



REPUBLIC OF NAMIBIA



Ministry of Mines & Energy

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**MINISTRY OF MINES AND ENERGY  
PROCUREMENT MANAGEMENT UNIT (PMU)**

**Request for Sealed Quotations for Cleaning Services  
at the SACREEE Offices**

**Procurement Reference No: NCS/RFQ/15-24/2022**

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

**TOTAL BID PRICE:** \_\_\_\_\_

**BID PRICE IN WORDS:** \_\_\_\_\_

**CLOSING DATE AND TIME OF BID REQUEST:**

**DATE: 05 August 2022**

**TIME: 10H00**

Procurement Management Unit  
Ministry of Mines and Energy  
Head Office  
6 Aviation Road  
Windhoek Namibia

Tel: +264 61 284 8111 / 8235 / 8358

Email: [ProcurementManagement@mme.gov.na](mailto:ProcurementManagement@mme.gov.na)

Fax: +264 61 235 632

Website: [www.mme.gov.na](http://www.mme.gov.na)

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**Compulsory Site Visit: Tuesday 02 August 2022**

**10h00- 11h00**

**15h00- 16h00**



**REPUBLIC OF NAMIBIA**  
**MINISTRY OF MINES AND ENERGY**

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6 Aviation Road  
Private Bag  
13297  
WINDHOEK

**Letter of Invitation**

**To:**

**Procurement Reference Number: NCS/RFQ/15-24/2022**

**28 July 2022**

Dear Sir, Madam

**Request for Sealed Quotations for Cleaning Services at the SACREEE Offices**

The Ministry of Mines and Energy invites you to submit your best quote for the services described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to [ProcurementManagement@mme.gov.na](mailto:ProcurementManagement@mme.gov.na).

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

**Head of Procurement Management Unit:**  
Mr. Nathaniel Musenge



## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The **Ministry of Mines and Energy** reserves the right:

- (a) to split the contract as per the lowest evaluated cost per site, or
- (b) to accept or reject any quotation or to cancel the quotation process;  
and
- (c) reject all quotations at any time prior to contract award.

### 2. Preparation of Quotations

You are requested to quote for the services mentioned in Section III, by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Performance Standards in Section V; and
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for Quotations document, including the Contract Data Sheet in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

### 3. Validity of Quotations

The quotation validity period shall be for **30 days** from the date of submission deadline.

### 4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- a) have a **valid** company Registration Certificate;
- b) have an **original/certified copy** of a valid good Standing Tax Certificate;
- c) have an **original/certified copy** of a valid good Standing Social Security Certificate;
- d) have a **valid certified copy** of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998; Complete and sign the attached **Bid-securing Declaration**.

- e) Complete and sign an **undertaking on the part of the Bidder** that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof;
- f) All pages of the bidding documents should be initialled where possible.
- g) No correctional fluid allowed.

### **Bid Security/Bid Securing Declaration**

Bidders are required to *subscribe to* a Bid Securing Declaration for this procurement process.

### **5. Delivery**

Delivery shall be 5 days after acceptance/issue of Purchase Order. Deviation in delivery period *shall not be accepted*

- 1.1. The following tests and inspections will be conducted on the goods at delivery: N/A

### **6. Sealing and Marking of Quotations**

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name and contact information at the back of the envelope.

### **7. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at 6 Aviation Road, Ground Floor, Block F1; Office F1 005 not later than **05 August 2022 at 10h00**. Quotations by post or hand delivered should reach 6 Aviation Road by the same date and time at latest. Late quotations will be rejected.

**Quotations received by e-mail will not be considered.**

### **8. Opening of Quotations**

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security/Bid Securing Declaration, will be provided on Bidder's request within three working days of the Opening.

### **9. Evaluation of Quotations**

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared based on price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.



## 10. Technical Compliance

Bidders shall submit along with their quotation's documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications must be met but no credit will be given for exceeding the specifications.

## 11. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

## 12. Margin of Preference

- (a) The applicable margins of preference and their application methodology are as follows: **Not Applicable**
- (b) Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: **Not Applicable**

## 13. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

## 14. Notification of Award and Debriefing

The Public Entity shall after award of contract inform all unsuccessful bidders (on request) in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

## SECTION II: QUOTATION LETTER

**(To be completed by Bidders)**

[Complete this form with all the requested details and submit it as the first page of your quotation with the Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it will be rejected.**]

Quotation addressed to: [name of Public Entity]	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instruction to Bidders.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to *[forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

The validity period of the Quotation is \_\_\_\_\_ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the quotation validity.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

**Quotation Authorised by:**

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./Fax	

[This form is to be deleted if Bid Securing Deceleration is not applicable.] **Appendix to Quotation Letter**

**BID SECURING DECLARATION  
(Section 45 of Act)  
(Regulation 37(1)(b) and 37(5))**

**Date:** .....

**Procurement Ref No.:** .....

**To:** .....

I/We\* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We\* accept that under section 45 of the Act, I/we\* may be suspended or disqualified in the event of

- (a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**
- (b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;**
- (c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We\* be successful bidder; or**
- (d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

I/We\* understand this bid securing declaration ceases to be valid if I am/We are\* not the successful Bidder

Signed: .....  
[insert signature of person whose name and capacity are shown]

Capacity of:  
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name: .....  
[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
[insert date of signing]

Corporate Seal (where appropriate)

[Note\*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

**\*delete if not applicable / appropriate**



## Republic Of Namibia

### Ministry of Labour, Industrial Relations and Employment Creation

**Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015**

#### 1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number: .....

Industry/Sector: .....

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

.



## 2. PROCUREMENT DETAILS

Procurement Reference No.: .....

Procurement Description: .....

.....

.....

Anticipated Contract Duration: .....

Location where work will be done, good/services will be delivered: .....

.....

## 3. UNDERTAKING

I ..... [Insert full name],  
owner/representative

of .....[insert full name of company]

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

**Signature:** .....

**Date:** .....

**Seal:**.....

Please take note:

1. A labour inspector may conduct unannounced inspections to assess the level of compliance
2. This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.

**SECTION III: LIST OF GOODS AND PRICE SCHEDULE**  
**QUOTATION FOR: Sealed Quotations for Cleaning Services at the SACREEE Offices**

**PROCUREMENT Ref No: NCS/RFQ/15-24/2022**

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
<p>At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.</p>				<p>Bidders shall fill-in columns E - I and fill the total</p> <p>E= mark with a *if an equivalent is quoted</p> <p>F= Rate per unit      G=Total price for one item (C x F)</p> <ul style="list-style-type: none"> <li>If an equivalent is quoted, please attach to your quote appropriate technical information &amp; specification</li> <li>Bidders shall fill in and sign the bottom section of this page</li> </ul>					
A Item no.	B Description of Goods	C Quantity required	D Unit of measures	E *	F Price per unit NAD <sup>1</sup>	G Total price without VAT NAD	H VAT: NAD	I Delivery weeks) (days/month)	Country of Origin
	<b>Cleaning Services at the SACREEE Offices (See Attached Annexure A)</b>								
					<b>TOTAL</b>				
<p>NAME: _____ POSITION: _____</p> <p>NAME OF BIDDER: _____ ADDRESS: _____</p>				SIGNATURE _____		DATE _____			

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency: ..... Exchange Rate: .....

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Keynote: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

## SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

### SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/15-24/2022**

*[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. Attach detailed technical literature if required. Authorise the specification offered]*

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	<b>Section III (See Attached Annexure A)</b>		

#### Specifications and Compliance Sheet Authorised By:

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

## SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods - Ref. **NCS/RFQ/15-24/2022** on the website of the Public Entity ([www.mme.gov.na](http://www.mme.gov.na)) except where modified by the Special Conditions below.

### SECTION VI: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods except where modified by the Special Conditions below

## SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/15-24/2022**

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Clause	Contract Data
<b>GCC 1.1 Effectiveness of Contract</b>	The Contract shall come into effect as from <b>receipt of Purchase order.</b>
<b>GCC 1.3.1 Intended Completion date</b>	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by
<b>GCC 1.6.1 Issue of notices</b>	The Authorized Representative of the Employer is: <b>Mr. Nathaniel Musenge</b>  The Authorized Representative of the Service Provider is:  _____
<b>GCC 2.6 Insurance and liabilities to Third Party</b>	The amount of the Professional Indemnity Insurance Cover shall be at least: N/A
<b>GCC 2.7 Reporting Obligations</b>	The Service Provider shall report to <b>Mr. Nathaniel Musenge Head of Procurement Management Unit, 6 Aviation Road, Windhoek</b>
<b>GCC 2.10 Performance Security</b>	The Performance Security shall be for an amount <i>[5 to 10 %]</i> of the Contract Price or part thereof if the contract is awarded on a split basis. N/A
<b>GCC 4.2 Contract Price</b>	The amount payable is: Attached on quotation
<b>GCC 4.3 Terms of Payment</b>	Payments will be made to the Service Provider once off 30 days after receipt of invoice.
<b>GCC 4.5 Price Adjustment</b>	Prices shall not be adjustable.



**SCHEDULE 3****QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: NCS/RFQ/15-24/2022**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
Priced Activity Schedule		
Performance Compliance Sheet		
Original Good Standing Tax Certificate		
Original Good Standing Social Security Certificate		
Certified copy of Affirmative Action Certificate or proof of Employment Equity		
Signed Bid Securing Declaration		
Signed undertaking in terms of labour act		
Copy of company registration certificate		

**Disclaimer:** The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.



## **Annexure A**

### **1. Scope of Bid**

The **Ministry of Mines and Energy** invites bids for the provision of cleaning services at the **SACREEE Office, Ausspannplatz No. 1, No. 11 Augustino Neto Street, Ausspannplatz, Windhoek.**

The contract shall be on the fixed rates basis for an initial period of **Two (2) Years.**

### **2. Scope of Service and Performance Specifications**

#### **a) Background**

It is a three-story building with two bathrooms on each floor. All three floors have kitchens with cupboards and office cutlery. One boardroom on the second floor. The first floor has an open space with two offices and the first floor have three offices with the rest of the floor space being open space.

#### **b) Purpose of the service**

The Ministry of Mines and Energy requires the Service Provider to provide general Office Cleaning Services to the SACREEE offices to the highest industry standards and not less than in accordance with the minimum service levels outlined below.

#### **c) Areas included in the scope of services**

To be cleaned are:

1. All bathrooms on all three floors,
2. All three kitchens with cupboards and cutlery on the three floors,
3. One boardroom on the second Floor,
4. All offices;
  - Second floor: four closed-door offices
  - First floor: two closed-door offices and six open space offices
  - Ground floor: two offices with closed-door with the rest open space
  - As well as corridors and staircases.

## **d) Cleaning Services**

### **• Cleaning of Building Interior & Exterior**

All work should be undertaken in accordance with recognized best practice in the industry and with the applicable Occupational Safety and Health Legislations. The Service Provider is responsible for the maintenance of the minimum standards of cleaning and performance quality set forth in this document, regardless of the staff absences through sickness or holidays. The surface of the floor must be completely free of dust, stains, paint, stripes, shoe marks, anything spilt and any other blemish that can be removed with standard industry techniques. Any defects noticed by cleaners must be registered and reported to the Client cleaning supervisor so that the necessary measures can be taken.

### **• Cleaning Days and Cleaning Times**

Office cleaning should take place on weekdays, Monday to Friday, between the hours of **07:30am and 16:00pm**. Cleaning of bathrooms and common areas shall also take place during lunch breaks, and in case of meeting rooms, every room after each meeting. No changes in the agreed days or time can be made without prior to obtaining clearance by the Employer's cleaning supervisor.

## **e) General Cleaning Specifications**

### **➤ Daily Cleaning Activities:**

- All rubbish bins and plastic bags emptied, and the bag replaced.
- Horizontal surfaces that are clear of obstructions should be dusted.
- Visible dirt, shoe marks should be vacuumed cleaned or washed from floor surfaces.
- Glass doors in front of reception cleaned to remove all visible marks.
- Stair surfaces and elevators cleaned to remove all signs of visible dirt and shoe marks.
- All sanitary ware (washbasins, WC pans, urinals) and mirrors in the Toilets should be cleaned to remove all traces of visible dirt.
- Garbage bin in Toilets emptied and toilet floors washed to remove all traces of visible dirt.
- Toilet consumables (toilet paper, hand towels and liquid soap) re-stocked.
- Replenishing the Drinking Water dispenser(s), with bottled water provided by the Employer.
- Cleaning of the outside grounds and ensuring the outside grounds within the Employer's compound are tidy and free from debris, rubbish, leaves, etc.



➤ **Weekly Cleaning Activities:**

- Washed from wall to wall including moving any chairs or other easily moved obstructions.
- Vertical free areas cleaned to remove dust, cobwebs and visible dirt.
- Lamps, pictures, closets, phones, doors (including handles) and frames, chair legs, ceiling lamps, windowsills dusted or cleaned as necessary to remove visible dirt.
- Banisters in stairwells dusted and wiped clean.
- The doors, glass panels, the skirting boards and shelves, dusted or wiped clean as necessary to remove visible dirt.
- Toilet– thoroughly cleaned to remove all traces of chalk and stains.
- Outside grounds.

➤ **Monthly Cleaning Activities:**

- Air condition ventilators, electric fans and ceiling lights cleaned

➤ **Every Three Months:**

- Cleaning of inside windows in accordance with best industry standards for window cleaning.

**f) Specific Cleaning Activities:**

The Service Provider shall also provide the services of Two (2) *attendants* (1 female and 1 male) to undertake cleaning of the toilets during office hours. The attendants shall, on a twice-daily basis or as may be required, perform the following tasks: Clean/disinfect all sanitary ware (washbasins, taps, door handles, etc.) and mirrors cleaned to remove all traces of visible dirt. Garbage bin emptied; floors washed to remove all traces of visible dirt. Toilet consumables (liquid soap) re-stocked.

**g) Cleaning Equipment and Cleaning Consumables**

The Service Provider shall make available, at its own cost, all necessary equipment, machinery and materials *as required* to adequately perform the services including but not limited to:

- Rubbish carts
- Dusters, brooms, brushes, buckets and mops
- Bags for wastepaper bins
- 2 Ply Toilet Paper
- Pine Gel
- Tile Cleaner
- All Purpose Cleaner
- Air Freshener

- Toilet Blocks
- Dish Washing Liquid

#### **h) Requirements for Service Provider's Staff and Labour**

The Service Provider shall provide uniforms that displays the company name and logo for identification.

It shall also comply with the related legislations in respect of employee compensation.

The bidder must estimate the monthly usage for the Cleaning Equipment and Cleaning Consumables as outlined above

### **3. Activity Schedules**

#### **List of sites and cleaning requirements**

Item No.	Areas to be cleaned	Number of personnel to be deployed	Monthly Rate for each item net of VAT N\$.	VAT N\$.	Total Monthly Rate N\$.
1.	Main Building - consisting of 10 close-door offices and 6 open space offices, main lobby, 12 stairs-cases, 6 toilets, 1 meeting room, archives, storage area	1			
2.	Reception area, storeroom. 2 outside toilets (one in basement and one at the basement lift)	1			
3.	Basement Parking - 15 parking bays, outside yard	0			

4.	Cleaning Equipment and Cleaning Consumables	1			
	<b>Total</b>				

The Contact Price shall be the Total inclusive of the VAT times the number of months of the complete contract period. This amount should be inserted in the Financial Bid. Service Providers should indicate if they are VAT registered or not

