

## REQUEST FOR PROPOSAL

### FOR THE

### NON-CONSULTANCY SERVICES

**PROJECT TITLE: PROCUREMENT OF REMOVAL AND BURNING OF REFUSE FROM NAMRA OFFICES AND HOUSEHOLDS TO DESIGNATED DUMPING SITES OR RESPECTIVE MUNICIPAL REGULATED AREAS FOR NamRA OFFICES AND HOUSEHOLDS: SOUTHERN AND FAR NORTH-EASTERN REGIONS FOR A PERIOD 12 MONTHS**

**PROCUREMENT REFERENCE NO: NCS/RFQ/NamRA/01-03/2025**

**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:

Procurement of removal and burning of refuse from NamRA offices and households to designated dumping sites or respective municipal regulated areas for NamRA offices and households: Southern and far North-Eastern regions for a period of 12 months

Total quoted amount	Lot 1: Katwitwi Border-post	Amount <u>per month</u> VAT inclusive: N\$	Amount <u>for a period of 12 months</u> VAT Inclusive: N\$
	Lot 2: Mohembo Border-post	Amount <u>per month</u> VAT inclusive: N\$	Amount <u>for a period of 12 months</u> VAT Inclusive: N\$
	Lot 3: Sarasungu Border-post	Amount <u>per month</u> VAT inclusive: N\$	Amount <u>for a period of 12 months</u> VAT Inclusive: N\$
	Lot 4: Ngoma Border-post	Amount <u>per month</u> VAT inclusive: N\$	Amount <u>for a period of 12 months</u> VAT Inclusive: N\$
	Lot 5: Ariamsvlei Border-post	Amount <u>per month</u> VAT inclusive: N\$	Amount <u>for a period of 12 months</u> VAT Inclusive: N\$
	Lot 6: Noordoewer Border-post	Amount <u>per month</u> VAT inclusive: N\$	Amount <u>for a period of 12 months</u> VAT Inclusive: N\$
	Lot 7: Klein Manases Border - post	Amount <u>per month</u> VAT inclusive: N\$	Amount <u>for a period of 12 months</u> VAT Inclusive: N\$

## LETTER OF INVITATION

To: Prospective Bidders  
Date: 23 April 2025

Procurement Reference No: NCS/RFQ/NamRA/01-03/2025

**PROJECT TITLE: PROCUREMENT OF REMOVAL AND BURNING OF REFUSE FROM NAMRA OFFICES AND HOUSEHOLDS TO DESIGNATED DUMPING SITES OR RESPECTIVE MUNICIPAL REGULATED AREAS FOR NamRA OFFICES AND HOUSEHOLDS: SOUTHERN AND FAR NORTH-EASTERN REGIONS FOR A PERIOD OF 12 MONTHS**

Dear Sir/Madam

NamRA hereby invites competent, qualified, and registered companies to submit their best quotation/s for the procurement of non-consultancy service 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 VISITS AT RESPECTIVE BORDER POSTS: MONDAY, 12 MAY 2025 AT 11H00AM NAMIBIAN TIME (ATTENDANCE REGISTER TO BE COMPLETED ON SITE)**

***NB: Bidders to send representatives to respective borders bidding for (e.g if bidding for Klein Manase and Katwitwi, a site inspection register for Klein Manase to be provided and a site inspection register for Katwitwi to be provided)***

Philip Augustinius  
0811252116  
Southern Region

Thaddeus Simataa  
081143295  
Far-Northeastern Region

**DEADLINE FOR BID SUBMISSION: 19 MAY 2025 at 11H00AM NAMIBIAN TIME**

Yours faithfully



MS. PETRA LISHO- MAYUMBELO  
MANAGER: PROCUREMENT MANAGEMENT UNIT

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## **SECTION 1: INTRODUCTION - SCOPE OF WORKS**

1. The successful bidder would be required to collect refuse at NamRA offices and NamRA residential houses in specific areas.
2. All refuse must be removed and dumped at a site designated for the dumping site. The bidder must negotiate with the residents to put their refuse in plastic bags, boxes, or containers at places without rubbish bins.
3. The successful bidder must take necessary precautions not to litter any refuse enroute to the dumping site.
4. All refuse must be burned at the refuse dumping site under the supervision of the bidder and a delegate from the Municipality or Regional Council supervisor.
5. The successful bidder must undertake to report and compensate the Council for any damage incurred to the Council's property in the execution of his/her activities.
6. The successful bidder shall indemnify NamRA against any claim due to refusing removal services and acknowledge that the services will be rendered at their own risk.
7. The refuse bins must be collected once per week on Wednesdays.
8. Refuse bins should always be kept neat, clean, and sanitized when necessary.
9. The supplier must ensure the regional manager signs and stamps the delivery note to certify that the service has been performed satisfactorily.
10. All emptied bins must be returned, with their lids closed to the positions removed after emptying.

## **CLEANING EQUIPMENT AND CLEANING CONSUMABLES**

1. The bidder must have a pickup bakkie/tractor of 1 ton with a Trailer of 2.5 tons or a truck of 3.5 tons. Equipment used to remove refuse shall be enclosed to preclude the risk of fly-off litter.
2. The bidder should be registered and provide a certificate indicating the bidder as a Waste Transporter with the Municipality or Regional Council. Bidders should provide NamRA with Certificates or letters for the different waste categories, such as general waste, chemical waste, or hazardous waste, as proof that they are qualified to handle such waste.

## **OPERATING RULES AND PROCEDURES**

1. The bidder shall always strictly comply with NamRA's rules, regulations, policies, and procedures for rendering the Service.
2. The Bidder shall always adhere strictly to the relevant national laws and regulations Relating to the Health and Safety of Employees at Work, Reg 156 of the Labour Act (Act No.11 of 2007), and Hazard Substances Ordinance (Ordinance No. 14 of 1974 as amended).
3. Any accident or injury shall be reported immediately to the Regional Manager, who shall immediately inform the SHEQ and Asset and Facilities department of the accident.

## **SECTION 2. EVALUATION AND QUALIFICATION CRITERIA**

1. NamRA shall have the right to request clarifications in writing during the bid evaluation.
2. Bidders must provide evidence (a copy of the previous contract) that they have removed refuse and have been doing similar work as a prime or sub- Contractor.
3. The bidder must have a pickup bakkie/tractor of 1 ton with a Trailer of 2.5 tons or a truck of 3.5 tons. Equipment used to remove refuse shall be enclosed to preclude the risk of fly-off litter.
4. Bidders must ensure that all employees contracted on this project must wear PPE and uniforms when executing the task.
5. Bidders must attach detailed SHEQ Policy outlining how the septic tanks are to be emptied to a designated pond, removal of sludge and depositing of sewerage water including any other crucial aspect of SHEQ Policy.
6. Bidders to attach detailed CV and academic qualifications (in fields of Safety, Health, Environmental and Quality) for the Environmental Officer to be assigned to this project.

### SECTION 3. BIDDING EVALUATION PROCESS

The bids will be evaluated in three stages namely, stage one, two, and three respectively by the Bid Evaluation Committee (BEC) appointed by the Accounting Officer / Commissioner and subsequently submitted to the Procurement Committee for review of recommendation of award to the successful bidder/s.

#### STAGE 1: MANDATORY DOCUMENTATION AND ELIGIBILITY CRITERIA (YES/NO)

The following are mandatory documents to be submitted by bidders, non-submission of documents outlined below is automatic disqualification, bidder cannot be evaluated for Stage two (2) technical evaluation.

**TABLE 1: MANDATORY AND ELIGIBILITY REQUIREMENTS**

Document Description	Yes/No
Compulsory site visit <b>for each border post bidding for</b> . Attendance registers to be attached.	
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 or suspended from bidding for a certain period by the Policy Unit (PU) under the Ministry of Finance and Public Enterprises. <b>(The BEC will confirm by checking a list of debarred bidders on PU website)</b>  Does the bidder appear on any of the Development Bank ineligibility lists (African Development Bank, Asian Development Bank Group and World Bank Group)?	
A valid certified copy of full company registration documents e.g founding statement from BIPA or business registration for an entity incorporated or registered under the company or close corporation laws of Namibia. <u>All copies to be certified by the Commissioner of Oaths or Namibian Police.</u> Clearly indicate all shareholders. <b>Provide certified copies of Identification Document/s for all shareholders.</b>	
A valid original or valid certified copy of a Good Standing Tax Certificate duly certified from Namibian Police or Commissioner of Oaths.	
A valid certified copy of a Good Standing Certificate from Social Security Commission (SSC) duly certified by a Commissioner of Oaths; or Namibian Police.	
Attach detailed company profile clearly outlining the organisational structure for the company indicating all personnel and their positions. <b>Particularly staff members or positions to be assigned to this project.</b>	
One year proof of fitness certificate from the respective municipality or local authority, <b>as proof of business operation/duration in the region bidding for.</b>	
A certified copy of certificate or letter for different waste categories such as general waste, chemical waste or hazardous waste <b>as proof that bidder(s) are qualified to handle waste.</b> Certificate or letter are obtainable from respective municipalities or local authorities. Copies to be certified by a Commissioner of Oaths or Namibian Police.	

**STAGE 2: TECHNICAL EVALUATION [100 MARKS]**

**TABLE 2 TECHNICAL EVALUATION CRITERIA AND SCORING**

<b>A. EXPERIENCE IN REMOVAL AND BURNING OF REFUSE IN HOUSEHOLD AND OFFICES</b>				
<b>Company experience</b>				
				<b>Max points</b>
<b>01</b>	Bidders must provide evidence that they have removed and burned refuse in residential households and corporate offices have been doing similar work as a prime or sub-Contractor by:  attaching the following listed documents e.g a copy of the previous contract or purchase order or letter of award) <b>The documents should have values for awarded amounts.</b>	5 years of experience and above, substantiated by documents listed	20	<b>20</b>
		2 – 4 years of experience substantiated by documents listed	15	
		2 years of experience and less substantiated by documents listed	5	
<b>BIDDER'S EQUIPMENT, ASSETS AND PPE</b>				
<b>02</b>	The bidder must have a pickup bakkie/tractor of 1 ton with a Trailer of 2.5 tons or a truck of 3.5 tons. Equipment used to remove refuse shall be enclosed to preclude the risk of fly-off litter. <i>Attach proof of equipment ownership from NATIS. Ownership authentic will be verified or Bidder(s) may attach valid authentic certified copy of signed contracts to hire the aforesaid equipment intended to be utilized on the project. <b>Zero marks will be allocated to bidders with no pickup bakkie/tractor as specified above.</b></i>		40	<b>40</b>
<b>03</b>	Bidders must attach their Inventory list that includes PPE, and uniforms that designated staff members will wear during the execution of the project. The Inventory must have the company stamp and signed by the bidder. <b>Zero marks will be allocated to no attachment of all pictures.</b>		10	<b>10</b>
<b>SHEQ POLICY</b>				
<b>04</b>	Bidder(s) to attach detailed SHEQ Policy outlining how the refuse are to be removed and burned to a designated dumping sites or respective municipal regulated areas including any other crucial aspect of SHEQ Policy.  <b>NB:</b> BEC to ensure that SHEQ Policy is evaluated and approved by SHEQ Officers under NamRA Internal Affairs business unit. <b>Zero marks will be allocated to no attachment of the SHEQ Policy.</b>		20	<b>20</b>
<b>05</b>	Bidder to attach detailed CV (maximum of three (3) pages) and academic qualifications in fields of Safety, Health, Environmental and Quality for the Environmental Officer to be assigned to this project. <b>Zero marks will be allocated to no attachment of specified documents.</b>		10	<b>10</b>
<b>Total Score Points</b>				<b>100</b>
<b>NB: Only Bidders scoring a minimum of 70 marks and more will be considered for financial evaluation.</b>				

### STAGE 3: FINANCIAL EVALUATION

This stage determines the lowest responsive Bidder. This is the third and final stage of bid evaluation. The bids that obtain a minimum technical score of 80 marks/points will be deemed to be Technically responsive and subject to financial assessment. THEREFORE, BIDDERS WHO WILL REACH STAGE THREE (3) SHOULD NOTE THAT THE LOWEST BID PRICE WILL BE RECOMMENDED FOR AWARD OF CONTRACT.

Bidders may attach a detailed VAT inclusive costs for the period of 12 months for this assignment on their company letterhead.

#### PRICED ACTIVITY SCHEDULE

**NB:** Further, the bidder shall consider that the unit price shall include all miscellaneous costs, including kilometers and applications for depositing waste at the Local Authority dump site.

FAR NORTH-EASTERN REGION						
Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price per month	VAT N\$	Amount for 12 months N\$
1.	<u>Katwitwi Border Post</u>					
	Border Offices	16 bins	120 L			
	Staff Houses	12 bins	120 L			
2.	<u>Mohembo Border Post</u>					
	Border Offices	1 bin	120 L			
	Staff Houses	9 bins	120 L			
3.	<u>Sarasungu Border Post</u>					
	Border Offices	2 bins	120 L			
	Staff Houses	7 bins	120 L			
4.	<u>Ngoma Border Post</u>					
	Border Offices	12 bins	120 L			
	Staff Houses	15 bins	120 L			

SOUTHERN REGION						
Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price per month	VAT N\$	Amount for 12 months N\$
5.	<u>Noordoewer Border Post</u>					
	Border Offices	11 bins	120 L			

	Staff Houses	28 bins	120 L			
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6.	<b><u>Klein Manase Border Post</u></b>					
	Border Offices	1 bin	120 L			
	Staff Houses	8 bins	120 L			

7.	<b><u>Ariamsvlei Border Post</u></b>					
	Border Offices	12 bins	120 L			
	Staff Houses	15 bins	120 L			

#### **SECTION 4. BID CLARIFICATION AND ENQUIRIES**

All technical / procurement clarifications and / or enquiries, if any, should be addressed by email to NamRA Procurement Management Unit (PMU) at: [procurementclarification@namra.org.na](mailto:procurementclarification@namra.org.na)

Taking part in this process does not commit or bind NamRA in accepting any proposal. The RFQ process may be cancelled at any given time without prejudice.

**NB:** The costs for the compulsory site visit/inspection will be incurred by the prospective bidder. Bidders to submit one original and two copies.

#### **SECTION 5. PLACE FOR BID SUBMISSION**

Bids should be posted, or hand delivered in a single sealed envelope indicating the procurement reference number and detailing the project title for the service to be undertaken as per details below:

The Chairperson: Procurement Committee  
 Through the Head: Procurement Management Unit (PMU)  
**PROCUREMENT REFERENCE NO: NCS/RFQ/NamRA/01-03/2025**  
 NamRA Head Office, Town Square Building,  
 Upper Retail Floor, Post Street Mall  
 P O Box 569  
 WINDHOEK  
 NAMIBIA  
 Email address: [procurementclarification@namra.org.na](mailto:procurementclarification@namra.org.na)

- Bidders are responsible for ensuring that their bids reach NamRA in good time.
- Bids received after the deadline will not be considered and will be returned to the bidder's postal in sealed envelope.

**//END.**