

REQUEST FOR QUOTATIONS

FOR WORKS

CONSTRUCTION OF FIVE (5) PREFABRICATED HOUSES AND ONE (1) PREFABRICATED OFFICE STRUCTURES FOR CUSTOMS OFFICIALS AT IMPALILA ISLAND BORDER POST FOR THE NAMIBIA REVENUE AGENCY (NamRA)

PROCUREMENT REFERENCE NO: W/RFQ/NamRA/01-05/2025

Cost: Free to be downloaded from NamRA website.

www.namra.org.na

Bidder's Name:	
Contact Details:	Tel:
	Email:
Project Title	Construction of five (5) prefabricated houses and one (1) prefabricated office structures for customs officials at Impalila island border post for the Namibia revenue agency (NamRA)
Total quoted amount VAT inclusive	N\$

LETTER OF INVITATION

To: Prospective Bidders

30 September 2025

Procurement Reference No: **W/RFQ/NamRA/01-05/2025**

Project title: Construction of five (5) prefabricated houses and one (1) prefabricated office structures for customs officials at Impalila island border post for the Namibia Revenue Agency (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 - Windhoek

Company owners or bidders' authorized 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.**

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.

COMPULSORY SITE VISIT: WEDNESDAY, 08 OCTOBER 2025 AT 11:00, NAMIBIAN TIME – BIDDERS ARE TO CONTACT THE FOLLOWING NAMRA REPRESENTATIVE:

- **Mr. Thaddeus Simataa +264 811426523**
- **Site inspection address: Impalila Island**

DEADLINE FOR BID SUBMISSION: FRIDAY, 17 OCTOBER 2025 AT 11:00 AM

Yours faithfully

.....
MS. PETRA LISHO- MAYUMBELO

MANAGER: PROCUREMENT MANAGEMENT UNIT

TABLE OF CONTENTS

SECTION I – INTRODUCTION	Page
Objective	4
Proposal.....	4
Expected expertise, skills and competencies.....	4
Institutional arrangements Reporting.....	4
SECTION II – INSTRUCTIONS TO BIDDERS	
Scope of work.....	4
SECTION III – EVALUATION AND QUALIFICATION CRITERIA	
Bidding Evaluation Procedure.....	5
Stage One – Mandatory Criteria.....	5
Stage Two – Technical Evaluation Criteria.....	6 -7
Stage Three – Financial Capability.....	8
Stage Four – Financial evaluation.....	8
SECTION IV – PRICE ACTIVITY SCHEDULE.....	9
SECTION V – Bid Clarification and place for bid submission	10

SECTION I: INTRODUCTION

1. OBJECTIVE

The primary objective of the bidder is to construct five (5) prefabricated houses and one (1) prefabricated office structures for Customs officials at Impalila island border post for the Namibia Revenue Agency (NamRA).

2. PROPOSAL

The bidder will be expected to submit technical and financial proposals which includes:

- 2.1 Costs related to constructing four (4) x two-bedroom houses
- 2.2 Costs related to constructing 1 x three-bedroom house
- 2.3 Costs related to constructing and partitioning of one (1) office block
- 2.4 The bidder must submit an undertaking on their company letterhead, that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws in Namibia, particularly the Labour Act, 2007.
- 2.5 A brief profile and description demonstrating their ability to achieve tight deadlines and flexibility in meeting NamRA's needs.
- 2.6 Evidence of minimum 5 years' experience in construction particularly prefabrication.
- 2.7 Minimum of three (3) reference letters and purchase orders or letters of award awarded in construction.
- 2.8 Validity period offer / quotation: 180 calendar days as from closing date set for submission of quotations.
- 2.9 Prospective bidder/s should ensure to initial every page of this bid document.
- 2.10 Bidder's invoice to be paid within 30 days after invoice receipt and or after delivery of goods and services certified for.

3. EXPECTED EXPERTISE SKILLS AND COMPETENCIES:

- 3.1 Ability to work with minimal supervision.
- 3.2 Must be result-oriented, a team player, exhibiting high levels of enthusiasm, tact, diplomacy, and integrity.

4. INSTITUTIONAL ARRANGEMENTS REPORTING

- 4.1 The bidder will report directly to the Customs and Excise Manager: North-Eastern Region

SECTION II – INSTRUCTIONS TO BIDDERS

5. SCOPE OF WORK

The bidder will be responsible for the supply, installation and commissioning of the following :

- Constructing four (4) x two-bedroom houses – 65m² (2 bedrooms, 1 bathroom, 1 kitchen and living room – open plan and 1 covered stoop)
- Constructing 1 x three-bedroom house – 82m² (3 bedrooms – main with en-suit, 1 kitchen and living room – open plan, 1 bathroom and covered stoop)
- Constructing and partitioning of one (1) office block – 90m² comprising of 2 offices, 2 staff toilet inside the building, 2 public toilets outside (with entrance outside the building) 1 kitchen, 1 reception area with three counters and 1 covered stoop
- The houses and office must be fully tiled with full-body tiles
- The houses must be fitted with cupboards in the bedrooms and kitchens
- The office must be fitted with cupboards in the kitchen

6. WORKS COMPLETION PERIOD

The completion period for works shall be **three months** after acceptance and issue of letter of award (NamRA currently does not issue Purchase Orders). Deviation in completion period

shall NOT be considered unless if such deviation in delivery is agreed upon with the Client, NamRA.

Bidders to note that keys to the prefab houses and office are to be handed over to NamRA by 30 March 2026.

SECTION III – EVALUATION AND QUALIFICATION CRITERIA

NamRA shall have the right to request clarifications in writing during the bid evaluation.

7. 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 it to the Accounting Officer for further review and approval/decline of award thereto.

7.1 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? 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. (The BEC will confirm by checking a list of debarred bidders on PU website)	
2. Submit a valid original or valid certified copy of a full founding statement or 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. NB: Construction should be one of the business activities registered for	
3. Submit a valid original or valid certified copy of a Good Standing Tax Certificate from NamRA duly certified from Namibian Police or Commissioner of Oaths. NB: Valid refers to validity date of certificate by bid closure.	
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. NB: Valid refers to validity date of certificate by bid closure.	
5. Submit minimum of three (3) reference letters and purchase orders or letters of award awarded for construction works undertaken for the past 5 years. One of the awards/projects reference must be for similar work undertaken (prefab construction work) (Reference letters must be on respective company letterhead and stamped)	

6. The bidder must submit an undertaking on their company letterhead, that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws in Namibia, particularly the Labour Act, 2007.	
7. Attach ISO 9001 or SANS 10400 certification document to certify that prefabricated materials to be used are produced in certified facilities/plants	
8. Attach qualifications and CV for: i) a safety, health, environmental and quality officer (SHEQ) to be assigned/contracted to the project for quality inspection. ii) qualifications in fields such as project management, quantity surveying, Civil Engineering or Architects.	
9. Submit a certificate indicating SME status	
10. Submit a valid date of proof of fitness certificate from the respective municipality or local authority, as proof of business operation/duration in the region that prefabricated project is undertaken <i>NB: Valid refers to validity date of certificate by bid closure.</i>	

7.2 STAGE TWO: TECHNICAL EVALUATION

Bidders are required to meet all the requirements listed below as failure would deem the bid non-responsive. Which means the bidder will not be evaluated for stage 3.

TABLE 2 TECHNICAL EVALUATION CRITERIA AND SCORING

A. EXPERIENCE				
Company experience				
				Max Marks
01	Contractor/ bidders' company registered as construction company. (To be verified on company registration document from BIPA or Ministry of Trade, if company is registered to provide construction work).	If company is registered as construction company	5	5
		If company is not registered as Construction company.	0	
02	Contractor/ bidders' experience in Construction and a similar work experience in prefabricated construction work (Provide proof of authentic letters of award for work experience). Duration of the contract, nature of the contract and total value of the contract to be indicated on the letter of award from the client of current contracts and / or previous awarded contracts).	5 years' experience in construction and above, substantiated by letter(s) of contract award, of which one experience should be in prefabricated construction	20	20
		3-4 years' experience in construction and above substantiated by letter(s) of contract award, of which one experience should be in prefabricated construction	10	
		Minimum of 2 years' experience in construction and above substantiated by	5	

		letter(s) of contract award, of which one experience should be in prefab construction		
		If no reference letter(s)	0	
B. QUALIFICATION AND PERSONNEL				
03	Provide qualifications and CV for a safety, health, environmental and quality officer (SHEQ) to be assigned/contracted to the project for quality inspection. (Zero (0) marks will be given for failure to provide the above requested documents.)		10	10
04	Project Manager qualification and CV Project qualification in fields such as project management, quantity surveying, Civil Engineering or Architects (Zero (0) marks will be given for failure to provide the above requested documents.)		10	10
C. CERTIFICATION				
05	Attach proof of ISO 9001 or SANS 10400 certification document to certify that prefab materials to be used are produced in certified facilities/plants (Zero (0) marks will be given for failure to provide the above requested documents.)		25	25
D. DETAILED SCHEDULE OF COMPLETION TIMELINES				
Project delivery dates				
06	Detailed project for timelines to be attached. (Strategy on how timelines will be met)	Fully detailed schedule indicating timelines of completion from inception of project to key handover	5	5
		Schedule lacking some of the required elements, and not meeting the client delivery dates	2,5	
		No schedule of timelines submitted.	0	
E. EQUIPMENT AND TOOLS				
Equipment and Tools for the bidder to perform this contract: -				
07	Equipment required for the execution of this contract (A letter of hiring the equipment and tools is acceptable. Signed by both company hiring and contractor on a formal hiring company letterhead)	Attach proof of assets / tools and equipment that the bidder intends to use for the execution of this contract	5	5
		No evidence attached or If No proof of equipment and tool attached.	0	
TOTAL SCORE POINTS				80

Note: The bidder's submission will either be responsive or non-responsive to the technical specifications' requirements above. Only bidders obtaining 60 marks and above will be considered for financial capacity – stage 3

7.3 STAGE 3 FINANCIAL CAPACITY

A. Project Funding				
08	Contractor/ bidders' financial capacity to undertake the project. (Letter from bank to be attached and will be confirmed by the respective bank for authenticity)	Letter of intent from any commercial bank or any financial institution, confirming that bidder will be provided with 10% funding of the total project	10	10
		If no letter attached	0	
09	Contractor/ bidders' credit rating to undertake the project. (Letter from bank to be attached and will be confirmed by the respective bank for authenticity)	Letter from the commercial bank indicating the credit rating of the bidder. Rating C, B, A	10	10
		Letter from the commercial bank indicating the credit rating of the bidder. Rating D, E and beyond	5	
		If no credit rating letter is attached.	0	
TOTAL SCORE POINTS				20

Note: The bidder's submission will either be responsive or non-responsive to the technical specifications and financial capacity above. Only bidders obtaining 10 marks and above from stage 3 and with a minimum of 60 marks from stage 2 (which makes up minimum of 70 marks) will be considered for financial evaluation, stage 4 final evaluations for potential award.

7.4 STAGE FOUR: FINANCIAL EVALUATION

This stage determines the substantially responsive lowest quoted bidder. This is the fourth and final stage of bid evaluation.

Bidders to provide detailed cost breakdown / estimates on their company letterhead including the following aspects:

TABLE 1: -PREFAB UNITS TO BE CONSTRUCTED

Required residential units	Types of housing units
4	2-bedroom units (65m ²) (2 bedrooms, 1 bathroom, 1 kitchen and living room – open plan and 1 covered stoop)
1	3-bedroom units (82m ²) (3 bedrooms – main with en-suit, 1 kitchen and living room – open plan, 1 bathroom and covered stoop)
1	Office (90m ²) 2 offices, 2 staff toilet inside the building, 2 public toilets outside (with entrance outside the building) 1 kitchen, 1 reception area with three counters and 1 covered stoop

8. SECTION IV: PRICE ACTIVITY SCHEDULE

You may complete / write the total bid amount in the block below. *Bidders must attach their detailed prices for each item as per the specifications provided.*

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1.	Construction of two-bedroom houses – 65m ² – must be fully tiled with full-body tiles <i>(2 bedrooms, 1 bathroom with complete set of shower unit, 1 kitchen fitted with cupboards and living room – open plan and 1 covered stoop)</i>	4	each		
2.	Construction of three-bedroom house – 82m ² - must be fully tiled with full-body tiles <i>(3 bedrooms – main with en-suit, 1 kitchen fitted with cupboards and living room – open plan, 1 bathroom with a complete set of shower units and covered stoop)</i>	1	each		
3.	Construction and partitioning of office block – 90m ² - must be fully tiled with full-body tiles <i>2 offices, 2 staff toilet inside the building, 2 public toilets outside (with entrance outside the building) 1 kitchen fitted with single bowl sink, cupboards and all fittings; 1 reception area with three counters and 1 covered stoop</i> All toilets must be fitted with complete set of toilet pots and complete set of wash hand basins	1	each		
Subtotal					
VAT @ %					
Total Bid amount					

9. SECTION V: 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.

10. SECTION VI. 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/01-05/2025
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//