRA Northern Industrial Warehouse and Fiscus Building</b>
<b>Start Date GCC 1.1(dd)</b>		The Start Date shall be: after issue of Purchase Order / Letter of award and Acceptance thereof.
<b>The Works GCC 1.1(hh)</b>		The Works consist of: <ul style="list-style-type: none"> <li>➤ <b>Procurement of labourers for the re-arrangement and packaging services at Northern Industrial Warehouse and for removal, loading and packaging of office furniture from Fiscus Building to Northern Industrial Warehouse</b></li> </ul>
<b>Interpretation GCC 2.2</b>		The project will be completed in the following sections: as per the scope of works. _____
<b>Interpretation GCC 2.3</b>		The following additional documents shall form part of the contract: _____
<b>Language and Law</b>		The language of the contract is English.  The law that applies to the Contract is the law of Namibia.

<b>GCC Reference</b>	<b>Clause</b>	<b>Special Conditions</b>
<b>GCC 3.1</b>		
<b>Project Manager's Decisions 4.1</b>		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.
<b>Delegation GCC 5.1</b>		The Project Manager <i>may</i> delegate his/her duties.
<b>Notices GCC 6</b>		<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>Ms. Petra Lisho-Mayumbelo  NamRA Head Office,  Post mall Street  Town Square Building  Windhoek  Namibia</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's name shall be</p>
<b>Insurance GCC 13.1</b>		<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> <p>Not Applicable</p>
<b>Site Data GCC 14.1</b>		The site Data shall be: Available to successful bidder.
<b>Possession of the Site GCC 20.1</b>		The Site Possession Date shall be: Not Applicable
<b>Procedure for Disputes GCC 24</b>		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.
<b>Program GCC 25.1</b>		Not Applicable



<b>GCC Reference</b>	<b>Clause</b>	<b>Special Conditions</b>
<b>GCC 25.3</b>		Program updates <i>shall</i> be required. Not Applicable
<b>Defects Liability Period GCC 33.1</b>		The Defects Liability Period is: Not Applicable.
<b>Payment Certificates GCC 39.7</b>		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.
<b>Payments GCC 40</b>		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>Adverse weather Conditions GCC 41.1 (I)</b>		[ Not Applicable]
<b>Price Adjustment GCC 44.</b>		The Contract <i>is not</i> subject to price adjustment.
<b>Retention GCC 45.</b>		(i)no proportion of any payments shall be retained.
<b>Liquidated Damages GCC 46.1</b>		Not Applicable
<b>Bonus GCC 47.1</b>		The rate for the Bonus per calendar day is: Not Applicable
<b>Advance Payment GCC 48.1</b>		<b>No advance payment shall be made.</b>
<b>Performance Security GCC 49.1</b>		No Performance Security is required.
<b>GCC 56.1</b>		
<b>GCC 59.1</b>		The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works, is: [Not Applicable]

*SCHEDULE 1*

## QUOTATION CHECKLIST SCHEDULE

**Procurement Reference No.: G/RFQ/NAMRA/01-1/2024**

Description	Attached	Not Attached
Attached Identity Document		
Have a valid company Registration Certificate;		
Have an original valid good Standing Tax Certificate;		
Have an original valid good Standing Social Security Certificate;		
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;		
Submit signed Bid-securing Declaration.		
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		
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Attach a detailed workplan and scope of work		

**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.

## FURNITURE INVENTORY LIST IN THE FISCUS BUILDING

ASSET NAME	QUANTITY
Book case openshelf	50
Cabinet steel 4 drawers	100
Chair High back	350
Chair steel armrest upholstery	250
Chair steel armrest	150
Chair visitors	420
Chair wooden upholstery	30
Conference table	50
Counter receptionist	20
Credenza	150
Cupboard cherry 1 door 3 drawers	10
Cupboard dark oak 2 doors	130
Cupboard wood combine	50
Desk dark oak no drawers	5
Executive table	20
Rack corresponds 12 divisions	100
Table dark oak computer no drawer	140
Table dark oak no drawer (L shape)	200
Table oak no drawer	100
Table wooden 2 drawers	50
Work stations	20

