

REQUEST FOR QUOTATION FOR WORKS

Procurement Reference No: W/RFQ/NAMRA/01-10/2024

Cost: Free

**PROJECT TITLE: PROCUREMENT OF A
CONTRACTOR FOR REPAIRS OF A LEAKING
ROOF AT LARGE TAXPAYERS BUILDING,
NamRA**

Cost: Free to be downloaded from NamRA website.

www.namra.org.na

COMPANY NAME: _____

TOTAL BID AMOUNT VAT INCLUSIVE: _____

LETTER OF INVITATION

To: Prospective Bidders

17 March 2025

Procurement Reference No: W/RFQ/NAMRA/01-10/2024

PROJECT TITLE: PROCUREMENT OF A CONTRACTOR FOR REPAIRS OF A LEAKING ROOF AT LARGE TAXPAYERS BUILDING, NamRA

Dear Sir/Madam

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

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

COMPULSORY SITE VISIT: THURSDAY, 20 MARCH AT 11H00AM, NAMIBIAN TIME – BIDDERS ARE TO CONTACT THE FOLLOWING NamRA OFFICIAL BELOW:

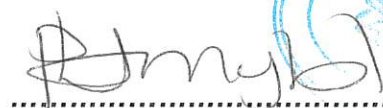
- Botha Harris
- Email address: botha.harris@namra.org.na
- Tel: +264811460644

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 as failure will result in immediate disqualification.

DEADLINE FOR BID SUBMISSION: TUESDAY 25 MARCH 2025 AT 11:00 AM

Yours faithfully



MS. PETRA LISHO- MAYUMBELO
MANAGER: PROCUREMENT MANAGEMENT UNIT



I) TERMS AND CONDITIONS AND BIDDING EVALUATION PROCEDURE:

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

STAGE ONE: SUBMISSION OF MANDATORY AND ELIGIBILITY CRITERIA

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

TABLE 1 – EVALUATION CRITERIA	YES / NO
1. A valid original or certified copy of a certificate of business registration for an entity incorporated in Namibia or registered under the company or close corporation laws of Namibia certified by the Commissioner of Oaths or Namibian Police. Clearly indicate all shareholders and principals. Provide copies of Identification Documents for all shareholders.	
2. 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.	
3. 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.	
4. Bidder must operate a company registered for construction/renovation (company registration/founding statement document submitted with the bid document must ascertain the services/works provided).	
5. The experience required to be demonstrated by the Bidder should include as a minimum of three (3) years in construction/renovation or similar. The bidder must submit at least one (1) purchase order and reference letter or completion certificate from the Clients with similar work not older than three (3) years at the time of bid submission.	
6. Submit valid certified copy of SME certificate, indicating SME status of bidding company (if any)	
7. Complete a Company Shareholding Information Form on page 6 of the bidding document	
NB: The requirements above must be submitted by all parties in cases of a Partnership or Joint Venture.	

STAGE TWO: SPECIFICATIONS AND PRICE SCHEDULE ACTIVITY

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

Bidders are required to quote all the items listed below as failure would deem the bid non-responsive. (Refer to the attached drawings and pictures for ease of reference).

[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 existing bitumen waterproofing and replace with one coat bitumen primer and one-layer 4mm fully bonded waterproof membrane comprising two bitumen layers reinforced with woven spun bonded polyethylene fabric and coated with polyethylene film for heat bonding, laid with 100mm and 150mm end laps. ➤ On flat roofs		
2	Unblocking of roof drainage channels, down pipes and gutters.		

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/ M ²	Rate	Total price Excluding VAT
1	Removal of existing bitumen waterproofing and replace with one coat bitumen primer and one-layer 4mm fully bonded waterproof membrane comprising two bitumen layers reinforced with woven spun bonded polyethylene fabric and coated with polyethylene film for heat bonding, laid with 100mm and 150mm end laps. On flat roofs	292.5	M ²		
2	Unblocking of roof drainage channels, down pipes and gutters	Item	1		
Total price Excluding VAT					
Vat 15%					
Total price Including VAT					

II) ADDITIONAL TERMS AND CONDITIONS OF DELIVERY:

- (a) NamRA completion period for this project is within fourteen (14) "calendar days" as from the date of order placement / issuance of letter of award.
- (b) The tests and inspections of quality, quantity and correct specifications for work done on site will be conducted upon delivery by Assets and Facilities Team in liaison with the respective Regional Manager. *Any deviations to the delivery of works will be regarded as not complete and payment will only be processed for works certified correctly by Assets and Facilities.*
- (c) Validity period offer / quotation: 180 calendar days as from closing date set for submission of quotations.
- (d) Prospective bidder/s should ensure to initial every page of this bid document.
- (e) A job card for daily work done should be signed off by the respect Regional Manager

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

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

Signature.....

Date.....

Bidder's company stamp:

COMPANY SHAREHOLDING INFORMATION FORM

PROCUREMENT REFERENCE NUMBER: W/RFQ/NAMRA/01-10/2024

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

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

Date: [insert day, month, and year]