

Request for Quotations for Non-Consultancy Services

Maintenance and servicing of air conditioners for Namibia Revenue Agency Southern region (Cluster 6) all offices and houses for a period of 36 months three (3) years.

Procurement Reference No: NCS/ONB/NAMRA/01-04/2023

Cost: Free to be downloaded from NamRA website.
www.namra.org.na

BIDDER NAME: _____

TOTAL BID AMOUNT – VAT INCLUSIVE: _____

Procurement Management Unit (PMU)	NamRA Building 5 th Floor
P O Box 569	Molkte Street
Windhoek	Windhoek
procurementclarification@namra.org.na	Tel no: 061-2092518

Letter of Invitation

TO: Prospective Bidders

26 September 2023

REFERENCE NUMBER: NCS/ONB/NAMRA/01-04/2023

PROCUREMENT OF MAINTENANCE AND SERVICING OF AIR CONDITIONERS FOR NAMIBIA REVENUE AGENCY SOUTHERN REGION (CLUSTER 6) ALL OFFICES AND HOUSES FOR A PERIOD OF 36 MONTHS THREE (3) YEARS.

Dear Sir/Madam

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

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
contact office telephone number: 061 2092518.

DEADLINE FOR BID SUBMISSION: Thursday, 26 October 2023 at 11:00

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 **180 days** 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
- (h) Attach minimum of one reference letter for similar work undertaken not older than three years.
- (i) Fitness Certificate from Local Authority for the region you are bidding for.

Bidders who do not submit "ALL" above-mentioned mandatory documents will be disqualified irrespective of submitting the lowest quotation/s.

Preference will be given to registered companies with a Fitness Certificate of a Local Authority for Southern region.

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 **3 years** 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 Molkte Street, NamRA Building, 5th Floor, not later than **Thursday, 26 October 2023 at 11:00** (Namibian time). Quotations by post or hand delivered should reach, Molkte Street, Namibia Revenue Agency Building 5th Floor 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 all NamRA Southern Regional office 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:	NCS/ONB/NAMRA/01-04/2023
Subject matter of Procurement:	PROCUREMENT OF MAINTENANCE AND SERVICING OF AIR CONDITIONERS FOR NAMIBIA REVENUE AGENCY SOUTHERN REGION (CLUSTER 6) ALL OFFICES AND HOUSES FOR A PERIOD OF 36 MONTHS THREE (3) YEARS.

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	

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 MAINTENANCE AND SERVICING OF AIR CONDITIONERS FOR NAMIBIA REVENUE AGENCY SOUTHERN REGION (CLUSTER 6) ALL OFFICES AND HOUSES FOR A PERIOD OF 36 MONTHS THREE (3) YEARS.**

The contractors shall provide general repairs and maintenance (servicing) for air conditioners as outlined below:

Air Conditioning

- Cleaning of air filters, indoor unit grills & filters through air blower.
- Cleaning of the indoor unit body by wiping out the dust with wet cloth.
- Cleaning the condenser and evaporator coils with suitable/chemical solution and flushing with high pressure water.
- Greasing of blower motors and all moving parts.
- Maintenance as per the manufacturer's recommendations or manual.
- Replacement of air conditioners if the need arises.

Frequency of intervention: Once a year.

II) Specifications of Work

Detailed specifications of the entire work to be conducted At **Southern Region (Cluster 6) regional offices** are specified in the Annexure and the Terms of Reference attached to the bidding document. The specifications must be met, but no credit will be given for exceeding the specifications.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/ONB/NAMRA/01-04/2023

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, Molkte Street, NamRA Building, 5th Floor, P O Box 569, Windhoek.** Quotations not addressed to NamRA will not be accepted.*

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (NS)	Total Price (NS)
	<p>PROCUREMENT OF MAINTENANCE AND SERVICING OF AIR CONDITIONERS FOR NAMIBIA REVENUE AGENCY SOUTHERN REGION (CLUSTER 6) ALL OFFICES AND HOUSES FOR A PERIOD OF 36 MONTHS THREE (3) YEARS.</p> <p>The contractors shall provide general repairs and maintenance (servicing) for air conditioners as outlined below:</p> <p>Air Conditioning</p> <ul style="list-style-type: none"> • Cleaning of air filters, indoor unit grills & filters through air blower. • Cleaning of the indoor unit body by wiping out the dust with wet cloth. • Cleaning the condenser and evaporator coils with suitable/chemical solution and flushing with high pressure water. • Greasing of blower motors and all moving parts. • Maintenance as per the manufacturer's recommendations or manual. • Replacement of air conditioners if the need arises. <p>Frequency of intervention: Once a year.</p> <p>NOTE: USE THE LIST OF AIR CONDITIONERS ATTACHED AS A GUIDING TOOL FOR THE NUMBERS</p>				

	AND SIZES OF AIR CONDITIONERS PER OFFICE AND HOUSES.				
1	Southern Region All NamRA offices (Cluster 6)				
	• Mariental Satellite office Domestic Taxes (Offices)				
	• Keetmanshoop Regional Offices both Domestic and Customs (Offices & Housing)				
	• Luderitz both Domestic Taxes and Customs (Offices & Housing)				
	• Oranjemund both Domestic Taxes Satellite Office and Customs (Offices & Housing)				
	• Noordoewer Border Post Customs (Housing & Offices)				
	• Ariamsvlei Border Post Customs (Housing & Offices)				
	• Klein Manase Border Post Customs (Housing & Offices)				
				Subtotal	
				VAT @ %	
				Total Bid amount	

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: NCS/ONB/NAMRA/01-04/2023

[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
	PROCUREMENT OF MAINTENANCE AND SERVICING OF AIR CONDITIONERS FOR NAMIBIA REVENUE AGENCY SOUTHERN REGION (CLUSTER 6) ALL OFFICES AND HOUSES FOR A PERIOD OF 36 MONTHS THREE (3) YEARS.		
	Mariental Satellite office Domestic Taxes (Offices)		
	Keetmanshoop Regional Offices both Domestic and Customs (Offices & Housing)		
	Luderitz both Domestic Taxes and Customs (Offices & Housing)		
	Oranjemund both Domestic Taxes Satellite Office and Customs (Offices & Housing)		
	Noordoewer Border Post Customs (Housing & Offices)		
	Ariamsvlei Border Post Customs (Housing & Offices)		

* 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: NCS/ONB/NAMRA/01-04/2023

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

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	NamRA
Intended Completion Date GCC	The intended completion date is: 36 Months three (3) Years from the date of Purchase Order / Letter of award and Acceptance thereof.
Project Manager GCC 1.1(y)	The Project Manager is: Anyone Appointed by NamRA
Site GCC 1.1(aa)	The Site/final destination for works is: Southern Regional Offices
Start Date GCC 1.1(dd)	The Start Date shall be: after issue of Purchase Order / Letter of award and Acceptance thereof.
The Works GCC 1.1(hh)	<p>The Works consist of:</p> <ul style="list-style-type: none"> ➤ Cleaning of air filters, indoor unit grills & filters through air blower. ➤ Cleaning of the indoor unit body by wiping out the dust with wet cloth. ➤ Cleaning the condenser and evaporator coils with suitable/chemical solution and flushing with high pressure water. ➤ Greasing of blower motors and all moving parts. ➤ Maintenance as per the manufacturer's recommendations or manual.

GCC Clause Reference	Special Conditions
	➤ Replacement of air conditioners if the need arises.
Interpretation GCC 2.2	The project will be completed in the following sections: as per the scope of works. _____
Interpretation GCC2.3	The following additional documents shall form part of the contract: _____
Language and Law GCC 3.1	The language of the contract is English. The law that applies to the Contract is the law of Namibia.
Project Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation GCC 5.1	The Project Manager <i>may</i> delegate his/her duties.
Notices GCC 6	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: Ms. Petra Lisho-Mayumbelo NamRA Head Office, 5 th Floor. Molkte Street Windhoek Namibia 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 _____
Insurance GCC 13.1	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: Not Applicable
Site Data GCC 14.1	The site Data shall be: Available to successful bidder.
Possession of the Site	The Site Possession Date shall be: Not Applicable

GCC Clause Reference	Special Conditions
GCC 20.1	
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 / Letter of Award.
GCC 25.3	Program updates <i>shall</i> be required.
Defects Liability Period GCC 33.1	The Defects Liability Period is: six months (180 days).
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: <ul style="list-style-type: none"> (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (I)	<i>[Not Applicable]</i>
Price Adjustment GCC 44.	The Contract <i>is not</i> subject to price adjustment.
Retention GCC 45.	(i) no proportion of any payments shall be retained.
Liquidated Damages GCC 46.1	Not Applicable
Bonus GCC 47.1	The rate for the Bonus per calendar day is: Not Applicable
Advance Payment GCC 48.1	No advance payment shall be made.
Performance Security GCC 49.1	No Performance Security is required.
GCC 56.1	
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>[Not Applicable]</i>

SCHEDULE I

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/ONB/NAMRA/01-04/2023

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		
Reference letters of minimum of one past similar project		
Fitness Certificate from Local Authority		
Preference will be given to registered companies with a Fitness Certificate from a Local Authority for Southern region.		

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.



TERMS OF REFERENCE

**Maintenances, Repairs and Services of Air Conditioners
for NamRA offices and housing for a period of three (3)
years.**

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1. PURPOSE

NamRA seeks to acquire the services of Namibian owned and registered maintenance contractors to provide repair and maintenance services of air conditioners for a period of 36 months.

2. SCOPE

The contractors shall provide general repairs and maintenance (servicing) of air conditioners as outlined below.

2.1.2 Air Conditioning

- Cleaning of air filters, indoor unit grills & filters through air blower.
- Cleaning of the indoor unit body by wiping out the dust with wet cloth.
- Cleaning the condenser and evaporator coils with suitable/chemical solution and flushing with high pressure water.
- Greasing of blower motors and all moving parts.
- Maintenance as per the manufacturer's recommendations or manual.
- Replacement of air conditioners if the need arises.

- **Frequency of intervention: Once a year.**

3. DELIVERABLES

The servicing of air conditioners as indicated in the scope will be performed at the below NamRA offices and future offices including leased properties unless otherwise stated and will be once per year.

Contractors will be awarded as per the location of business; contractors are advised to bid for the regional clusters they are stationed. Contractors who have offices in more than one region / cluster should provide proof via a fitness certificate older than three years.

The offices are listed below.

❖ Central Region all NamRA offices (Cluster 1)

- Head Quarters Town Square (Offices)
- NamRA Building (Offices)
- LTU Unit (Tunhale Building) (Offices)
- Fiscus Building (Offices)
- Eros Airport (Offices)
- Hosea Kutako International Airport (Offices & Housing)

- Namport Warehouse (Offices)
- Transnamib office railway (Offices)
- Agrihouse Building (Offices)
- Gobabis Domestic Taxes and Customs & Excise (Offices & Housing)
- Transkalahari Border Post (Offices & Housing)
- Excise Management office (Offices)

❖ **Western and North Central Region all NamRA office (Cluster 2)**

- Walvis Bay Regional Office both Domestic Taxes and Customs (Offices & Housing)
- Swakopmund Satellite Office Domestic Taxes (Offices)
- Otjiwarongo Regional Office both Domestic Taxes and Customs (Offices & Housing)
- Khorixas satellite office, Domestic Taxes (Offices)

❖ **Northern Region all NamRA offices (Cluster 3)**

- Ondangwa Office Customs & Excise (Offices & Housing)
- Oshikango border post Customs (Offices & Housing)
- Okasamane Border Post Customs (Offices & Housing)
- Eenhana Satellite office Domestic Taxes (Offices)
- Outapi Satellite Office Domestic Taxes (Offices)
- Ruacana Border Customs (Offices & Housing)
- Opuwo Satellite office Domestic Taxes (Offices)
- Omahenene Border Post Customs (Offices & Housing)
- Oshakati Regional Offices both Domestic Taxes & Custom (Offices)
- Muhembo Border Post Custom (Offices & Housing)

❖ **Northeastern Region all NamRA offices (Cluster 4)**

- Tsumeb satellite offices both Domestic Taxes and Customs (Offices & Housing)
- Grootfontein Office Customs (Offices & Housing)

- Rundu Regional Offices both Domestic Taxes and Customs (Offices & Housing)
- Sarasungu Border Post Customs (Offices & Housing)
- Katwitwi Border Post (Offices & Housing)

❖ **Far Northeastern Region all NamRA offices (Cluster 5)**

- Katima Mulilo both Domestic Taxes and Customs (Offices & Housing)
- Wenela Border Post Customs (Offices & Housing)
- Ngoma Border Post Customs (Offices & Housing)

❖ **Southern Region All NamRA offices (Cluster 6)**

- Mariental Satellite office Domestic Taxes (Offices)
- Keetmanshoop Regional Offices both Domestic and Customs (Offices & Housing)
- Luderitz both Domestic Taxes and Customs (Offices & Housing)
- Oranjemund both Domestic Taxes Satellite Office and Customs (Offices & Housing)
- Noordoewer Border Post Customs (Housing & Offices)
- Ariamsvlei Border Post Customs (Housing & Offices)
- Klein Manse Border Post Customs (Housing & Offices)

4. CONTRACT DURATION

The contract is for a period of 36 months (3) years and is only valid from the day it has been fully signed by both parties.

5. OPERATING PROCEDURES

- The contractor must ensure that all maintenance works must be conducted by a fully qualified technician and supervised by a senior technician.
- Any damage caused by improper installation will be the responsibility of the contractor. NamRA will establish the value for the damage that will be charged to the contractor.
- Contractor to ensure that while providing the support /services during weekdays the service does not disturb office working environment within the office premises.
- The contractor staff are required to maintain confidentiality of NamRA's information made available or accessible to them in the course of their duties.

- The contractor shall inform NamRA's representative and security two weeks in advance for services and maintenance.

5.1 INSTRUCTIONS TO BIDDER

- Bids, along with all required documents, must be submitted in the manner described herein.
- By submitting a Bid document, bidder certifies that they understand and agree with, and will abide by, the terms and conditions set forth in this Term of Reference.
- All costs incurred by the bidder in the preparation of a Proposal responding to this term of reference are the responsibility of the proposer (bidder) and will not be reimbursed by the NamRA.

6. HEALTH AND SAFETY

Health and Safety is vital on NamRA's properties. All employees of the contractor are to strictly adhere to the health and safety guidance provided. Contractor shall take reasonable care of their staff health and safety as well as that of other persons who may be affected by their activities. The contractor is responsible for the care, protection and safety of the works, the site and all things in the work areas. All required Personal Protective Equipment (PPE) are to be provided by the contractor to its employees. As a minimum, safety helmet, coverall, and hand gloves are to be worn by all on site. The contractor shall inform NamRA's officials of any special health and safety hazards which might involve in the work to be performed and shall advise NamRA of any precautions that ought to be taken. The contractor shall be responsible for completing the work, to a high standard and within the required time or sooner.

7. SECURITY

- The contractor must hold record of their staff details. To the extent required from time to time by the security manager/deputy, the contractor shall provide,
- A list of staff showing the name and address of everyone who is involved in the performance of contractor.
- The contractor shall provide clear visible ID cards to their worker, and this should be worn at all the time during work.
- Roads or paths to be used as access by the contractor are to be left clear of construction plants, vehicles, and debris at all the time.
- All dangerous areas are to be fenced and signs posted to warn NamRA's staff and visitors.

8. EVALUATION CRITERIA

Proposals will be evaluated by the Bid Evaluation Committee. Evaluations will be based on criteria outlined in this document which is in accordance with the Procurement Act.

Evaluation Criteria & Technical Specifications

Phase 1: General Documentation and eligibility criteria (Pass/Fail)

The following are mandatory documents to be submitted by bidders, non-submission of documents outlined below is automatic disqualification, bidder cannot be evaluated for Phase 2 Technical.

TABLE 1: MANDATORY REQUIREMENTS

Qualification and eligibility

Document Description	Yes/No
1. Is the Bidder under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission or thereafter? Or is the bidder debarred from bidding for a certain period by the Procurement Policy Unit (PPU) under the Ministry of Finance. [the BEC will confirm by checking a list of debarred bidders on PPU website].	
2. Does the bidder appear on the any of the development bank ineligibility lists (African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group)?	
3. a valid original or certified copy of a certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia certified by the Commissioner of Oaths or Namibian Police. Participation is limited to the citizens of Namibia only. Provide copies of Namibian Identification Document/s for all shareholders.	
4. The company bidding should have been registered as Air conditioning and Refrigeration services for not less than three years ago (from 13 February 2020 to current).	
5. Submit an original or valid certified of a Good Standing Tax Certificate from the Receiver of Revenue duly certified from Namibian Police or Commissioner of Oaths.	
6. Submit an original or valid certified copy of a Good Standing Certificate from Social Security Commission (SSC) duly certified by a Commissioner of Oaths; or Namibian Police	

7. A list from SSC comprising names of employees / technicians to be contracted on this project. Names must be minimum of 5 registered employees with SSC.	
8. Submit a valid certified copy from Namibian Police or Commissioner of Oaths of an Affirmative Action Compliance Certificate or in its absence, proof from the Employment Equity Commissioner that the Bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;	
9. Submit 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 in Namibia. Written undertaking as contemplated in section 138(2) of the Labour Act, 2007.	
10. Submit a duly completed and signed Bid Securing Declaration Form	
11. Duly signed and completed Bid Submission Form	
12. Fitness Certificate from a Local Authority / municipality or regional council in case of village councils as per cluster/ region bidder is bidding for and duly certified by the Commissioner of Oath or Namibian Police	
13. Detailed Company profile indicating employees wearing the bidders' corporate uniforms (colour profile is preferable). Company Organogram clearly indicating the Structure. [Record of PPE issued in the past 12 months to staff must be attached].	
14. Certified copy/s of vehicle/s owned by the bidder or shareholders/owners to be used in support of operation.	
15. A letter from the Bidder's financial institution (operating in Namibia), which indicates a minimum rating C. any rating from D and beyond is a disqualification.	
16. Bidder shall submit a letter from financial institution operating in Namibia undertaking to provide credit facility/working capital to the value of not less than 200,000 (two hundred thousand) Namibia dollar to the bidder in the event they are awarded a bid	
17. Submit proof / evidence through letter of award, signed and stamped by the Client for the total monetary value of Air Conditioners services which includes, servicing, replacing, and installation of air conditioners performed for each of the last four years. Evaluation is based on the equivalent of nature, volume and size of the previous air conditioner services contract performed or awarded. [Or provide details of Services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts].	

Phase 2: Technical Evaluation [80 marks]

TABLE 2 TECHNICAL EVALUATION CRITERIA AND SCORING

A. EXPERIENCE				
Company experience				
				Max Marks
01	Service providers' / bidders' experience in Air Conditioning and Refrigeration Services. (Provide proof of authentic letters of award for work experience). Duration of the contract, nature of the contract and total value of the contract to be indicated on the letter of award from the client of current contracts and / or previous awarded contracts).	5 years and above substantiated by letter(s) of contract award	20	20
		3-4 years substantiated by a reference letter(s) of contract award	15	
		Minimum 2 years substantiated by a reference letter(s)	5	
		No reference letter(s)	0	
02	Service providers / bidders' experience in Air Conditioning and Refrigeration Services with experience in employing more than 5 staff complement on one air condition and refrigeration project (corporate environment only to be considered). [these criteria indicate similar experience the bidder attained in terms of nature, complex and size of previous contracts/current commitments with other clients in the similar corporate environment].	Bidders with testimonial / reference letter indicating more than 12 staff complement.	10	10
		Bidders with testimonial / reference letter NOT indicating more than 12 staff complement.	0	
B. HUMAN RESOURCES				
03	Organizational chart indicating key personnel. [Attach a diagram that shows the structure of your organization and shows the chain of command and relative ranking of various positions in an organization. The organogram should include information such as the job titles, reporting structures and	Detailed organogram chart attached	5	5
		Organogram not fully detailed attached	2	
		No organogram chart attached	0	

	areas of responsibility for the employee].			
Experience: Key personnel				
04	Experience of bidder's key personnel (Site Supervision) Key personnel with a minimum of three (3) years' experience in corporate Air conditioning and Refrigeration Services environment (Submission of a CV of Contracts Manager/Site Supervisor for this contract). Should be able to speak English. Minimum of Grade 12 certificate.	five years & above work experience as Contracts Manager/Site Supervisor	20	20
		3 to 4 years work experience as Contracts Manager/Site Supervisor	10	
		Less than three (3) years as Contracts Manager/Site Supervisor	0	
05	Experience of bidder's general technicians. Should attach testimonial letter(s) of previous work experience, CV, and Grade 10 certificate.	ALL fifteen (5) General workers experience with testimonial attached as proof of <u>more than three years</u> with Grade 10 certificate plus CV of 2 pages maximum.	5	5
		General workers with NO experience, no testimonial, No Grade 10 certificate, and No CV (even if only one is missing).	0	
06	Sample of Job Descriptions of ALL Air Conditioning and Refrigeration Services Personnel.	A sample of Job Description for ALL personnel submitted on company letterhead attached.	5	5
		NO sample of Job Descriptions for personnel on the company letterhead submitted	0	
07	Air Conditioning and Refrigeration Services Personnel Training Program	Training program attended or certificate acquired in Cleaning Services and or Safety, Health, and Handling of cleaning equipment and tools. This is for ALL key personnel to be contracted on this contract. Please attach proof.	5	

		If nothing is attached related to the training programs attended by key staff.	0	5
C. DETAILED METHODOLOGY AND CLEANING PROGRAM				
Methodology and Cleaning Program of the Contract				
08	Detailed Methodology and Servicing of Air Conditioners program to be attached.	Fully detailed operations and Contingency plan covering all the required elements outlined.	5	5
	Contingency plan must be included.	Operations plan lacking some of the required elements.	2	
		No Operations plan submitted.	0	
D. LOGISTICS AND PPE DISTRIBUTION				
Equipment and Tools for the bidder to perform this contract: -				
09	Equipment required for the execution of this contract	Attach proof of assets / letter of intent from financial institution/lease agreement from equipment hire companies	5	5
		No evidence attached	2	
		If No Record of PPE issued and staff receiving attached.	0	
		Total Score Points		80
<p><i>Note: (Reference verification will be done by Bid Evaluation Committee by calling or emailing) –and may visit the place of business premises for confirmation of business operation and existence. These references should include the name of the entity, nature of contract, contract amount, contact person and office telephone number and email address.</i></p>				
<p>Only bidders scoring 70% and more will be considered for financial evaluation.</p>				
<p>CV attached should only be maximum of 2 pages. Bidders should look at the sample CV provided in this RFQ document. More than 2 pages CV will be disqualified.</p>				

Phase 3 Financial Evaluation [20 %]

This bid would be subject to a **Quality and Cost Based Selection Method**. All Bidders that achieved the threshold technical requirement of minimum of 70 marks and above will be considered for Phase 3 Financial Evaluation.

In the Financial evaluation, the corrected bid prices (applicable only if there were any errors in bidders offer) would be ranked and scored according to the following formula:

$$\text{TFS} = \text{LBO} / \text{BPO}$$

TFS "*stands for*" The Financial Score

LBO "*stands for*" The corrected total bid price of the Lowest Bid Offer divided by

BPO "*stands for*" The corrected Bid Price Offer of the bidder being scored.

The **OVERALL SCORE TOTAL** will be determined by allocating a weight of 80 marks to the Technical Score, and 20 marks to the Financial Score by applying the formula below:

$$\text{OST} = \text{TFS} \times 0.20 + \text{TECHNICAL SCORE}.$$

The bidder scoring the highest Overall Score Total would be considered for award through issuing of the letter of contract award including entering a 36-month contract between the successful bidder and NamRA in accordance with terms and conditions contained in Section VI, Section VII and Section VIII of this document for the provision of Cleaning Services for the Town Square Building (new NamRA Head Office, Windhoek) 1st to 5th floor.

NB!! An entity that does not meet all the mandatory requirement will be disqualified and will not be considered for the technical and financial evaluation.

Please complete Annexure A

Annexure A

Cluster/Region	Name of Place	Cost of service of air conditioners in NS (Unit Price)							
		9000 BTU	12000 BTU	18000 BTU	24000 BTU	32000 BTU	36000 BTU	42000 BTU	48000 BTU
Central Region (Cluster 1)	Windhoek offices								
	Hosea Kutako Airport								
	Gobabis								
	Transkalahari border post								
TOTAL									
Western and North Central Region (Cluster2)	Walvis Bay								
	Swakopmund								
	Otjiwarongo								
	Khorixas								
TOTAL									
Northern Region (Cluster 3)	Ondangwa								
	Oshikango								
	Okasamane Border Post								
	Eenhana								
	Outapi								
	Ruacana								
	Opuwo								

Form – 2

	Omahenene Border Post								
	Omuthiya								
	Oshakati								
	Muhembo Border Post								
TOTAL									
Northeastern Region (Cluster 4)	Tsumeb								
	Grootfontein								
	Rundu								
	Nkurenkuru								
	Katwitwi Border Post								
	Divundu								
TOTAL									
Far Northeastern Region (Cluster 5)	Katima Mulilo								
	Wenela Border Post								
	Ngoma								
TOTAL									
Southern Region (Cluster 6)	Mariental								
	Keetmanshoop								
	Luderitz								
	Oranjemund								
	Nooroewer Border Post								
	Ariamsvlei Border Post								
	Klein Manase Border Post								

Form – 2

TOTAL									
TOTAL COST AS PER BTU									
TOTAL BID PRICE									

NB! All prices should include transport cost.

List of All Airconditioners as per Region and Sizes

Katima Domestic Taxes

No	Make	Office	9000	12000	18000	24000	32000	36000	48000
1	Aliance				1				
2	Aliance			1					
3	Aliance			1					
4	Aliance			1					
5	Aliance			1					
6	Aliance			1					
7	Aliance			1					
8	Aliance			1					
9	Aliance			1					
10	Aliance			1					
11	Aliance			1					
12	Aliance			1					
13	Aliance			1					
14	Aliance				1				
15	Aliance			1					
16	Aliance			1					
17	Aliance			1					
18	Aliance			1					
19	Aliance			1					
20	Aliance			1					
21	Aliance			1					
22	Aliance			1					
23	Aliance			1					
24	Aliance			1					
Total			0	22	2	0	0	0	0

Rundu Domestic Taxes

No	Make	Office	9000	12000	18000	24000	32000	36000	48000
25	GMC	ASSESSOR HALL		1		2			
26	Gree	ETX OFFICE		1					
27	GMC	CUSTOMER CARE		1					
28	TLC	REGISTRY STRONG ROOM		1					
29	GMC	REGISTRY		1		1			
30	Gree	REFUND & AUDT OFFICE		1					
31	Panasonic	CASH OFFICE ROOM		1					
32	GMC	CASH OFFICE		1		1			
33	GMC	STOCK ADMIN ROOM		1					
34	Gree	REFUND VERIFICATION		1					
35	GMC	RECOVERY				1			
36	GMC	CONTROLLER OFFICE				1			
37	GMC	RECEPTION		1					
38	GMC	SERVER ROOM 1							

39	GMC	SERVER ROOM 2		1					
40	GMC	MANAGERS OFFICE		1					
41	Gree	Customer CARE front office		1					
Total			0	14	0	6	0	0	

Walvis Bay and Swakopmund Customs offices

No	Make	Office	9000	12000	18000	24000	32000	36000	48000
42	Gree	REGIONAL MANAGER				1			
43	AUX	RECEPTIONIST	1						
44	Aveon	DEPUTY DIRECTOR	1						
45	Gree	CONTROLLER	1						
46	Gree	CLEARANCE	2						
47	Gree	CLEARANCE			4				
48	AUX	ENFORCEMENT	4						
49	GREE	INSPECTORATE	1						
50	GREE	RMU & INSPECTORATE	4						
51	AUX	RECEPTION	1						
52	Aveon	TRANSPORT & MAINTENCE	1						
53	Gree	CCP UNIT	2						
54	Carier	CCP UNIT	1						
55	Gree	SWAKOPMUND CUSTOMS & EXCISE OFFICE		3					
56	Aveon	VALUATION & MANIFEST	3						
57	Investers	SCANNER	4						
58	Aveon	IT SECTION	1						
59	Gree	MAIN GATE & CONTAINER GATE	2						
60	Angel	BOARDROOM				1			
Total			29	3	4	2	0	0	0

Walvis Bay and Swakopmund Domestic Taxes

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
61	Unionaire	2 CASH OFFICE & CUSTOMER CARE							1
62	Unionaire	3 CASH OFFICE & CUSTOMER CARE							1
63	Unionaire	4 CASH OFFICE & CUSTOMER CARE							1
64	Unionaire	5 CASH OFFICE & CUSTOMER CARE							1
65	Angel	3		1					
66	Angel	5		1					
67	Angel	6		1					
68	Angel	7		1					
69	Angel	8		1					
70	Angel	9		1					
71	Angel	10		1					

72	Angel	11		1					
73	Angel	12 (REPLACE)			1				
74	Angel	13		1					
75	Angel	14		1					
76	Angel	15 HALL		4					
77	GMC	15 OFFICE 1		1					
78	GMC	15 OFFICE 2		4					
79	GMC	15- BACK		5					
80	Angel	16		1					
81	Angel	17		2					
82	Angel	18		1					
83	Angel	19		1					
84	Angel	20		1		1			
85	Angel	21		1					
86	Angel	22		1					
87	Angel	23		1					
88	Angel	25		1					
89	Angel	26		1					
90	Angel	27A		1					
91	Angel	27		1					
92	Angel	STORE		1					
93	GMC	15 Archieve					1		
Total			0	38	1	1	1	0	4

Walvis Bay VAT Audit Building Sam Nujoma Avenue Domestic Taxes

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
94	ANGEL	1		1					1
95	ANGEL	2		1					1
96	ANGEL	3		1					1
97	ANGEL	4		1					1
98	ANGEL	5		1					
99	ANGEL	6		1					
100	ANGEL	7		1					
101	ANGEL	8		1					
102	ANGEL	9		1					
103	ANGEL	10		1					
104	ANGEL	11		1					
105	ANGEL	12		1					
106	ANGEL	CONFERENCE		1	1				
Total			0	13	1	0	0	0	4

Oshakati Regional Office Domestic Taxes

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
107	TCL	CASH OFFICE ROOM- 1,3,4 & 6			4				
108	TCL	CUSTOMER CARE- ROOM 2			2				

109	Gree	CUSTOMER CARE- ROOM 2			1				
110	TCL	AUDIT SECTION ROOM 18			2				
111	TCL	AUDIT SECTION ROOM 20			1				
112	TCL	RECOVERY SECTION ROOM 21			1				
113	TCL	AUDIT SECTION ROOM 22 & 23			2				
114	TCL	RECEPTION ROOM 25			1				
115	TCL	MANAGERS OFFICE ROOM 26			1				
116	Gree	BOARD ROOM 27			1				
117	TCL	RECOVERY SECTION ROOM 10 & 11			2				
118	GMC	ROOM 12		1					
119	TCL	ROOM 9			1				
120	AS	ROOM 32			1				
121	TCL	ROOM 33			1				
122	TCL	ROOM 34			2				
123	TCI	ROOM 36 & 37			1				
124	TCL	ROOM 38			2				
125	TCL	ROOM 39			1				
126	GMC	ROOM 42		1					
127	TCL	ROOM 43			1				
128	TCL	ROOM 44			1				
129	TCL	ROOM 45			1				
130	TCL	ROOM 46			1				
131	TCL	ROOM 47			5				
Total			0	2	36	0	0	0	0

Oshakati Customs

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
132	Daikin	Senior office	1						
133	Daikin	Senior office	1						
134	Daikin	Administrator office	1						
135	Daikin	Cashier office	1						
136	Daikin	Counter office	1						
137	Daikin	Manager office	1						
Total			6	0	0	0	0	0	0

Oshikango Border Post Customs

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
132	LG	Cashier office		1					
133	Samsung	Enforcement Office 1		1					

134	Samsung	Enforcement Office 2		1					
135	Samsung	Chief Office		1					
136	Samsung	Risk Office 1		1					
137	LG	Main Office		2					
138	LG	Principal Office		1					
139	Samsung	Risk office 2		1					
140	LG	Main Cashier		1					
150	LG	Server Room		1					
151	Samsung	Risk office 3		0					
Total			0	11	0	0	0	0	0

Omahenene and Ruacana Border Post

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
151	Gree	Omahenene Senior's office No.2	1						
152	Samsung	Residential Accommodations flat No. 1 Ground floor	3						
153	Samsung	Residential Accommodations flat No. 2 Ground floor	3						
154	Samsung	Residential Accommodations flat No. 3 Ground floor	3						
155	Samsung	Residential Accommodations flat No. 4 Ground floor	3						
156	Samsung	Residential Accommodations flat No. 5 Ground floor	3						
157	Samsung	Residential Accommodations flat No. 6 Ground floor	3						
158	Samsung	Residential Accommodations flat No. 7 First floor	3						
159	Samsung	Residential Accommodations flat No. 8 First floor	3						
160	Samsung	Residential Accommodations flat No. 9 First floor	3						
161	Samsung	Residential Accommodations flat No. 10 First floor	3						
162	Samsung	Residential Accommodations flat No. 11 First floor	3						

163	Samsung	Residential Accommodations flat No. 12 First floor	3						
164	Deluxe	Ruacana Customs office (Reception area)	1						
165	Deluxe	Ruacana Senior's office	1						
Total			39	0	0	0	0	0	0

Katima Mulilo Regional Office Customs

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
166	Midea	Reception office #1		1					
167	TCL	Reception office #1			1				
168	TCL	Boardroom Office # 4			2				
169	GREE	Office#6		1					
170	TCL	Office #9		1					
171	TCL	Office #10		1					
172	GREE	Office #11		1					
173	TCL	Office #20		1					
174	TCL	Office #21		1					
175	Hisense	Office #22		1					
176	AUX	Office #23			1				
177	Samsung	Residential Accommodations flat No. 11 First floor	3						
178	Samsung	Residential Accommodations flat No. 12 First floor	3						
179	Deluxe	Ruacana Customs office (Reception area)	1						
180	Deluxe	Ruacana Senior's office	1						
181									
Total			8	8	4	0	0	0	0

Katima Mulilo Border Post

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
181	GMC	Operational counter				1			
182	UNITHERM	Cash office	1						
183	Midea	Chief Office #1	1						
184	Midea	Senior office #4		1					
185	Daikin	Boardroom Office				1			
186	Midea	Scanner office # 1		1					
187	Midea	Scanner office # 2		1					
188	Midea	Scanner office # 3		1					
189	Hisense	Container (outside) office 1		1					

Total			2	5	0	2	0	0	0

Ngoma Border Post

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
189	LG	Board room		1					
190	LG	Office # 4		1					
191	LG	Office # 5		1					
192	Midea	Office # 6	1						
193	LG	Office # 7		1					
194	LG	Operational counter							4
Total			1	4	0	0	0	0	4

Rundu Regional Office Customs

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
195	Gree	Administration, enforcement, clearance office	1						
196	Gree	Principal ,Risk management office	1						
Total			2	0	0	0	0	0	0

Rundu Houses No # 5 Milenium

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
197	Aveon	Lounge/ living room	1						
198	Aveon	Main bedroom to a small bed room					4		
199	Aveon	Outside flat bedroom					1		
Total			1	0	0	0	5	0	0

Rundu Houses No #3 Karavan Park Tutungeni

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
200	Aveon	Main bedroom					1		
201	Aveon	Bedroom 2 & 3				2			
202	Angel	Bedroom 1	1						
203	Aveon	Outside flat bedroom					1		
Total			1	0	0	2	2	0	0

Sarasungu Border Post office Customs

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
204	Gree	Export & Import						1	

Total			0	0	0	0	0	1	0

Katwitwi Border Post

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
205	Gree	Chief Senior & counter desk office	1						
206	Daikan	Boardroom							1
207	Daikan	Cool room				1			
Total			1	0	0	1	0	0	1

Katwitwi Border Post Houses Unit 1-7

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
208	ANGEL	(2) bedroom houses unit 1-7 exclude unit 7,8,15 &16	25						
209	ANGEL	Lounge/living rooms (exclude unit ,8,15 &16			13				
210	ANGEL	(1) Bedroom houses unit 7,8,15 & 16	4						
Total			29	0	13	0	0	0	0

Mohembo Border Post Customs

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
211	ANGEL	Senior office		1					
212	ANGEL	Import & export desk office				2			
213	ANGEL	Office board room		1					
214	ANGEL	Customs office		1					
215	ANGEL	Customs office		1					
Total			0	4	0	2	0	0	0

Mohembo Border Post Houses

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
216	ANGEL	BM10/40-54		1					
ToTal			0	1	0	0	0	0	0

Keetmanshoop Regional Office Customs

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
217	MEDIA	RECEPTION COUNTER		3					
218	MEDIA	OFFICE NO: 0.05		1					
219	DAIKIN	OFFICE NO: 0.06				1			
220	DAIKIN	OFFICE NO: 0.07				1			
221	DAIKIN	OFFICE NO: 0.08				1			

222	DAIKIN	OFFICE NO: 0.10				1			
223	DAIKIN	OFFICE NO: 0.14				1			
224	MEDIA	OFFICE NO: 0.16		1					
225	MEDIA	OFFICE NO: 0.17		1					
226	DAIKIN	OFFICE NO: 0.22				2			
227	MEDIA	OFFICE NO: 0.23		1					
228	MEDIA	OFFICE NO: 0.24		1					
229	DAIKIN	OFFICE NO: 0.26				1			
230	MEDIA	GUARD HOUSE	1						
231	MEDIA	RISK MANAGEMENT OFFICE ENTRANCE				1			
232	MEDIA	RISK MANAGEMENT OFFICE 1			1				
233	MEDIA	RISK MANAGEMENT OFFICE 2		1					
234	MEDIA	RISK MANAGEMENT OFFICE HALL				3			
Total	Total		1	9	1	12	0	0	0

Keetmanshoop Residentail Customs

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
235	AUX	ONE BEDROOM FLAT		1					
236	AUX	ONE BEDROOM FLAT		1					
237	AUX	ONE BEDROOM FLAT		1					
238	GREE	ONE BEDROOM FLAT		1					
239	GREE	ONE BEDROOM FLAT		1					
240	GREE	ONE BEDROOM FLAT		1					
241	GREE	TWO BEDROOM FLAT		1					
242	GREE	TWO BEDROOM FLAT		1					
243	AUX	TWO BEDROOM FLAT		1					
244	AUX	TWO BEDROOM FLAT		1					
245	AUX	TWO BEDROOM FLAT		1					
246	GREE	TWO BEDROOM FLAT		1					
247	AVEON	BM 37/4		2					
248	AVEON	BM 37/173		2					
Total			0	16	0	0	0	0	0

Klein Manase Border Post

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
249	ANGEL 120	CUSTOMS OFFICE		1					
250	ANGEL 180	ENTRANCE OFFICE			3				
251	ANGEL 120	BARAKS		5					
252	ANGEL 120	CUSTOMS HOUSE		3					
Total			0	9	3	0	0	0	0

Luderitz Harbour

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
253	ANGEL 120	ENTRANCE		1					
254	GREE 1800	HALL			3				
255	GREE 1200	ADMIN OFFICE		1					
256	GREE 1200	BOARDROOM		1					
257	12000 BTU	ENFORCEMNET (NEW INSTALLATION)		1					
Total			0	4	3	0	0	0	0

Ariamsvlei Borderpost

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
258-261	MIDEA/GR	TWO(2) BEDROOM HOUSES 11UNITSX2 AIRCO		22					
280-283	MIDEA/GR	ONE BEDROOM FLATS (1) 16 UNITS		16					
297	Midea 12 C	Office Clearance		1					
298	Midea 18 C	Scanner Office			1				
299	Midea 18 C	Scanner Office			1				
300	Midea 18 C	Principal Customs Office			1				
301	Midea 18 C	Senior Customs Office			1				
302	Midea 18 C	Boardroom			1				
303	Midea 18 C	Cashier			1				
304	Midea 18 C	Head Cashier			1				
305	Midea 18 C	Office 1			1				
306	Midea 18 C	Office 2			1				
307	Midea 18 C	Office 3			1				
308	Midea 18 C	Office 4			1				
Total			0	39	11	0	0	0	0

Noordoewer Border Post

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
308-311	Midea	Two (2) Bedroom Houses 11 Units x 2		22					
330-333	Midea	One Bedroom Flat (1) 16 Units		16					
347-350	Midea	Office Clearance			4				
351	Midea	Office Clearance Entrance			1				
352	Midea	Scanner Office			1				
353	Midea	Scanner Office			1				
354	LG	Principal Customs Office			1				
355	LG	Senior Customs Office			1				
356-357	LG	Boardroom			2				
358	LG	Office New Building			1				

359	LG	Office New Building			1				
360	LG	Office New Building			1				
361	LG	Cashier			1				
362	Panasonic	Senior Customs Office Old Building			1				
363	Angel	Office Old building (Copier)			1				
364	Angel	Office 1 Old Building			1				
365	Angel	Office 2 Old Building			1				
366	Angel	Office 3 Old Building			1				
367	Angel	Office 4 Old Building			1				
368	Midea	Office 5 Head Cashier Old Building			1				
Total			0	38	22	0	0	0	0

Oranjemund Border Post Customs

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
369	No name	Senior office		1					
370	No name	Import & Export Counter			2				
Total			0	1	2	0	0	0	0

Large Taxpayer Unit Domestic taxes

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
371-3	Angel	Domestic 1st floor	2						
372-3	Angel	Domestic 1st floor	2						
375	Sumsung	Domestic 1st floor	1						
376	Angel	Admin	1						
377	Angel	Registration	1						
378	Angel	Bebt Management	1						
379	Angel	Bebt Management	1						
380	Angel	Tax payer services 1st floor	1						
381	Angel	customers relations 1st floor	1						
384	Angel	Tax payer services 1st floor	1						
385	Angel	Boardroom 1st floor	1						
386	Angel	Transfer pricing 1st floor	1						
387	Angel	Tax payer services 1st floor	1						
388-3	Angel	audit office 1st floor	2						
390	Angel	Transfer pricing 1st floor	1						
391	Angel	Transfer pricing 1st floor	1						
392	Angel	audit 1,3 1st floor	1						
393	Angel	audit 1,3 B 1st floor	1						
394	Angel	audit 1st floor	1						
395	Angel	Soret 1st floor	1						
396	Angel	audit 1,4C 1st floor	1						
397	Angel	audit 1,4A 1st floor	1						
398	Angel	audit 1,4 1st floor	1						
399	Angel	manager s office 1st floor	1						

400	Angel	deta	1						
401-40	Angel	Registration	3						
404	Angel	Domestic 1st floor	1						
Total			32	0	0	0	0	0	0

NamRA Building Domestic Taxes

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
404-40	Samsung	Recording room ground floor			2				
407-40	Gree	Cash office ground floor				6			
414	Samsung	Cash office ground floor			1				
415	Hisene	Customer care ground floor			1				
416-40	Samsung	Customer care ground floor			2				
419-40	Gree	Customer care ground floor			4				
424	Gree	Namra Building (reception)		1					
425	Samsung	1st floor Room 1,08			1				
426-40	Samsung	1st floor Room 1,11			2				
428-40	Samsung	1st floor Room 1,14		2					
430	Samsung	1st floor Room 1,15			1				
431	No name	1st floor Room 1,13		1					
432	No name	1st floor Room 1,16		1					
433	Samsung	1st floor Room 1,17			1				
434	Samsung	1st floor Room 1,18			1				
435	No name	1st floor Room 1,10		1					
436	Eco air	2nd floor Registry Companies					1		
437	air co	2nd floor Registry Companies					1		
438-40	samsung	2nd floor Registry Companies			2				
440	Gree	2nd floor Registry Companies							2
441	samsung	2nd floor Tax Directive		1					
442	angel	2nd floor Assesement		1					
443	samsung	2nd floor Assesement		1					
444-40	Gree	2nd floor Assesement						12	
457	Gree	2nd floor Registry income						9	
458	samsung	3rd floor Registry income			1				
459-40	Gree	3rd floor Registry income						10	
470	samsung	4th floor Recovery 410			1				
471	GMC	4th floor Recovery 411		1					
472	Hisene	4th floor Recovery			3				
473	SAMSUNG	4th floor Recovery			1				
474-40	SAMSUNG	4th floor Refunds 4,16			2				
476	CARRIER	4th floor Refunds 4,15			1				
477	No name	4th floor Refunds 4,17		1					
478	Hisene	4th floor Vat Registry		1					
479-40	ME QUAN	4th floor Vat Registry			2				

481	SAMSUNG	4th floor Vat Registry			1				
482	Gree	4th floor Debt Management			1				
483	SAMSUNG	4th floor Debt Management		1					
484	SAMSUNG	4th floor room 4,22			1				
485	SAMSUNG	5th floor Resources centre			1				
486	SAMSUNG	5th floor Room 5,15		1					
487	CARRIER	5th floor Room 5,28			1				
488	Noname	5th floor room 5,21		1					
489-490	angel	5th floor room 5,20	2						
491	GMC	5th floor room 5,14		1					
492-493	Gree	5th floor		2					
494	GMC	5th floor room 5,23		1					
495	Samsung	5th floor room 5,19		1					
496-497	Samsung	5th floor room 5,13 & ROOM 5,18		2					
498	Samsung	5th floor room 5,17		1					
499	Noname	5th floor room 5,16		1					
500-502	GMC	5th floor room 5,11		3					
503	Samsung	5th floor room 5,11		1					
504	Samsung	5th floor room 5,10		1					
505	Samsung	5th floor Boardroom			1				
506	Samsung	5th floor room 5,08 A			1				
507	Samsung	5th floor room 5,08			1				
508	Gree	5th floor Room 5,07		1					
509	Angel	5th floor	1						
510	TCL	5th floor Room 5,30	1						
512	TCL	5th floor	1						
513	TCL	5th floor	1						
514	TCL	5th floor	1						
515	Samsung	5th floor			1				
516	TCL	5th floor	1						
517	Samsung	5th floor			1				
Total			8	30	39	6	2	31	2

Otjiwarongo Central Region Customs

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FP du Toit Office Customs & Excise

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
526-531	Midea	FP Du Toit	5						
531	Hisense	Clearance office	8						
532	Angel	State Warehouse		18					
533	Daikin			1					
Total			13	19	0	0	0	0	0

Transkalahari Border Post

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
534	Hisense	Clearance and Enforcement		4					
535	Angel	Clearance and Enforcement				2			
536	TCL	Housing		46					
537	Carrier	Scanner		1					
538	Daikin	Scanner		2					
Total			0	51	0	2	0	0	0

Hosea Kutako International

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
539	LG	Clearance			8				
540	Gree	Clearnace			1				
541	Mistubishi	Clearance		2					
Total			0	2	9	0	0	0	0

Eros Airport Customs

No	Make	Office Name or Number	9000	12000	18000	24000	32000	36000	48000
541	Angel	Clearance	4						
542	Angel	Clearnace	1						
Total			5	0	0	0	0	0	0
			178	347	151	41	10	32	15