

# **REQUEST FOR QUOTATION**

## **FOR**

## **GOODS**

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

**Cost: Free**

**PROJECT TITLE: SUPPLY, DELIVERY,  
INSTALLATION, SERVICING AND REPAIR OF  
AIR CONDITIONERS AND WATER COOLERS  
FOR NamRA DOMESTIC TAXES OFFICE,  
KEETMANSHOOP**

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

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

**COMPANY NAME:** \_\_\_\_\_

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

## LETTER OF INVITATION

To: Prospective Bidders

15 April 2025

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**PROJECT TITLE: SUPPLY, DELIVERY, INSTALLATION, SERVICING AND REPAIR OF AIR CONDITIONERS AND WATER COOLERS FOR NamRA DOMESTIC TAXES OFFICE, KEETMANSHOOP**

Dear Sir/Madam

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

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

**COMPULSORY SITE VISIT: TUESDAY, 22 APRIL 2025 AT 11H00AM, NAMIBIAN TIME – BIDDERS ARE TO CONTACT THE FOLLOWING NAMRA REPRESENTATIVE:**

- Harrison Kavikairiua @ 081 233 6468

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

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

**DEADLINE FOR BID SUBMISSION: MONDAY, 28 APRIL 2025 AT 11:00 AM**

Yours faithfully



**MS. PETRA LISHO- MAYUMBELO**

**MANAGER: PROCUREMENT MANAGEMENT UNIT**



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

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

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

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

TABLE 1 – EVALUATION CRITERIA	YES / NO
1. The bidder must attend a Compulsory Site inspection	
2. A valid original or certified copy of a certificate of business registration for an entity incorporated in Namibia or registered under the company or close corporation laws of Namibia certified by the Commissioner of Oaths or Namibian Police. Clearly indicate all shareholders and principals. <b>Provide copies of Namibian Identification Documents for all shareholders or Members.</b>	
3. Submit a valid original or valid certified copy of a Good Standing Tax Certificate from the Receiver of Revenue duly certified from Namibian Police or Commissioner of Oaths. For Individual Consultants bidding without company registration should attach personal individual good standing certificate of Income Tax.	
4. Submit a valid 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.	
5. Bidder must provide a comprehensive support and maintenance plan with minimum one (1) year warranty.	
6. The experience required to be demonstrated by the Bidder should include as a minimum three (3) years in Supply, Delivery, Installation, Servicing and Repair of air conditioners/water coolers or similar. The bidder must submit a minimum of three (3) reference letters/Purchase Orders/award letters from the Clients with similar service (Supply, Delivery, Installation, Servicing and Repair) not older than three (3) years at the time of bid submission.	
7. The bidder must have a qualified technician with a <b>minimum of three (3) years'</b> experience in Supply, Delivery, Installation, Servicing and Repair of air conditioners/Water coolers or similar supported by at least three (3) contactable reference letters and Curriculum Vitae (CV). (Attach evidence of service certificate(s) / reference letter(s) and proof of qualifications for the Technician).	
8. Submit a latest valid original or valid certified copy of a fitness certificate from respective municipality, town council or Ministry of Health and Social Services (MoHSS) (in cases where bidders operate in unproclaim land) to confirm the location that the bidder is operating in the same region.	

## STAGE TWO: SPECIFICATIONS AND PRICE SCHEDULE ACTIVITY

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

**Bidders are required to quote all the items listed below as failure would deem the bid non-responsive.**

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

NO	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	REMOVAL OF 12,000 BTU CEILING CASSETTE		
2	REMOVAL OF 18,000 BTU SPLIT UNIT		
3	REMOVAL OF WATER COOLERS		
4	SUPPLY AND INSTALL WATER COOLER		
5	SUPPLY AND INSTALL SAMSUNG 12,000 BTU CEILING CASSETTE		
6	SUPPLY AND INSTALL SAMSUNG 18,000 BTU SPLIT UNIT		
7	¼ COPPER PIPE WITH INSULATION		
8	½ COPPER PIPE WITH INSULATION		
9	BRECKET SET		
10	ISOLATORS 25A		
11	CIRCUIT BREAKERS 25A		
12	POWER SUPPLY CABLE 2.5MM		
13	WORKSHOP SUPPLY		

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

### STAGE THREE: FINANCIAL EVALUATION

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

Item no:	Description	Quantity	Unit of Measure	Price per unit Excluding VAT	Total price Excluding VAT
1	REMOVAL OF 12,000 BTU CEILING CASSETTE	4	EACH		
2	REMOVAL OF 18,000 BTU SPLIT UNIT	1	EACH		
3	REMOVAL OF WATER COOLERS	7	EACH		
4	SUPPLY AND INSTALL WATER COOLER	7	EACH		
5	SUPPLY AND INSTALL SAMSUNG 12,000 BTU CEILING CASSETTE	4	EACH		
6	SUPPLY AND INSTALL SAMSUNG 18,000 BTU SPLIT UNIT	2	EACH		
7	¼ COPPER PIPE WITH INSULATION	60M	EACH		
8	½ COPPER PIPE WITH INSULATION	60M	EACH		
9	BRECKET SET	6	EACH		
10	ISOLATORS 25A	11	EACH		
11	CIRCUIT BREAKERS 25A	11	EACH		
12	POWER SUPPLY CABLE 2.5MM	100M	EACH		
13	WORKSHOP SUPPLY ANY OTHER COSTS RELATED TO EXECUTING THIS PROJECT SUCCESSFULLY				
<b>Total price Excluding VAT</b>					
<b>Vat 15%</b>					
<b>Total price Including VAT</b>					

#### II) ADDITIONAL TERMS AND CONDITIONS OF DELIVERY:

- NamRA completion period for this project is within fourteen (14) "calendar days" as from the date of order placement / issuance of letter of award.
- The tests and inspections of quality, quantity and correct specification will be conducted upon delivery. *Any deviations to the delivery of goods will be returned instantly and payment will only be processed for goods certified correctly by NamRA representative.*
- Validity period offer / quotation: 90 calendar days as from closing date set for submission of quotations.
- Prospective bidder/s should ensure to initial every page of this bid document.
- All goods to be delivered at NamRA Centralized Storeroom [Ministry of Finance - Excise Management Building, Molke Street]. Please notify the Storeroom Inventory and Receipt Officer Ms. Lydia Hishiko at **0811 46 0648** upon arrival for coordination or Mr. Collins Mbeha at **081 828 7617**.

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

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

Signature.....

Date.....

Bidder's company stamp: