

REQUEST FOR QUOTATION

FOR

GOODS

Procurement Reference No: G/RFQ/NAMRA/01-01/2026

Cost: Free

PROJECT TITLE: PROVISION FOR THE SUPPLY, DELIVERY, INSTALLATION, SERVICING AND MAINTENANCE OF FIRE EQUIPMENT AND FIRST AID KITS COUNTRY-WIDE FOR A PERIOD OF 24 MONTHS

Cost: Free to be downloaded from NamRA website.

www.namra.org.na

BIDDER'S NAME	
CONTACT DETAILS	TEL:
	EMAIL:
TOTAL QUOTED AMOUNT EXCLUSIVE OF VAT FOR A PERIOD OF 24 MONTHS	N\$
TOTAL QUOTED AMOUNT INCLUSIVE OF VAT FOR A PERIOD OF 24 MONTHS	N\$

LETTER OF INVITATION

To: Prospective Bidders

22 May 2026

Procurement Reference No: G/RFQ/NAMRA/01-01/2026

Project Title: **PROVISION FOR THE SUPPLY, DELIVERY, INSTALLATION, SERVICING AND MAINTENANCE OF FIRE EQUIPMENT AND FIRST AID KITS COUNTRY-WIDE FOR A PERIOD OF 24 MONTHS**

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

DEADLINE FOR BID SUBMISSION: MONDAY, 15 JUNE 2026 AT 11:00AM- LATE BIDS WILL BE DISQUALIFIED

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. 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? Namibia Procurement Policy Unit https://eqp2.gov.na/forms/SearchSuspendedTheBidder.jsf	
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. Provide certified copies of Identification Documents for all shareholders or owners.	
3. Has the bidder provided a valid original or valid certified Good Standing Tax Certificate (valid at the deadline of submission of bid) duly certified from Namibian Police or Commissioner of Oaths?	
4. Has the bidder provided a valid original or valid certified copy of a Good Standing Certificate from Social Security Commission (SSC) (valid at the deadline of submission of bid) duly certified by a Commissioner of Oaths; or Namibian Police?	
5. The experience required to be demonstrated by the Bidder should include as a minimum five (5) years in Servicing, Supply, Delivery and Installation of Fire equipment or similar. The bidder must submit a minimum of two (2) reference letters/award letters/purchase orders from the Clients with similar service (Servicing, Supply, Delivery and Installation of Fire equipment) not older than five (5) years at the time of bid submission.	
6. The bidder must have a qualified technician with a minimum of two (2) years' experience in maintaining, servicing or installation of firefighting equipment supported by at least two (2) contactable reference letters and Curriculum Vitae (CV). (Attach evidence of service certificate(s) / reference letter(s) and proof of qualifications for the Technician).	
7. Has the bidder completed a Company Shareholding Form on page 4 of the bidding document?	

COMPANY SHAREHOLDING INFORMATION FORM

PROCUREMENT REFERENCE NUMBER: G/RFQ/NAMRA/01-01/2026

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	Namibia n (Yes/ No)	Previously Disadvantage d 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]

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 TOR on **page 22** of the bidding document for detailed specification.

Bidders are required to quote all the items listed in that specific area/region 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].

TABLE 1: COMPLIANCE TO SPECIFICATIONS

NamRA OFFICE/TOWN		FIRE FIGHTING EQUIPMENT				FIRST AID MATERIAL			
		Type	Mass/Size	Servicing	New Fire Extinguisher mounting only (Fire Extinguisher in Stock)	Full Kit with Box	Replenish	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
				Qty	Qty	Qty	Qty		
Windhoek Head Office extension, Upper retail All									
Fire Extinguisher	DCP	7.6kg	26	N/A	N/A	N/A			
Fire Extinguisher	DCP	7.8kg	8	N/A	N/A	N/A			
Fire Extinguisher	DCP	7.7kg	6	N/A	N/A	N/A			
Fire Extinguisher	DCP	7.65kg	6	N/A	N/A	N/A			
Fire Extinguisher	DCP	7.9kg	4	N/A	N/A	N/A			
Fire Extinguisher	DCP	7.0kg	2	N/A	N/A	N/A			
Fire Extinguisher	DCP	7.35kg	1	N/A	N/A	N/A			
Fire Extinguisher	DCP	7.4kg	2	N/A	N/A	N/A			
Fire Extinguisher	DCP	7.5kg	5	N/A	N/A	N/A			
Fire Extinguisher	DCP	9.10kg	1	N/A	N/A	N/A			
Fire Extinguisher	CO2	11.15kg	1	N/A	N/A	N/A			
Fire Extinguisher	CO3	14.0kg	1	N/A	N/A	N/A			
Hose Reel	Water	30m	15	N/A	N/A	N/A			
Ministry Of Finance	Windhoek IRD								
Fire Extinguisher (Ground Floor)	DCP	13.5kg	2	N/A	1	N/A			
Fire Extinguisher (Ground Floor)	DCP	9kg	1	N/A	N/A	N/A			
Fire Extinguisher (Ground Floor)	DCP	12.9kg	1	N/A	N/A	N/A			
Hose Reel (Ground Floor)	Water	30m	2	N/A	N/A	N/A			

NamRA OFFICE/TOWN		FIRE FIGHTING EQUIPMENT				FIRST AID MATERIAL			
		Type	Mass/Size	Servicing	New Fire Extinguisher mounting only (Fire Extinguisher in Stock)	Full Kit with Box	Replenish	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
				Qty	Qty	Qty	Qty	C	D
Fire Extinguisher (First Floor)	DCP	13.5kg	2	N/A	1	N/A			
Fire Extinguisher (First Floor)	DCP	12.9kg	2	N/A	N/A	N/A			
Hose Reel (First Floor)	Water	30	2	N/A	N/A	N/A			
Fire Extinguisher (Second Floor)	DCP	12.9kg	2	N/A	1	N/A			
Fire Extinguisher (Second Floor)	DCP	13.5kg	2	N/A	N/A	N/A			
Fire Extinguisher (Second Floor)	CO2	5kg	3	N/A	N/A	N/A			
Hose Reel (Second Floor)	Water	30m	2	N/A	N/A	N/A			
Fire Extinguisher (Third Floor)	DCP	12.9kg	2	N/A	1	N/A			
Fire Extinguisher (Third Floor)	DCP	13.5kg	2	N/A	N/A	N/A			
Hose Reel (Third Floor)	Water	30m	2	N/A	N/A	N/A			
Fire Extinguisher (Fourth Floor)	DCP	12.9kg	2	N/A	1	N/A			
Fire Extinguisher (Fourth Floor)	DCP	13.5kg	2	N/A	N/A	N/A			
Hose Reel (Fourth Floor)	Water	30m	2	N/A	N/A	N/A			
Fire Extinguisher (Fifth Floor)	DCP	12.9kg	2	N/A	1	N/A			
Fire Extinguisher (Fifth Floor)	DCP	13.5kg	2	N/A	N/A	N/A			
Hose Reel(Fifth Floor)	Water	30m	2	N/A	N/A	N/A			
Former LTU building Domestic Taxes	Windhoek Domestic Taxes								
Fire Extinguisher	DCP	12kg	3	N/A	N/A	N/A			
Dedicated Service Centre	Customs & Excise								
Fire Extinguisher	DCP	13.7kg	4	N/A	N/A	N/A			

NamRA OFFICE/TOWN	FIRE FIGHTING EQUIPMENT				FIRST AID MATERIAL		Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
	Type	Mass/Size	Servicing	New Fire Extinguisher mounting only (Fire Extinguisher in Stock)	Full Kit with Box	Replenish		
			Qty	Qty	Qty	Qty	C	D
Fire Extinguisher	DCP	7.7kg	1	N/A	N/A	N/A		
Fire Extinguisher	DCP	7.5kg	1	N/A	N/A	N/A		
Fire Extinguisher	CO2	2kg	1	N/A	N/A	N/A		
Hose Reel	Water	30m	1	N/A	N/A	N/A		
Hosea Kutako Airport (Managed by NAC)	Windhoek Customs & Excise							
Fire Extinguisher	DCP	4.5kg	2	N/A	N/A	N/A		
Customs & Excise Centre/Warehouse	Customs & Excise							
Fire Extinguisher	DCP	12.9kg	2	N/A	1	N/A		
Fire Extinguisher	Storage Inventory	DCP	7.8kg	67	N/A	N/A		
Gobabis	Domestic Taxes							
Fire Extinguisher	CO2	9kg	3	N/a	2	N/A		
Hose Reel	Water	30m	1	N/a	N/A	N/A		
Trans Kalahari border	Domestic Taxes							
Fire Extinguisher	DCP	9kg	14	1	3	N/A		
Hose Reel	Water	30m	7	N/A	N/A	N/A		
Otjiwarongo	Customs & Excise							
Fire Extinguisher	DCP	9kg	31	N/A	N/A	1		
Fire Hydrand	water	N/A	2	N/A	N/a	N/A		
Hose Reel	water	30m	3	N/A	N/A	N/A		
Tsumeb satellite (Light house)	Customs & Excise							
Fire Extinguisher	DCP	9kg	2	2	1	N/A		
Outapi Satellite (Ama Engineering, Amadhila)	Customs & Excise							
Fire Extinguisher	DCP	9kg	3	3	1	N/A		
Khorixas satellite (Ilala B&B)	Customs & Excise							
Fire Extinguisher	DCP	9kg	3	N/A	1	N/A		
Opuwo Satellite (Iiyambo Iiyambo)	Customs & Excise							
Fire Extinguisher	DCP	4.5kg	3	N/A	N/A	1		

NamRA OFFICE/TOWN		FIRE FIGHTING EQUIPMENT				FIRST AID MATERIAL		Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
		Type	Mass/Size	Servicing	New Fire Extinguisher mounting only (Fire Extinguisher in Stock)	Full Kit with Box	Replenish		
				Qty	Qty	Qty	Qty	C	D
Eenhana Satellite (Eenhana United)	Domestic Taxes								
Fire Extinguisher	DCP	9KG	2	N/A	N/A	4			
Oshakati Regional	Customs & Excise								
Fire Extinguisher	DCP	9kg	7	N/A	N/A	N/A			
Fire Extinguisher	CO2	5kg	2	N/A	N/A	N/A			
Hose Reel	Water	30m	4	4	N/A	N/A			
Oshakati Regional	Domestic Taxes								
Fire Extinguisher	DCP	9kg	38	N/A	N/A	N/A			
Fire Extinguisher	CO2	5kg	3	N/A	N/A	N/A			
Omahenene border	Domestic Taxes								
Fire Extinguisher	DCP	4.5kg	6	N/A	2	N/A			
Fire Extinguisher	DCP	13.6kg	12	N/A	N/A	N/A			
Oshikango border	Customs & Excise								
Fire Extinguisher	DCP	13.3kg	32	N/A	N/A	1			
Okashamane border	Customs & Excise								
Fire Extinguisher	DCP	4.5kg	6	2	2	N/A			
Fire Extinguisher	DCP	9kg	4	N/A	N/A	N/A			
Rundu regional office	Customs & Excise								
Fire Extinguisher	DCP	9kg	9	N/A	1	N/A			
Fire Extinguisher	DCP	5kg	2	N/A	N/A	N/A			
Fire Extinguisher	DCP	24.3kg	10	N/A	N/A	N/A			
Muhembo border	Domestic Taxes								
Fire Extinguisher	CO2	9kg	2	N/A	1	N/A			
Hose Reel	Water	30m	3	N/A	N/A	N/A			
Katima Mulilo Regional Office (Diamond Properties)	Domestic Taxes								
Fire Extinguisher	DCP	7.6kg	5	N/A	N/A	N/A			
Katima Mulilo Regional Office	Customs & Excise								
Fire Extinguisher	DCP	9kg	6	N/A	N/A	N/A			
Fire Extinguisher	CO2	5kg	2	N/A	N/A	N/A			
Hose Reel	Water	50m	1	N/A	N/A	N/A			

NamRA OFFICE/TOWN		FIRE FIGHTING EQUIPMENT				FIRST AID MATERIAL		Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
		Type	Mass/Size	Servicing	New Fire Extinguisher mounting only (Fire Extinguisher in Stock)	Full Kit with Box	Replenish		
				Qty	Qty	Qty	Qty	C	D
Katima Mulilo Border (Wenela Border)	Customs & Excise								
Fire Extinguisher	DCP	13.9kg	4	N/A	N/A	N/A			
Fire Extinguisher	DCP	9kg	2	N/A	N/A	N/A			
Fire Extinguisher	CO2	5kg	4	N/A	N/A	N/A			
Hose Reel	Water	50m	1	N/A	N/A	N/A			
Ngoma Border Post	Customs & Excise								
Fire Extinguisher	DCP	8kg	12	N/A	N/A	N/A			
Fire Extinguisher	DCP	9kg	5	N/A	N/A	N/A			
Fire Extinguisher	DCP	4.5kg	3	N/A	N/A	N/A			
Fire Extinguisher	CO2	5kg	3	N/A	N/A	N/A			
Hose Reel	Water	50kg	1	N/A	N/A	N/A			
Walvis Bay (Nampont)	Domestic Taxes								
Fire Extinguisher	DCP	8kg	1	N/A	2	N/A			
fire Extinguisher	DCP	12.5kg	1	N/A	N/A	N/A			
fire Extinguisher	DCP	17.5kg	1	N/A	N/A	N/A			
fire Extinguisher	DCP	9kg	1	N/A	N/A	N/A			
Walvis Bay Regional	Domestic Taxes								
Fire Extinguisher	DCP	12.9kg	13	N/A		N/A			
Fire Extinguisher	CO2	13.7kkg	5	N/A	N/A	N/A			
Walvis Bay Audit office	Domestic Taxes								
Fire Extinguisher	DCP	12.9kg	10	N/A	N/A	N/A			
Fire Extinguisher	DCP	13.7kg	6	N/A	N/A	N/A			
Fire Extinguisher	CO2	13.2kg	1	N/A	N/A	N/A			
Swakopmund Satellite (The Dome)	Combined								
Fire Extinguisher	DCP	9kg	4	N/A	1	N/A			
Oranjemund Border	Customs & Excise								
Fire Extinguisher	DCP	9kg	4	2	N/A	N/A			
Oranjemund	Domestic Taxes								
Fire Extinguisher	DCP	9kg	2	N/A	N/A	N/A			

NamRA OFFICE/TOWN		FIRE FIGHTING EQUIPMENT				FIRST AID MATERIAL		Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
		Type	Mass/Size	Servicing	New Fire Extinguisher mounting only (Fire Extinguisher in Stock)	Full Kit with Box	Replenish		
				Qty	Qty	Qty	Qty	C	D
Luderitz harbour (Namport)	Custom & Excise								
Fire Extinguisher	DCP	9kg	5	N/A	N/A	N/A			
Noordoewer border	Customs & Excise								
Fire Extinguisher	DCP	9kg	9	N/A	2	N/A			
Fire Extinguisher	CO2	5kg	5	N/A	N/A	N/A			
Hydrands	Water	30m	2	N/A	N/A	N/A			
Hose Reel	Water	30m	2	N/A	N/A	N/A			
Ariamsvlei border	Customs & Excise								
Fire Extinguisher	DCP	9kg	7	N/A	N/A	N/A			
Fire Extinguisher	CO2	5kg	2	N/A	N/A	N/A			
Fire Extinguisher	DCP	4.5kg	7	N/A	N/A	N/A			
Fire Extinguisher	DCP	5kg	9	8	N/A	N/A			
Fire Extinguisher	NamRA Bus	DCP	2.5kg	1	N/A	N/A	N/A		
Hose Reel	Water	30m	3	N/A	N/A	N/A			
Klein Manasse Border	Customs & Excise								
Fire Extinguisher	DCP		2	N/A	1	N/A			
Keetmanshoop	Customs & Excise								
Fire Extinguisher	DCP	9kg	12	N/A	N/A	N/A			
Fire Extinguisher	CO2	5kg	2	N/A	N/A	N/A			
Hose Reel	Water	30m	N/A	N/A	N/A	N/A			
Keetmanshoop	Domestic Taxes								
Fire Extinguisher	DCP	9kg	4	N/A	2	N/A			
Fire Extinguisher	CO2	5kg	8	N/A	N/A	N/A			
Mariental satellite	Domestic Taxes								
Fire Extinguisher	DCP	9kg	1	N/A	1	N/A			
Fire Extinguisher	DCP	10.5kg	1	N/A	N/A	N/A			
Luderitz (Waterfront)	Customs & Excise								
Fire Extinguisher	DCP	9kg	5	N/A	1	N/A			

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 for the area they bid for 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.

Note:

- The first year shall cover the full scope of work as outlined in the specifications contained in the TOR.
- The second year shall be limited to the maintenance and servicing of the installed equipment and related systems.
- The successful bidder will be compensated based on work completed. As such, all payment processes will be subject to the submission of the relevant job cards/service reports confirming the work undertaken.

TABLE 1: FINANCIAL EVALUATION FOR SERVICING OF FIRE FIGHTING EQUIPMENT

NamRA office/Town	Type		Size	Quantity	Unit of Measure	Price per unit Excluding VAT	Total price Excluding VAT
Windhoek Head Office	Fire Extinguisher	DCP	7.6kg	26	each		
	Fire Extinguisher	DCP	7.8kg	8	each		
	Fire Extinguisher	DCP	7.7kg	6	each		
	Fire Extinguisher	DCP	7.65kg	6	each		
	Fire Extinguisher	DCP	7.9kg	4	each		
	Fire Extinguisher	DCP	7.0kg	2	each		
	Fire Extinguisher	DCP	7.35kg	1	each		
	Fire Extinguisher	DCP	7.4kg	2	each		
	Fire Extinguisher	DCP	7.5kg	5	each		
	Fire Extinguisher	DCP	9.10kg	1	each		
	Fire Extinguisher	CO2	11.15kg	1	each		
	Fire Extinguisher	CO3	14.0kg	1	each		
	Hose Reel	Water	30m	15	each		
Ministry Of Finance (Windhoek IRD)	Fire Extinguisher (Ground Floor) DCP		13.5kg	2	each		
	Fire Extinguisher (Ground Floor) DCP		9kg	1	each		
	Fire Extinguisher (Ground Floor) DCP		12.9kg	1	each		

NamRA office/Town	Type		Size	Quantity	Unit of Measure	Price per unit Excluding VAT	Total price Excluding VAT
	Hose Reel (Ground Floor) Water		30m	2	each		
	Fire Extinguisher (First Floor) DCP		13.5kg	2	each		
	Fire Extinguisher (First Floor) DCP		12.9kg	2	each		
	Hose Reel (First Floor) Water		30	2	each		
	Fire Extinguisher (Second Floor) DCP		12.9kg	2	each		
	Fire Extinguisher (Second Floor) DCP		13.5kg	2	each		
	Fire Extinguisher (Second Floor) CO2		5kg	3	each		
	Hose Reel (Second Floor) Water		30m	2	each		
	Fire Extinguisher (Third Floor) DCP		12.9kg	2	each		
	Fire Extinguisher (Third Floor) DCP		13.5kg	2	each		
	Hose Reel (Third Floor) Water		30m	2	each		
	Fire Extinguisher (Fourth Floor)		12.9kg	2	each		
	Fire Extinguisher (Fourth Floor) DCP		13.5kg	2	each		
	Hose Reel (Fourth Floor) Water		30m	2	each		
	Fire Extinguisher (Fifth Floor) DCP		12.9kg	2	each		
	Fire Extinguisher (Fifth Floor) DCP		13.5kg	2	each		
	Hose Reel (Fifth Floor) Water		30m	2	each		
Former LTU Building Domestic Taxes (Windhoek Domestic Taxes)	Fire Extinguisher DCP		12kg	3	each		
Dedicated Service Centre (Customs & Excise)	Fire Extinguisher	DCP	13.7kg	4	each		
	Fire Extinguisher	DCP	7.7kg	1	each		
	Fire Extinguisher	DCP	7.5kg	1	each		
	Fire Extinguisher	CO2	2kg	1	each		
	Hose Reel	Water	30m	1	each		
Hosea Kutako	Fire Extinguisher		4.5kg	2	each		

NamRA office/Town	Type	Size	Quantity	Unit of Measure	Price per unit Excluding VAT	Total price Excluding VAT
Airport (Managed by NAC)	DCP					
Customs & Excise Centre/Warehouse	Fire Extinguisher DCP	12.9kg	2	each		
	Fire Extinguisher (Storage Inventory) DCP	7.8kg	17	each		
Gobabis (Domestic Taxes)	Fire Extinguisher CO2	9kg	3	each		
	Hose Reel Water	30m	1	each		
Trans Kalahari border	Fire Extinguisher CO2	9kg	14	each		
	Hose Reel Water	30m	7	each		
Otjiwarongo (Customs & Excise)	Fire Extinguisher	DCP	9kg	31	each	
	Fire Hydrant	water	N/A	2		
	Hose Reel	water	30m	3		
Tsumeb satellite (Light house) Customs & Excise	Fire Extinguisher	DCP	9kg	2	each	
Outapi Satellite (Engineering, Amadhila) Customs & Excise	Fire Extinguisher	DCP	9kg	3	Each	
Khorixas satellite (Ilala B&B) Customs & Excise	Fire Extinguisher	DCP	9kg	3	each	
Opuwo Satellite (Iiyambo Iiyambo) Customs & Excise	Fire Extinguisher	DCP	4.5kg	3	each	
Eenhana Satellite (Eenhana United)	Fire Extinguisher	DCP	9KG	2	each	

NamRA office/Town	Type		Size	Quantity	Unit of Measure	Price per unit Excluding VAT	Total price Excluding VAT
(Domestic Taxes)							
Oshakati Regional (Customs & Excise)	Fire Extinguisher	DCP	9kg	7	each		
	Fire Extinguisher	CO2	5kg	2	each		
	Hose Reel	Water	30m	4	each		
Oshakati Regional (Domestic Taxes)	Fire Extinguisher	DCP	9kg	38	V		
	Fire Extinguisher	CO2	5kg	3			
Omahenene border Domestic Taxes	Fire Extinguisher	DCP	4.5kg	6	each		
					each		
	Fire Extinguisher	DCP	13.6kg	12			
Oshikango border Customs & Excise	Fire Extinguisher	DCP	13.3kg	32	each		
Okashamane border Customs & Excise	Fire Extinguisher	DCP	4.5kg	6	each		
					each		
	Fire Extinguisher	DCP	9kg	4			
Rundu regional office Customs & Excise	Fire Extinguisher	DCP	9kg	9	each		
	Fire Extinguisher	DCP	5kg	2	each		
	Fire Extinguisher	DCP	24.3kg	10	each		
Muhembo border Domestic Taxes	Fire Extinguisher	CO2	9kg	2	each		
					each		
	Hose Reel	Water	30m	3			
Katima Mulilo Regional Office (Diamond Properties) Domestic Taxes	Fire Extinguisher				each		
		DCP	7.6kg	5			
Katima Mulilo Regional Office	Fire Extinguisher	DCP	9kg	6	each		
	Fire Extinguisher	CO2	5kg	2	each		

NamRA office/Town	Type		Size	Quantity	Unit of Measure	Price per unit Excluding VAT	Total price Excluding VAT
Customs & Excise	Hose Reel	Water	50m	1	each		
Katima Mulilo Border (Wenela Border)	Fire Extinguisher	DCP	13.9kg	4	each		
	Fire Extinguisher	DCP	9kg	2	each		
	Fire Extinguisher	CO2	5kg	4	each		
	Hose Reel	Water	50m	1	each		
Customs & Excise							
Ngoma Border Post	Fireb Extinguisher	DCP	8kg	12	each		
	Fire Extinguisher	DCP	9kg	5	each		
	Fire Extinguisher	DCP	4.5kg	3	each		
	Fire Extinguisher	CO2	5kg	3	each		
	Hose Reel	Water	50kg	1	each		
Customs & Excise							
Walvis Bay (Nampont)	Fire Extinguisher	DCP	8kg	1	each		
	fire Extinguisher	DCP	12.5kg	1	each		
	fire Extinguisher	DCP	17.5kg	1	each		
	fire Extinguisher	DCP	9kg	1	each		
Domestic Taxes							
Walvis Bay Regional	Fire Extinguisher				each		
		DCP	12.9kg	13			
	Fire Extinguisher	CO2	13.7kkg	5	each		
Domestic Taxes							
Walvis Bay Audit office	Fire Extinguisher	DCP	12.9kg	10	each		
	Fire Extinguisher	DCP	13.7kg	6	each		
	Fire Extinguisher				each		
		CO2	13.2kg	1			
Domestic Taxes							
Swakopmund Satellite (The Dome) (Combined)	Fire Extinguisher	DCP	9kg	4	each		
Oranjemund Border	Fire Extinguisher				each		
Customs & Excise		DCP	9kg	4			

NamRA office/Town	Type	Size	Quantity	Unit of Measure	Price per unit Excluding VAT	Total price Excluding VAT
Oranjemund Domestic Taxes	Fire Extinguisher	DCP 9kg	2	each		
Luderitz harbour (Namport) Custom Excise	Fire Extinguisher	DCP 9kg	5	each		
Noordoewer border Customs Excise	Fire Extinguisher	DCP 9kg	9	each		
	Fire Extinguisher	CO2 5kg	5	each		
	Hydrants	Water 30m	2	each		
	Hose Reel	Water 30m	2	each		
Ariamsvlei border Customs Excise	Fire Extinguisher	DCP 9kg	7	each		
	Fire Extinguisher	CO2 5kg	2	each		
	Fire Extinguisher	DCP 4.5kg	7	each		
	Fire Extinguisher	DCP 5kg	9	each		
	Fire Extinguisher	NamR A Bus /DCP 2.5kg	1	each		
	Hose Reel	Water 30m	3	each		
Klein Manasse Border Customs Excise	Fire Extinguisher	DCP 9kg	2	each		
Keetmanshoop Customs Excise	Fire Extinguisher	DCP 9kg	12	each		
	Fire Extinguisher	CO2 5kg	2	each		
	Hose Reel	Water 30m	1	each		
Keetmanshoop Domestic Taxes	Fire Extinguisher	DCP 9kg	4	each		
	Fire Extinguisher	CO2 5kg	8	each		
Mariental satellite Domestic Taxes	Fire Extinguisher	DCP 9kg	1	each		
	Fire Extinguisher	DCP 10.5kg	1	each		

NamRA office/Town	Type	Size	Quantity	Unit of Measure	Price per unit Excluding VAT	Total price Excluding VAT
Luderitz (Waterfront) Customs & Excise	Fire Extinguisher	DCP	9kg	5	each	
Total price Excluding VAT for Year 1 and Year 2						
VAT 15%						
Total price Including VAT for Year 1 and Year 2						

TABLE 2: FINANCIAL EVALUATION FOR NEW FIRE EXTINGUISHER MOUNTING ONLY (FIRE EXTINGUISHER AVAILABLE IN STOCK)

Business Unit	Type	Size	Quantity	Unit of Measure	Price per unit Excluding VAT	Total price Excluding VAT
Trans Kalahari border Domestic Taxes	Fire Extinguisher DCP	9kg	1	each		
Tsumeb satellite (Light house) Customs & Excise	Fire Extinguisher DCP	9kg	2	each		
Outapi Satellite (Ama Engineering, Amadhila) Customs & Excise	Fire Extinguisher DCP	9kg	3	each		
Oshakati Regional	Hose Reel Water	30m	4	each		
Okashamane border Customs & Excise	Fire Extinguisher DCP	4.5kg	2	each		
Oranjemund Border Customs & Excise	Fire Extinguisher DCP	9kg	2	each		
Ariamsvlei border Customs & Excise	Fire Extinguisher DCP	5kg	8	each		
Total price Excluding VAT for Year 1 and Year 2						

Business Unit	Type	Size	Quantity	Unit Measure of	Price per unit Excluding VAT	Total price Excluding VAT
VAT 15%						
Total price Including VAT for Year 1 and Year 2						

TABLE 3: FINANCIAL EVALUATION FOR FIRST AID MATERIAL

Business Unit	Supply of Full Kit with Box (Quantity)	Replenish (Quantity)	Unit Measure of	Price per unit Excluding VAT	Total price Excluding VAT
Ministry Of Finance IRD Building	6	N/A	each		
Customs & Excise Centre/Warehouse	1	N/A	each		
Gobabis Domestic Taxes	2	N/A	each		
Trans Kalahari Border (Domestic Taxes)	3	N/A			
Otjiwarongo Customs & Excise	N/A	1			
Tsumeb satellite (Light house) Customs & Excise	1	N/A	each		
Outapi Satellite (Engineering, Amadhila) Customs & Excise	1	N/A	each		
Khorixas satellite (Ilala B&B) Customs & Excise	1	N/A	each		
Opuwo Satellite (Iiyambo Iiyambo) Customs & Excise	N/A	1	each		

Business Unit	Supply of Full Kit with Box (Quantity)	Replenish (Quantity)	Unit of Measure	Price per unit Excluding VAT	Total price Excluding VAT
Oshikango border Customs & Excise	N/A	1			
Okashamane border Customs & Excise	2	N/A			
Rundu regional office Customs & Excise	1	N/A			
Muhembo border Domestic Taxes	1	N/A			
Walvis Bay (Namport) Domestic Taxes	2	N/A			
Swakopmund Satellite (The Dome)	1	N/A			
Noordoewer border Customs & Excise	2	N/A			
Klein Manasse Border Customs & Excise	1	N/A			
Keetmanshoop Customs & Excise	2	N/A			
Mariental satellite Domestic Taxes	1	N/A			
Luderitz (Waterfront) Customs & Excise	1	N/A			
Total price Excluding VAT for Year 1 and Year 2					
VAT 15%					
Total price Including VAT for Year 1 and Year 2					

Summary of the Priced Activity Schedule

DESCRIPTION	TABLE 1	TABLE 2	TABLE 3	GRAND TOTAL
PROVISION FOR THE SUPPLY, DELIVERY, INSTALLATION, SERVICING AND MAINTENANCE OF FIRE EQUIPMENT AND FIRST AID KITS COUNTRY-WIDE FOR A PERIOD OF 24 MONTHS				

Priced Activity Schedule Authorised By:

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

11. 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

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

12. CLOSING DATE, TIME, AND 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: G/RFQ/NamRA/01-01/2026

NamRA Head Office, Town Square Building,

Upper Retail Floor, Post Street Mall

P O Box 569

WINDHOEK

NAMIBIA

Email address: procurementclarification@namra.org.na

DEADLINE FOR BID SUBMISSION: MONDAY, 15 JUNE 2026 AT 11:00AM (NAMIBIAN TIME)

- 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.

TERMS OF REFERENCE

1. Introduction

NamRA operates in all 14 regions covering all borders, airports and seaports. In pursuit of becoming a world class revenue agency to positively impact the livelihood of every Namibia.

2. Purpose

The purpose of these Terms of Reference is to set out the requirements for the service provider to service fire-fighting and fire suppression equipment's and supply First Aid Kits across all NamRA business units countrywide as per request for a period of two years.

3. Scope of Service

The scope of work will involve:

1. Conduct fire equipment inspection
2. Service fire-fighting equipment's
3. Service fire suppression and detection systems
4. Provide fire-fighting equipment's parts (Nozzles, etc.) when so required
5. Provide records of non-standardize fire-fighting equipment's
6. Supply of first Aid Kit boxes and content.

4. Specifications

FIRST AID KITS CONTENT			
ITEM	QTY	SIZE	
Bandage : Conforming	4	100×4.5	
Bandage: Conforming	4	75×4.5	
CPR Mouthpiece	2		
Cotton Wool	1	100g	
First Aid Dressing No.3	4		
First Aid Dressing No.5	4	150×200×2.25	
Gauze Swab: Sterile	2	5's	
Gauze Swabs: 100 Non Sterile	1	75×75×8ply	
Gloves: Pair Vitriile	2	Medium	
Gloves: Pair Vitriile	2	Large	
Plaster Roll: Non Stretch	1	25×3	
Plaster Strips: Fabric	20	19×72	
Paper Tape	1	25×3	
Burn-Eaz Dressing	1	10×10	
Scissors: First Aid	1	10/13cm	
Safety Pins	1	12's	
Splint: Wooden	2	270×65	
Metal Tweezers	1		
Triangular Bandage	4	Disposable	
Wound Cleaner	1	100ml	

NamRA OFFICE/TOWN		FIRE FIGHTING EQUIPMENT			FIRST AID MATERIAL		
		Type	Mass/Size	Servicing	New Fire Extinguisher mounting only (Fire Extinguisher in Stock)	Full Kit with Box	Replanish
				Qty	Qty	Qty	Qty
Windhoek Head Office extension, Upper retail All							
Fire Extinguisher	DCP	7.6kg	26	N/A	N/A	N/A	
Fire Extinguisher	DCP	7.8kg	8	N/A	N/A	N/A	
Fire Extinguisher	DCP	7.7kg	6	N/A	N/A	N/A	
Fire Extinguisher	DCP	7.65kg	6	N/A	N/A	N/A	
Fire Extinguisher	DCP	7.9kg	4	N/A	N/A	N/A	
Fire Extinguisher	DCP	7.0kg	2	N/A	N/A	N/A	
Fire Extinguisher	DCP	7.35kg	1	N/A	N/A	N/A	
Fire Extinguisher	DCP	7.4kg	2	N/A	N/A	N/A	
Fire Extinguisher	DCP	7.5kg	5	N/A	N/A	N/A	
Fire Extinguisher	DCP	9.10kg	1	N/A	N/A	N/A	
Fire Extinguisher	CO2	11.15kg	1	N/A	N/A	N/A	
Fire Extinguisher	CO3	14.0kg	1	N/A	N/A	N/A	
Hose Reel	Water	30m	15	N/A	N/A	N/A	
Ministry Of Finance	Windhoek IRD						
Fire Extinguisher (Ground Floor)	DCP	13.5kg	2	N/A	1	N/A	
Fire Extinguisher (Ground Floor)	DCP	9kg	1	N/A	N/A	N/A	
Fire Extinguisher (Ground Floor)	DCP	12.9kg	1	N/A	N/A	N/A	
Hose Reel (Ground Floor)	Water	30m	2	N/A	N/A	N/A	
Fire Extinguisher (First Floor)	DCP	13.5kg	2	N/A	1	N/A	
Fire Extinguisher (First Floor)	DCP	12.9kg	2	N/A	N/A	N/A	
Hose Reel (First Floor)	Water	30	2	N/A	N/A	N/A	
Fire Extinguisher (Second Floor)	DCP	12.9kg	2	N/A	1	N/A	
Fire Extinguisher (Second Floor)	DCP	13.5kg	2	N/A	N/A	N/A	
Fire Extinguisher (Second Floor)	CO2	5kg	3	N/A	N/A	N/A	

NamRA OFFICE/TOWN		FIRE FIGHTING EQUIPMENT				FIRST AID MATERIAL	
		Type	Mass/Size	Servicing	New Fire Extinguisher mounting only (Fire Extinguisher in Stock)	Full Kit with Box	Replanish
				Qty	Qty	Qty	Qty
Hose Reel (Second Floor)	Water		30m	2	N/A	N/A	N/A
Fire Extinguisher (Third Floor)	DCP		12.9kg	2	N/A	1	N/A
Fire Extinguisher (Third Floor)	DCP		13.5kg	2	N/A	N/A	N/A
Hose Reel (Third Floor)	Water		30m	2	N/A	N/A	N/A
Fire Extinguisher (Fourth Floor)	DCP		12.9kg	2	N/A	1	N/A
Fire Extinguisher (Fourth Floor)	DCP		13.5kg	2	N/A	N/A	N/A
Hose Reel (Fourth Floor)	Water		30m	2	N/A	N/A	N/A
Fire Extinguisher (Fifth Floor)	DCP		12.9kg	2	N/A	1	N/A
Fire Extinguisher (Fifth Floor)	DCP		13.5kg	2	N/A	N/A	N/A
Hose Reel(Fifth Floor)	Water		30m	2	N/A	N/A	N/A
Former LTU building Domestic Taxes	Windhoek Domestic Taxes						
Fire Extinguisher	DCP		12kg	3	N/A	N/A	N/A
Dedicated Service Centre	Customs & Excise						
Fire Extinguisher	DCP		13.7kg	4	N/A	N/A	N/A
Fire Extinguisher	DCP		7.7kg	1	N/A	N/A	N/A
Fire Extinguisher	DCP		7.5kg	1	N/A	N/A	N/A
Fire Extinguisher	CO2		2kg	1	N/A	N/A	N/A
Hose Reel	Water		30m	1	N/A	N/A	N/A
Hosea Kutako Airport (Managed by NAC)	Windhoek Customs & Excise						
Fire Extinguisher	DCP		4.5kg	N/A	N/A	N/A	N/A
Customs & Excise Centre/Warehouse	Customs & Excise						

NamRA OFFICE/TOWN		FIRE FIGHTING EQUIPMENT				FIRST AID MATERIAL	
		Type	Mass/Size	Servicing	New Fire Extinguisher mounting only (Fire Extinguisher in Stock)	Full Kit with Box	Replanish
				Qty	Qty	Qty	Qty
Fire Extinguisher	DCP		12.9kg	2	N/A	1	N/A
Fire Extinguisher	Storage Inventory	DCP	7.8kg	67	N/A	N/A	N/A
Gobabis	Domestic Taxes						
Fire Extinguisher	CO2		9kg	3	N/a	2	N/A
Hose Reel	Water		30m	1	N/a	N/A	N/A
Trans Kalahari border	Domestic Taxes						
Fire Extinguisher	DCP		9kg	14	1	3	N/A
Hose Reel	Water		30m	7	N/A	N/A	N/A
Otjiwarongo	Customs & Excise						
Fire Extinguisher	DCP		9kg	31	N/A	N/A	1
Fire Hydrand	water		N/A	2	N/A	N/a	N/A
Hose Reel	water		30m	3	N/A	N/A	N/A
Tsumeb satellite (Light house)	Customs & Excise						
Fire Extinguisher	DCP		9kg	2	2	1	N/A
Outapi Satellite (Ama Engineering, Amadhila)	Customs & Excise						
Fire Extinguisher	DCP		9kg	3	3	1	N/A
Khorixas satellite (Ilala B&B)	Customs & Excise						
Fire Extinguisher	DCP		9kg	3	N/A	1	N/A
Opuwo Satellite (Iiyambo Iiyambo)	Customs & Excise						
Fire Extinguisher	DCP		4.5kg	3	N/A	N/A	1
Eenhana Satellite (Eenhana United)	Domestic Taxes						
Fire Extinguisher	DCP		7.8KG	3	N/A	N/A	4
Oshakati Regional	Customs & Excise						
Fire Extinguisher	DCP		9kg	7	N/A	N/A	N/A
Fire Extinguisher	CO2		5kg	2	N/A	N/A	N/A
Hose Reel	Water		30m	4	4	N/A	N/A
Oshakati Regional	Domestic Taxes						

NamRA OFFICE/TOWN		FIRE FIGHTING EQUIPMENT				FIRST AID MATERIAL	
		Type	Mass/Size	Servicing	New Fire Extinguisher mounting only (Fire Extinguisher in Stock)	Full Kit with Box	Replanish
				Qty	Qty	Qty	Qty
Fire Extinguisher	DCP		9kg	38	N/A	N/A	N/A
Fire Extinguisher	CO2		5kg	3	N/A	N/A	N/A
Omahenene border	Domestic Taxes						
Fire Extinguisher	DCP		4.5kg	6	N/A	2	N/A
Fire Extinguisher	DCP		13.6kg	12	N/A	N/A	N/A
Oshikango border	Customs & Excise						
Fire Extinguisher	DCP		13.3kg	32	N/A	N/A	1
Okashamane border	Customs & Excise						
Fire Extinguisher	DCP		4.5kg	6	2	2	N/A
Fire Extinguisher	DCP		9kg	4	N/A	N/A	N/A
Rundu regional office	Customs & Excise						
Fire Extinguisher	DCP		9kg	9	N/A	1	N/A
Fire Extinguisher	DCP		5kg	2	N/A	N/A	N/A
Fire Extinguisher	DCP		24.3kg	10	N/A	N/A	N/A
Muhembo border	Domestic Taxes						
Fire Extinguisher	CO2		9kg	2	N/A	1	N/A
Hose Reel	Water		30m	3	N/A	N/A	N/A
Katima Mulilo Regional Office (Diamond Properties)	Domestic Taxes						
Fire Extinguisher	DCP		7.6kg	5	N/A	N/A	N/A
Katima Mulilo Regional Office	Customs & Excise						
Fire Extinguisher	DCP		9kg	6	N/A	N/A	N/A
Fire Extinguisher	CO2		5kg	2	N/A	N/A	N/A
Hose Reel	Water		50m	1	N/A	N/A	N/A
Katima Mulilo Border (Wenela Border)	Customs & Excise						
Fire Extinguisher	DCP		13.9kg	4	N/A	N/A	N/A
Fire Extinguisher	DCP		9kg	2	N/A	N/A	N/A
Fire Extinguisher	CO2		5kg	4	N/A	N/A	N/A
Hose Reel	Water		50m	1	N/A	N/A	N/A

NamRA OFFICE/TOWN	FIRE FIGHTING EQUIPMENT				FIRST AID MATERIAL	
	Type	Mass/Size	Servicing	New Fire Extinguisher mounting only (Fire Extinguisher in Stock)	Full Kit with Box	Replanish
			Qty	Qty	Qty	Qty
Ngoma Border Post	Customs & Excise					
Fireb Extinguisher	DCP	8kg	12	N/A	N/A	N/A
Fire Extinguisher	DCP	9kg	5	N/A	N/A	N/A
Fire Extinguisher	DCP	4.5kg	3	N/A	N/A	N/A
Fire Extinguisher	CO2	5kg	3	N/A	N/A	N/A
Hose Reel	Water	50kg	1	N/A	N/A	N/A
Walvis Bay (Nairport)	Domestic Taxes					
Fire Extinguisher	DCP	8kg	1	N/A	2	N/A
fire Extinguisher	DCP	12.5kg	1	N/A	N/A	N/A
fire Extinguisher	DCP	17.5kg	1	N/A	N/A	N/A
fire Extinguisher	DCP	9kg	1	N/A	N/A	N/A
Walvis Bay Regional	Domestic Taxes					
Fire Extinguisher	DCP	12.9kg	13	N/A		N/A
Fire Extinguisher	CO2	13.7kkg	5	N/A	N/A	N/A
Walvis Bay Audit office	Domestic Taxes					
Fire Extinguisher	DCP	12.9kg	10	N/A	N/A	N/A
Fire Extinguisher	DCP	13.7kg	6	N/A	N/A	N/A
Fire Extinguisher	CO2	13.2kg	1	N/A	N/A	N/A
Swakopmund Satellite (The Dome)	Combined					
Fire Extinguisher	DCP	9kg	4	N/A	1	N/A
Oranjemund Border	Customs & Excise					
Fire Extinguisher	DCP	9kg	4	2	N/A	N/A
Oranjemund	Domestic Taxes					
Fire Extinguisher	DCP	9kg	2	N/A	N/A	N/A
Luderitz harbour (Nairport)	Custom & Excise					
Fire Extinguisher	DCP	9kg	5	N/A	N/A	N/A
Noordoewer border	Customs & Excise					

NamRA OFFICE/TOWN		FIRE FIGHTING EQUIPMENT				FIRST AID MATERIAL	
		Type	Mass/Size	Servicing	New Fire Extinguisher mounting only (Fire Extinguisher in Stock)	Full Kit with Box	Replanish
				Qty	Qty	Qty	Qty
Fire Extinguisher	DCP		9kg	9	N/A	2	N/A
Fire Extinguisher	CO2		5kg	5	N/A	N/A	N/A
Hydrands	Water		30m	2	N/A	N/A	N/A
Hose Reel	Water		30m	2	N/A	N/A	N/A
Ariamsvlei border	Customs & Excise						
Fire Extinguisher	DCP		9kg	7	N/A	N/A	N/A
Fire Extinguisher	CO2		5kg	2	N/A	N/A	N/A
Fire Extinguisher	DCP		4.5kg	7	N/A	N/A	N/A
Fire Extinguisher	DCP		5kg	9	8	N/A	N/A
Fire Extinguisher	NamRA Bus	DCP	2.5kg	1	N/A	N/A	N/A
Hose Reel	Water		30m	3	N/A	N/A	N/A
Klein Manasse Border	Customs & Excise						
Fire Extinguisher	DCP			2	N/A	1	N/A
Keetmanshoop	Customs & Excise						
Fire Extinguisher	DCP		9kg	12	N/A	N/A	N/A
Fire Extinguisher	CO2		5kg	2	N/A	N/A	N/A
Hose Reel	Water		30m	N/A	N/A	N/A	N/A
Keetmanshoop	Domestic Taxes						
Fire Extinguisher	DCP		9kg	4	N/A	2	N/A
Fire Extinguisher	CO2		5kg	8	N/A	N/A	N/A
Fire Suppression system	Water		N/A	N/A	N/A	N/A	N/A
Mariental satellite	Domestic Taxes						
Fire Extinguisher	DCP		9kg	1	N/A	1	N/A
Fire Extinguisher	DCP		10.5kg	1	N/A	N/A	N/A
Luderitz (Waterfront)	Customs & Excise						
Fire Extinguisher	DCP		9kg	5	N/A	1	N/A

5. The deliverables include but are not limited to:

- Smoke detectors
- Fire extinguishers
- Fire equipment's fittings and installations

- Carbon dioxide
- Hose reels
- Hydrants
- Supplying of First Aid Kits

6. Eligibility Criteria

The bidder must meet the following criteria to be eligible:

1. Have a valid company Registration Certificates
2. Have a original valid good standing tax certificate
3. Have an original valid good standing Social Security Certificate
4. A local Authority certificate authorizing the company as a service provider
5. A company profile and documentary evidence in successfully undertaking projects of a similar nature in a medium to a large company with at least more than 100 employees and in different work locations (evidence should relate to similar completed projects, with a reference to the success of the project from the client).
6. Two reference letters (not older than five (5) years) from companies where service was provided.
7. At least five (5) years of professional experience in servicing of fire-fighting equipment's

6 Prices

- a) Prices shall be quoted in Namibia Dollars. Prices quoted shall be firm and fixed during validity period of quotation and for the execution of the contract.
- b) Transport and Accommodation cost to be added as part of the quote.
- c) Please further note and place emphasis in the request for quotation that the proposed contract period is for two (2) years:
- d) The first year shall cover the full scope of work as outlined in the specifications contained in the TOR.
- e) The second year shall be limited to the maintenance and servicing of the installed equipment and related systems.
- f) Additionally, the successful bidder will be compensated based on work completed. As such, all payment processes will be subject to the submission of the relevant job cards/service reports confirming the work undertaken.

8 The Contract

The letter of Award together with this bidding document shall constitute the contract between NamRA and the supplier.

9 Letter of Award

A service provider to whom the award letter is issued must confirm the award within three days of receipt of the award letter and;

- a) may not change or alter the terms of the award, and
- b) must undertake to deliver the service
- c) the award letter shall be valid for 30 days only and will be cancelled thereafter

10 General Conditions of Contract

The general terms and conditions shall be as per the general condition of the contract.

Please note that all invoices will be paid within 30 days.

11 Warranty

- a) The supplier warrants that the services provided will be as per required standards and related services as defined by the supplier in its invitation for informal quotation subject to any alternative proposal made by the service provider.
- b) The service provider undertakes to provide efficient and quality service at its own cost and promptly, any deficiency in the servicing of equipment's.
- c) The service provider warrants that the parts for service will be new and of quality and that it shall attend promptly to any defect as per warranty conditioned mentioned in its award.

12 Payment

NamRA undertakes to effect payment within 30 days after the satisfaction of the service rendered to the Line department and subject to the service provider submitting all required documentation. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.