

REQUEST FOR QUOTATION
FOR
WORKS

Procurement Reference No: W/RFQ/NAMRA/01-02/2026

Cost: Free

**PROJECT TITLE: PROCUREMENT FOR CONSTRUCTION
AND REFURBISHMENT WORKS FOR NEW CUSTOMS AND
EXCISE OFFICE BUILDING**

Cost: Free to be downloaded from NamRA website.

www.namra.org.na

| | |
|--|------------------------------|
| Bidder's Name: | |
| Contact Details: | Tel: |
| | Email: |
| PROCUREMENT FOR CONSTRUCTION AND REFURBISHMENT WORKS FOR NEW CUSTOMS AND EXCISE OFFICE BUILDING | |
| TOTAL BID AMOUNT (Including VAT) | VAT Inclusive N\$ |

LETTER OF INVITATION

To: Prospective Bidders

07 May 2026

Procurement Reference No: W/RFQ/NAMRA/01-02/2026

Project Title: PROCUREMENT FOR CONSTRUCTION AND REFURBISHMENT WORKS FOR NEW CUSTOMS AND EXCISE OFFICE BUILDING

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.

Please take note that there is a compulsory site inspection scheduled for **Friday, 15 May 2026 at 11H00** at Erf 8789, Reger Street, Southern Industry, Windhoek. Company owners or bidders' representatives are required to attend the site inspection. **Bidders are to contact the following NamRA representative for inspection:**

Mr. Mr. Etuwete Nashima @+264812109632

Bidders must ensure to sign the site inspection attendance register as failure, will result in immediate disqualification

NB: Bidders are not allowed to represent more than one (1) company. Each representative should only attend on behalf of a single bidding entity. Failure to comply with this requirement will result in disqualification from the bidding process.

DEADLINE FOR BID SUBMISSION: FRIDAY, 22 MAY 2026 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. Bidder must attend a compulsory sit visit | |
| 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 copies of Identification Documents for all shareholders or owners. | |
| 3. Submit a valid original or valid certified copy of a Good Standing Tax Certificate from Namibia Revenue Agency (NamRA) (valid at the deadline of submission of bid) duly certified by Namibian Police or Commissioner of Oaths. | |
| 4. Submit 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 Namibian Police or Commissioner of Oaths. | |
| 5. Bidder must submit at least three (3) signed reference letters/completion certificates or Purchase orders or award letters for construction work and three (3) corresponding completion certificates for construction and/or renovation not older than thirty-six (36) months. | |
| 6. Project Manager/Site Engineer with at least five (5) years' experience in building works plus relevant qualification (with a minimum requirement of a Diploma (NQF Level 6) in Civil Engineering, Quantity Surveying or Architecture. Attach CV | |
| 7. The electrician must have at least a level 3 trade test certificate in electrical general and a Wireman's license with a minimum of 5 years' experience. | |
| 8. The Bidder must complete the Bill of quantities for main and additional works and Electrical. The bidder shall submit a completed and signed summary bill of quantities using the provided template, with totals accurately filled and consistent with technical specifications | |
| 9. The Bidder shall provide detailed project plan which clearly states the construction and refurbishment timelines. | |
| 10. Proof of working capital net of other contractual requirements for a minimum amount of N\$100,000.00 (Originally issued and stamped statement from a financial institution as proof, or a letter of commitment from any legally registered Financial Institution, or proof of credit facility from a financial institution stating the above-mentioned amount). | |
| 11. Complete a Company Shareholding Information Form on page 6 of the bidding document. | |

Note: The Bidders' submission will either be responsive or non-responsive. Bidders deemed non-responsive to any of the above Mandatory Requirements Document Evaluation Criteria will be disqualified from the entire evaluation process and will not be considered further.

STAGE 2: TECHNICAL EVALUATION [100 MARKS]

| Technical Evaluation (100 points) | | | | | |
|---|--|---|---------------|------------------|------------------------|
| (Marks for the criterion and sub-criteria to be inserted by the Procuring Agent) | | | | Max Marks | Allocated Marks |
| A. Company Experience | | | | | |
| 1 | General Experience: In construction and renovation. (Reference verification will be done by Bid Evaluation Committee by calling or emailing) These references should include the name of the entity, nature of contract, contact person and office telephone number and email address. | More than five (5) purchase orders or award letters or reference letters and corresponding completion certificates | 40 | 40 | |
| | | Four (4) purchase orders or award letters and corresponding completion certificates. | 30 | | |
| | | Three (3) purchase orders or award letters or reference letters and corresponding completion certificates. | 20 | | |
| | | Below minimum three (3) purchase orders or award letters or reference letters and corresponding completion certificates. | Dis-qualified | | |
| | | No purchase order/award letter/reference letters and completion certificates provided. | Dis-qualified | | |
| B. Experience of the key technical personnel | | | | | |
| Project Manager/Site Engineer with relevant qualifications and/or CV | | | | | |
| 2 | Resume of Proposed Personnel | Project Manager/Site Engineer: (with at least 3 years of general experience in Construction engineering works) | 15 | 15 | |
| | | Project Manager/Site Engineer: (with LESS THAN 3 years of general experience in Construction engineering works) | 0 | | |
| | | Electrician with a level 3 trade test certificate in electrical general and a Wireman's license with a minimum of 5 years' experience | 15 | 15 | |
| | | Electrician without a level 3 trade test certificate in electrical general and a Wireman's license with a minimum of 5 years' experience | 0 | | |
| C. Work Plan | | | | | |
| 3. | Project plan | Provide a project plan with timelines regards to how the bidder will execute the contract (Attach plan). | 10 | 10 | |
| | | No Work Plan Attached | 0 | | |
| 4. | Completeness of Bill of Quantities | Summary Bill of Quantities, main and additional works and Electrical completed in accordance with requirements | 20 | 20 | |
| | | Summary Bill of Quantities main and additional works and Electrical NOT completed in accordance with requirements | 0 | | |
| Note: Reference verification and due diligence will be conducted by the Bid Evaluation Committee – These references should include the name of the entity, nature of contract, contact person and office telephone number and email address. | | | | | |
| TECHNICAL EVALUATION SCORE (1+2+3+4): | | | | | .../100 |
| NB: Only Bidders scoring minimum of 80 marks and more will be considered for Financial Evaluation. | | | | | |

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 | Brief Description of Works | Quantity | Unit of Measure | Unit Price (N\$) | Total Price (N\$) |
|-------------------------|--|------------|-----------------|------------------|-------------------|
| 1. | Builder's works <i>(bidders should complete the BOQ provided to this bidding document for pricing)</i> | As per BOQ | As per BOQ | | |
| 2. | Electrical works <i>(bidders should complete the BOQ provided to this bidding document for pricing)</i> | As per BOQ | As per BOQ | | |
| 3 | ADD; CONTRACTOR PRELIMINARIES & GENERALS | | | | |
| 4 | ALLOW THE CONTINGENT SUM OF N\$110,000.00 | 1 | Item | | N\$110,000.00 |
| Subtotal | | | | | |
| VAT @ % | | | | | |
| Total Bid amount | | | | | |

COMPANY SHAREHOLDING INFORMATION FORM

PROCUREMENT REFERENCE NUMBER: W/RFQ/NAMRA/01-02/2026

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 | 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 |
|---------------------|-------------------|---|---|---|--|-------------------|
| | | | | | | |
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| | | | | | | |
| | | | | | | Total = 100% |

Date: [insert day, month, and year]

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 proposal. The RFQ process may be cancelled at any given time without prejudice.

The Accounting Officer/Commissioner's award to the successful bidder is final and binding.

NB: Bidders to submit one original and two copies of the bidding document.

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 work to be undertaken as per details below:

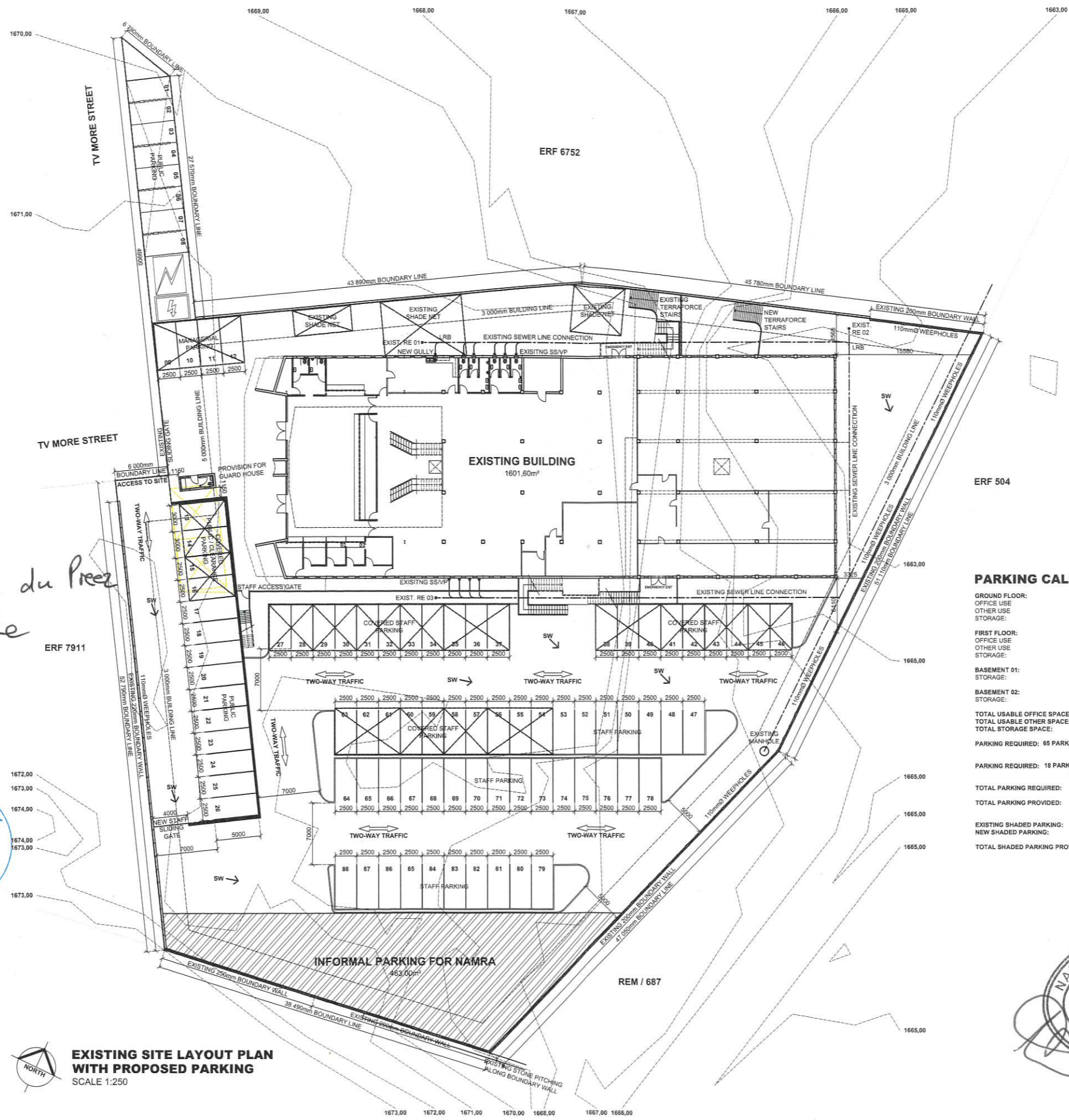
The Chairperson: Procurement Committee
Through the Head: Procurement Management Unit (PMU)
PROCUREMENT REFERENCE NO: W/RFQ/NamRA/01-02/2026
NamRA Head Office, Town Square Building,
Upper Retail Floor, Post Street Mall
P O Box 569
WINDHOEK
Email address: procurementclarification@namra.org.na

- Bidders are responsible for ensuring that their bids reach NamRA in good time.
- Bids received after the deadline will not be considered.
- All costs associated with the preparations and submission of bids are to be incurred by the bidders and does not bind NamRA to accept the quotation.

END//

Additions & Alterations to Erf 8798, Reger Street for Namra

| | Quantity | N\$/rate | Total N\$ |
|---|----------|----------------|----------------------|
| Item 01 - Demolition work | | | |
| * remove existing steel window | 1.00 | item | - |
| * cut/ demolish section of wall to receive (2x) new NE1 (533x654mm) window | 1.25 | m ² | - |
| * remove existing single leaf doors/frames from drywalling | 5.00 | item | - |
| * remove existing single leaf aluminium doors from aluminium shopfront section | 2.00 | item | - |
| * remove existing double leaf door/frame from drywalling | 1.00 | item | - |
| * remove existing aluminium window from drywalling | 5.00 | item | - |
| * remove existing drywalling, make good to match existing | 120.51 | m ² | - |
| * remove existing aluminium shopfront section/drywalling, make good to match existing | 27.45 | m ² | - |
| * remove existing joinery unit | 2.00 | item | - |
| * remove/cut existing tiles at sections to receive new brickwork | 5.60 | m ² | - |
| * remove portions of ceiling to allow new brickwork to be built to underside of existing slab | 31.20 | m ² | - |
| * cut new door opening into existing drywalling | 1.89 | m ² | - |
| * remove all rubble from demolitions | 1.00 | item | - |
| Item 02 - Masonry/ plastering | | | |
| * install (2x) 0.9m prestressed concrete lintel above new window - 220mm wall | 2.00 | item | - |
| * install (1x) 1.2m prestressed concrete lintel above new door opening - 110mm wall | 3.00 | item | - |
| * install (1x) 1.5m prestressed concrete lintel above new opening - 110mm wall | 1.00 | item | - |
| * install (2x) 1.2m prestressed concrete lintel above new door opening - 220mm wall | 4.00 | item | - |
| * brick up wall at removed NE1 window | 0.35 | m ² | - |
| * construct 7MPa 110mm brick wall | 55.81 | m ³ | - |
| * construct 7MPa 220mm brick wall | 27.22 | m ³ | - |
| * 75mm brickforce built in horizontally in each third layer - 3.1m high wall | 19.21 | m | - |
| * 150mm brickforce built in horizontally in each third layer - 3.1m high wall | 8.52 | m | - |
| * internal plaster to brick walls | 166.41 | m ² | - |
| * external plaster to brick walls (to match existing) | 0.35 | m ² | - |
| * plaster/ make good plaster at new installed windows | 0.47 | m ² | - |
| Item 03 - Painting | | | |
| * apply one coat Peralin plaster primer (MCE-1) and two coats Peralin PVA grade 2 MEL to all internal walls | 166.41 | m ² | - |
| * apply one coat Peralin sealer (MB-30) and two coats Peralin PVA grade 2 MEL to all partitioning | 273.20 | m ² | - |
| * apply two coats Peralin MEZ ceiling paint to all soffits/ ceilings | 57.60 | m ² | - |
| * apply one coat Peralin plaster primer (MCE-1) and two coats Peralin PVA grade 1 MEAG to all external walls | 15.74 | m ² | - |
| Item 04 - Flooring/ tiling | | | |
| * 600x600mm porcelain floor tiles (PC sum - N\$ 250.00/m ²) fixed with 'Tal' Goldstar 6, including cutting and with floor tile grouting (allowance if required) | 30.00 | m ² | - |
| * 600x300x6mm ceramic tiles, fixed with 'Tal' professional ceramix tile adhesive, including cutting and wall tile grouting | 34.40 | m ² | - |
| * Genesis 10mm aluminium edge tile strip, code: EMA100 | 13.15 | m | - |
| * 600x600x4mm mirror with polished edges, installed flush with tiles with edge strip around (measured elsewhere) | 2.00 | item | - |
| Item 05 - Ceilings/ drywalling | | | |
| * new 9,0 mm skimmed rhino gypsum plasterboard fixed to branderling, fixed to timber rafters as per section C-C - refer to drawing 2520-200 | 23.20 | m ² | - |
| * new skimmed 9,0mm skimmed rhino gypsum plasterboard bulkhead at sections removed | 34.40 | m ² | - |
| * remove existing ceiling boards/ adjust donn t-system and re-install | 72.40 | m ² | - |
| * installation of 'Saint Gobain' Gyproc classic drywall partitioning and related substructure | 136.60 | m ² | - |
| Item 06 - Doors/windows | | | |
| * install new D01 door as per drawing 2520-102 and ironmongery schedule | 1.00 | item | - |
| * install new D02(a) door as per drawing 2520-102 and ironmongery schedule | 1.00 | item | - |
| * install new D02(b) door as per drawing 2520-102 and ironmongery schedule | 1.00 | item | - |
| * install new D03(a) door as per drawing 2520-102 and ironmongery schedule | 8.00 | item | - |
| * install new D03(b) door as per drawing 2520-102 and ironmongery schedule (access control by other) | 2.00 | item | - |
| * install new D04(a) door as per drawing 2520-102 and ironmongery schedule | 1.00 | item | - |
| * install new D04(b) door as per drawing 2520-102 and ironmongery schedule (access control by other) | 1.00 | item | - |
| * install new W01 window as per drawing 2520-102 | 2.00 | item | - |
| * install new W02 window as per drawing 2520-102 | 2.00 | item | - |
| Item 07 - Sanitary/plumbing | | | |
| * install sanitary fixture as per sanitary schedule SF01, providing all related pipework | 2.00 | item | - |
| * install sanitary fixture as per sanitary schedule SF02, providing all related pipework | 2.00 | item | - |
| * install sanitary fixture as per sanitary schedule SF03, providing all related pipework | 1.00 | item | - |
| * install sanitary fixture as per sanitary schedule SF04 | 2.00 | item | - |
| * install sanitary fixture as per sanitary schedule SF05 | 2.00 | item | - |
| * install sanitary fixture as per sanitary schedule SF06 | 2.00 | item | - |
| * install sanitary fixture as per sanitary schedule SF07 | 1.00 | item | - |
| Item 08 - Joinery | | | |
| * install joinery unit JL01 as per detail 05 - refer to drawing 2520-20 - 8,38mm safety glass to be installed | 1.00 | item | - |
| * install joinery unit JL02 as per detail 05 - refer to drawing 2520-20 - 8,38mm safety glass to be installed | 1.00 | item | - |
| * install joinery unit JL03 as per detail 05 - refer to drawing 2520-20 - AK47 bulletproof glass to be installed | 2.00 | item | - |
| * install joinery unit JL04 as per detail 05 - refer to drawing 2520-20 - AK47 bulletproof glass to be installed | 1.00 | item | - |
| * install joinery unit JL05 as per detail 05 - refer to drawing 2520-20 - 8,38mm safety glass to be installed | 1.00 | item | - |
| Item 09 - Burglar bars | | | |
| * construct 535x1020mm burglar bar as per detail 01, paint and install by chemical anchoring - refer to drawing 2520-600 | 50.00 | item | - |
| * construct 535x655mm burglar bar as per detail 02, paint and install by chemical anchoring - refer to drawing 2520-600 | 14.00 | item | - |
| * construct 535x950mm burglar bar as per detail 03, paint and install by chemical anchoring - refer to drawing 2520-600 | 119.00 | item | - |
| * construct 1510x655mm burglar bar as per detail 04, paint and install by chemical anchoring - refer to drawing 2520-600 | 61.00 | item | - |
| sub-total Building works | | | sub-total (a) |
| Electrical Installations | | | |
| Electrical installations as per the attached drawings | 1.00 | item | - |
| sub-total Electrical Installation | | | sub-total (b) |
| Preliminary & General allowance | | | |
| sub-total Preliminaries & General | | | sub-total (c) |
| Contingency allowance | | | 110,000.00 |
| sub-total contingencies + (a) + (b) | | | - |
| add VAT | | | |
| TOTAL | | | |



PARKING CALCULATIONS

| | |
|---|-------------------------------|
| GROUND FLOOR: | |
| OFFICE USE | 898.60m² |
| OTHER USE | 73.90m² |
| STORAGE: | 577.85m² |
| FIRST FLOOR: | |
| OFFICE USE | 722.60m² |
| OTHER USE | 51.40m² |
| STORAGE: | 21.40m² |
| BASEMENT 01: | |
| STORAGE: | 552.00m² |
| BASEMENT 02: | |
| STORAGE: | 329.00m² |
| TOTAL USABLE OFFICE SPACE: | 1 621.20m² |
| TOTAL USABLE OTHER SPACE: | 588.70m² |
| TOTAL STORAGE SPACE: | 1 539.70m² |
| PARKING REQUIRED: 65 PARKING REQUIRED (OFFICE USE) | (1 621.20m²/25m² = 65.848) |
| PARKING REQUIRED: 18 PARKING REQUIRED (OTHER USE) | (588.70m²/100m² x 3 = 17.661) |
| TOTAL PARKING REQUIRED: | 83 PARKINGS REQUIRED |
| TOTAL PARKING PROVIDED: | 88 PARKINGS PROVIDED |
| EXISTING SHADED PARKING: | 16 PARKINGS |
| NEW SHADED PARKING: | 30 PARKINGS |
| TOTAL SHADED PARKING PROVIDED: | 46 PARKINGS |

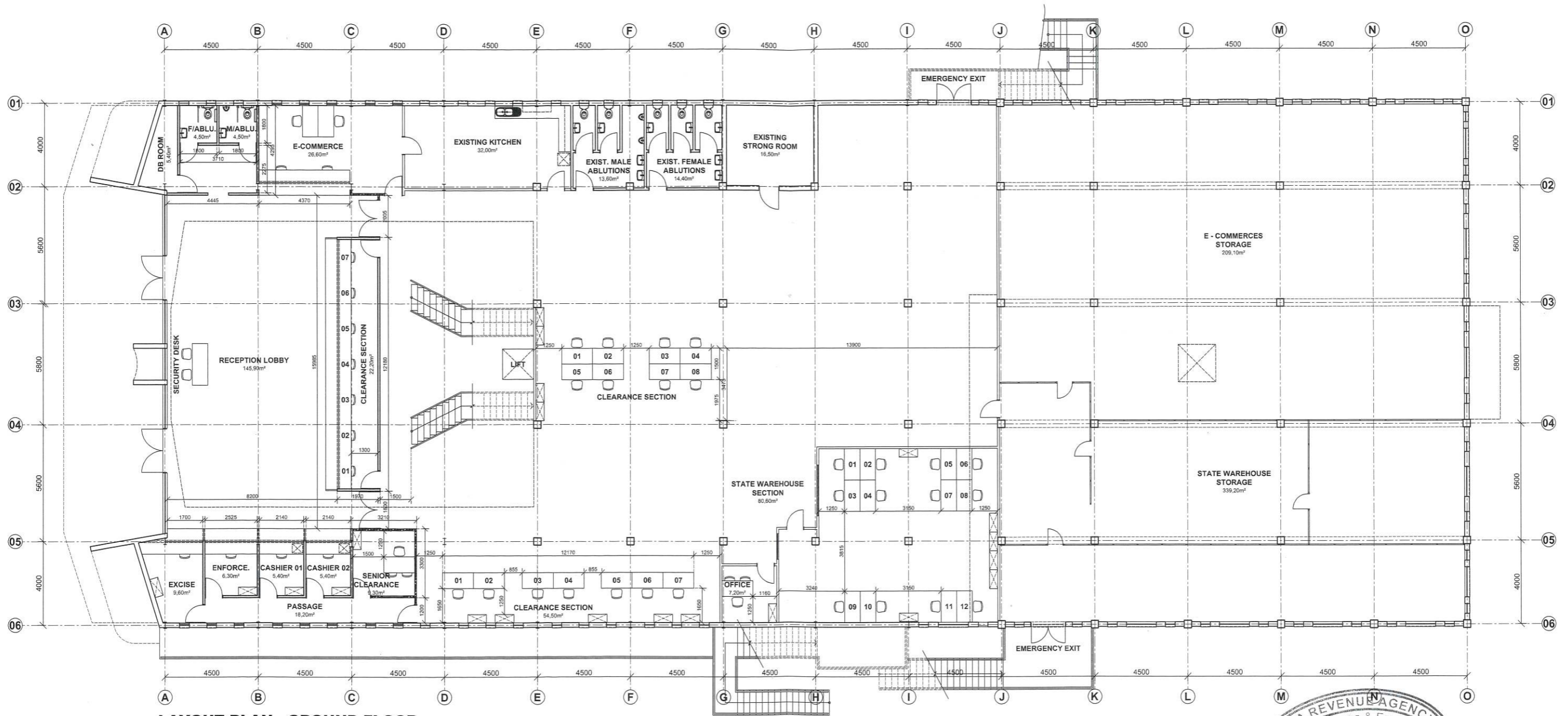
Approved by
Acting Chief Corporate
Services. *Nadine du Preez*



EXISTING SITE LAYOUT PLAN WITH PROPOSED PARKING
SCALE 1:250

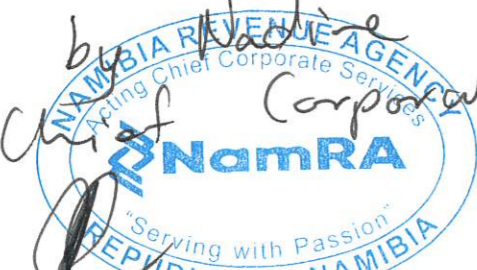
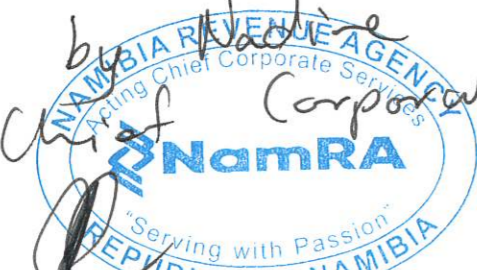
REGER STREET - NAMRA

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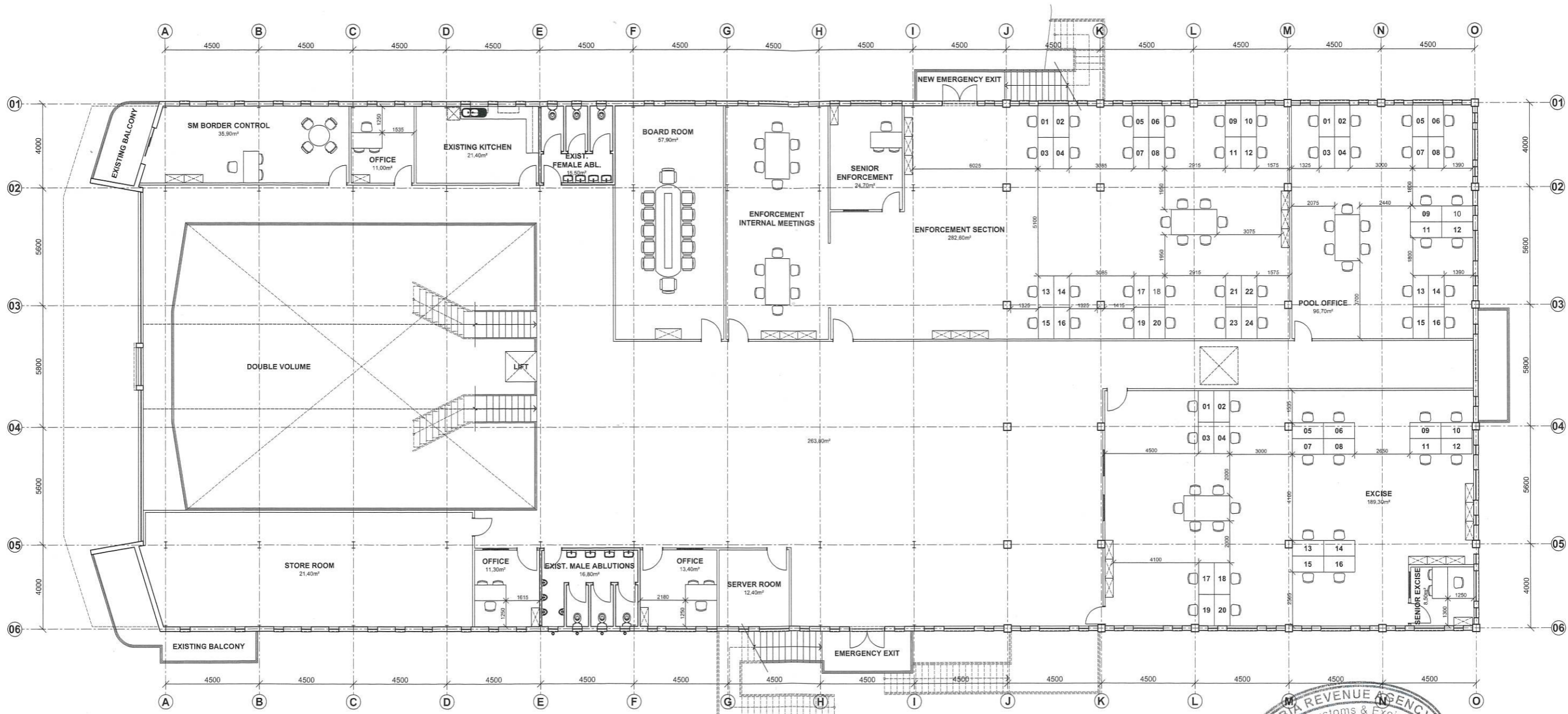
LAYOUT PLAN - GROUND FLOOR
SCALE 1:100



Approved by *Wachne du Preez*
Acting Chief Corporate Services


 04.03.2026

REGER STREET - NAMRA

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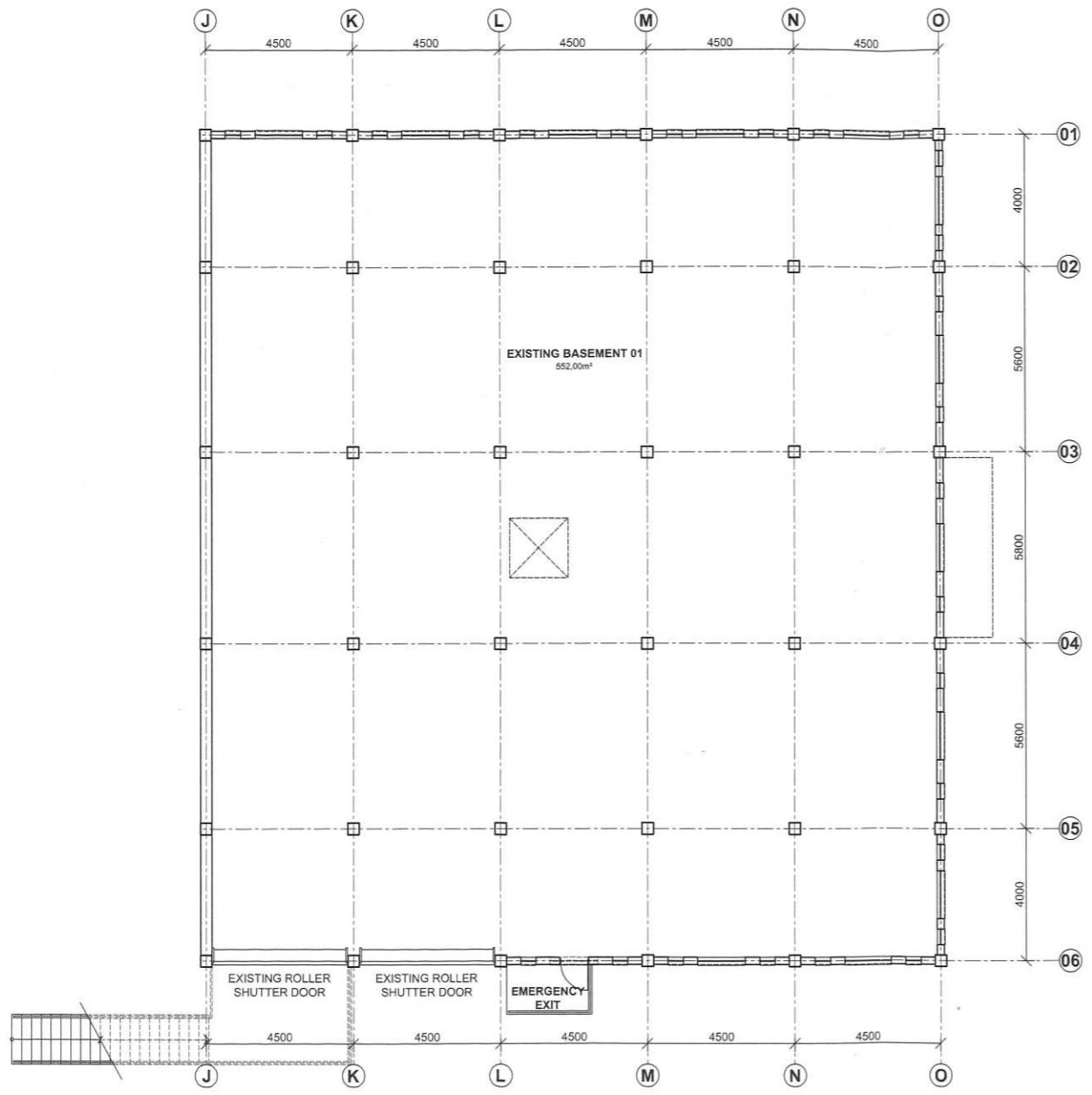
LAYOUT PLAN - FIRST FLOOR
SCALE 1:100



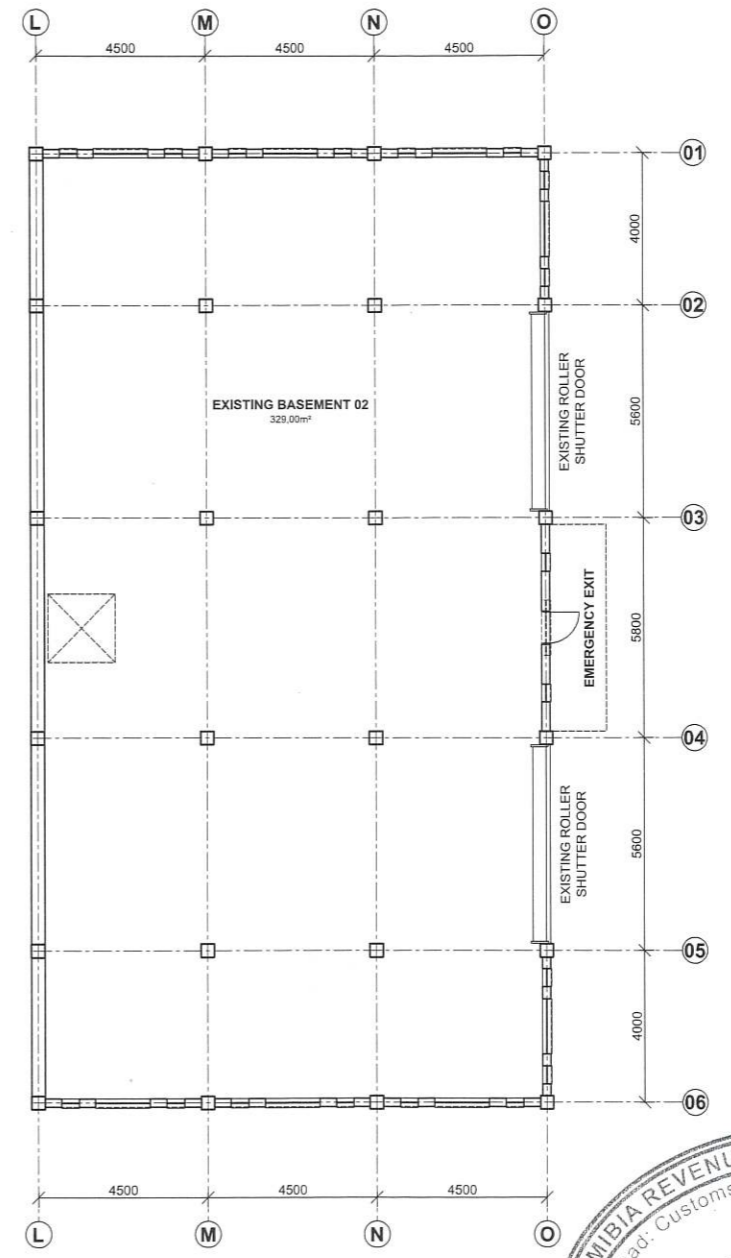
Approved by Nadine du Preez
Acting Head of Corporate Services

REGER STREET - NAMRA

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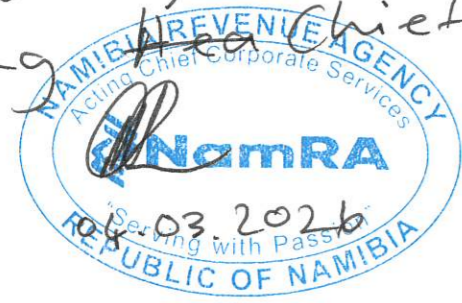


LAYOUT PLAN - BASEMENT 01
SCALE 1:100



LAYOUT PLAN - BASEMENT 02
SCALE 1:100

Approved by Nadine du Preez
Acting Area Chief Corporate Services



REGER STREET - NAMRA

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