



REPUBLIC OF NAMIBIA



Ministry of Mines & Energy

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

**REQUEST FOR SEALED QUOTATIONS FOR CLEANING SERVICES
FOR SADC CENTRE FOR RENEWABLE ENERGY AND ENERGY
EFFICIENCY (SACREEE) OFFICE FOR A PERIOD OF 36 MONTHS**

Procurement Reference No: NCS/RFQ/15-35/24/25

COMPANY NAME: _____

TOTAL BID PRICE: _____

BID PRICE IN WORDS: _____

CLOSING DATE AND TIME OF BID REQUEST:

DATE: 29 November 2024

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

Fax: +264 61 235 632
Website: www.mme.gov.na

**NB: COMPULSORY SITE MEETING AT THE SACREEE OFFICE, AUSSPANNPLATZ NO. 1, NO. 11
AUGUSTINO NETO STREET, AUSSPANNPLATZ, WINDHOEK**

25 November 2024-Monday at 10:00am

26 November 2024-Tuesday at 12:00am

FAILURE TO ATTEND THE SITE MEETING WILL LEAD TO AN AUTOMATIC DISQUALIFICATION

**Physical Address: SACREEE Office, Ausspannplatz No. 1, No. 11 Augustino Neto
Street, Ausspannplatz**

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 certified** company Registration Certificate; **(certified by Namibian police)**
- b) have an **original/certified copy** of a valid good Standing Tax Certificate; **(certified by Namibian police)**
- c) have an **original/certified copy** of a valid good Standing Social Security Certificate; **(certified by Namibian police)**
- 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; **(certified by Namibian police)**

- 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) Complete and sign attached Bid Securing declaration.
- g) Attach documentary evidence of similar services completed such as completion certificates/reference letters of at least a minimum of two (2) projects accompanied by corresponding award letters/purchase orders.
- h) All pages of the bidding documents should be initialled.
- i) **NB!!!! COMPULSORY SITE VISIT ON THE DATES AND TO ADDRESS BELOW:**

Physical Address of Site Meeting: SACREEE Office, Ausspannplatz No. 1, No. 11 Augustino Neto Street, Ausspannplatz, Windhoek
25 November 2024-Monday at 10:00am
26 November 2024-Tuesday at 12:00am
FAILURE TO ATTEND THE SITE MEETING WILL LEAD TO AN AUTOMATIC DISQUALIFICATION

5. Bid Security/Bid Securing Declaration

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

6. Services Completion Period

The completion period for services shall be **36 months** after acceptance/issue Contract. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

7. Documents to be submitted

Bidders shall submit along with their quotation documents giving company's profile, past experience and evidence of similar services provided together with customers reference details.

8. Sealing and Marking of Quotations

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

9. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at 6 Aviation Road, Ground Floor, Block F1, Bidding Box not later than **29 November 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.

10. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 9 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.

11. 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 on the basis of evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

12. Scope of services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity.

However, evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

13. Prices and Currency of Payment

Prices for the execution of services shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

14. Margin of Preference

- (a) The applicable margins of preference and their application methodology are as follows: The Margin of Preference is applicable to this request for this Bid is: **Preference will only be granted to bidders as per Government notice No.13 in terms of the code of good practice issued on 31 January 2023 in terms of section 71 and 72 of the Public Procurement Act, 2015 and Public Procurement Act, 2022 as amended.** The maximum cumulative allowable margin of preference applicable to exclusive preferences for price evaluation purposes is **10%**. Kindly see the table below.

Margins of preferences when evaluating bids for Exclusive Preference

Category	Margin of preference	Documentary evidence
Manufacturer	2 percent	<ul style="list-style-type: none"> -Certificate of registration from a registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant
MSME	1 percent	<ul style="list-style-type: none"> -SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
Women owned enterprise	1 percent	<ul style="list-style-type: none"> - IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian female ownership
Youth owned enterprise	2 percent	<ul style="list-style-type: none"> - IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian youth ownership
PDP owned enterprise	2 percent	<ul style="list-style-type: none"> -IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificates - declaration indicating the percentage of Namibian PDPs ownership
Supplier promoting environmental protection	1 percent	-declaration and proof that the bidder meets the requirements set out in the bidding document
Service rendered by Namibian citizens.	1 percent	-declaration that the bidder employs 50% or more Namibian citizens
Total	10%	

(b) Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: **Applicable Exclusive Preference.**

15. 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.

16. Notification of Award and Debriefing

The Ministry of Mines and Energy 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 Ministry of Mines and Energy 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: <i>[name of Public Entity]</i>	
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	

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]

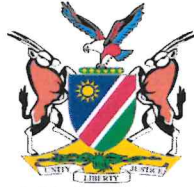
Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

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

Witten 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 IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

[Complete the unit and total prices for each item listed below in Namibian dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be re-designed and customized as per the type of services required].

Currency of Quotation:

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1.	Cleaning services at the SACREE offices (See attached Annexure A)				
	Please attach a separate detailed quotation				
				Other additional costs	
				Subtotal	
				VAT @ %	
				Total	

Enter 0% VAT rate if VAT exempt.

** Columns A to D to be completed as applicable by Public Entity*

Priced Activity Schedule Authorised By: *[insert company seal]*

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/15-35/24/25**

[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	Specifications and Performance Required	Compliance of Specifications and performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	Cleaning services at the SACREE offices (See attached Annexure A)		

Specifications and Compliance Sheet Authorised By:

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

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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 Services - Ref. **NCS/RFQ/15-35/24/25** on the website of the Public Entity (www.mme.gov.na) except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/15-35/24/25**

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

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract shall come into effect as from receipt of Purchase order/ Award letter and it shall run from the date of signature.
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is : Mr. Nathaniel Musenge, 6 Aviation Road, Windhoek, Namibia The Authorized Representative of the Service Provider is: N/A
GCC 2.6 Insurance and liabilities to Third Party	The amount of the Professional Indemnity Insurance Cover shall be at least: Not applicable
GCC 2.7 Reporting Obligations	The Service Provider shall report to : Mr. Nathaniel Musenge Head of Procurement Management Unit, 6 Aviation Road , Windhoek
GCC 2.10 Performance Security	The Performance Security shall be for an amount [5 to 10 %] of the Contract Price or part thereof if the contract is awarded on a split basis. Not Applicable
GCC 4.2 Contract Price	The amount payable is: as per the quotation

GCC 4.3 Terms of Payment	Payments will be made to the Service Provider once off 30 days after receipt of invoice.
GCC 4.5 Price Adjustment	Prices shall not be adjustable.

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: NCS/RFQ/15-07/2022**

Description	Attached	Not Attached
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.

ANNEXTURE A

1. Scope of Bid

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

The contract shall be on the fixed rates basis for an initial period of **36 months.**

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 cleaning 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 Excl. VAT N\$.	VAT N\$.	Total Monthly Rate N\$. Inc. VAT
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			
	Total				

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.

