OFFICE OF THE PRESIDENT

Procurement Management Unit

(Established under section 25 of the Public Procurement Act, 2015)

Request for Sealed Quotations

Procurement Reference No: G/RFQ/01-80/2025

QUOTATION FOR SUPPLYING AND DELIVERY OF CLEANING MATERIALS

Office of the President
State House
1 Engelberg Street
Private Bag 13339
Windhoek, Namibia
Fax +264 61221770
Tel: +264 61 2707111

Website: www.op.gov.na

Due Date: 11 July 2025

UNITY LIBERTY JUSTICE

Letter of Invitation

TO:

Procurement Reference Number: **G/RFQ/01-80/2025**

30 June 2025

Dear Sir/madam,

REQUEST FOR QUOTATION FOR SUPPLYING AND DELIVERY OF CLEANING MATERIALS FOR (THE GOVERNOR-KUNENE REGION) OFFICE OF THE PRESIDENT.

Office of the President invites you to submit your best quote for the items described in detail hereunder.

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

Queries, if any, should to

Technical queries should be addressed to **Ms. Naemi N. Hangula 065- 273600**

General queries should be addressed to **Ms. Foibe N. Nakuyala @ 061- 2707528**

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,

S.L Iifo
Head of PMU & Secretary of PC

SECTION I: INSTRUCTIONS TO BIDDERS

1. **Rights of Public Entity**

   The Office of the President reserves the right:

   (a) not to split the contract as per the lowest evaluated cost per item, or **N/A**

   (b) to accept or reject any quotation; and

   (c) to cancel the quotation process and reject all quotations at any time prior to contract award.

2. **Preparation of Quotations**

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

   (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration;

   (b) the List of Goods and Price Schedule Section III;

   (c) the Specifications and Compliance Sheet in Section V; and

   (d) any other attachment deemed appropriate. N/A

   You are advised to carefully read the complete Request for Sealed Quotations document, including the Special Conditions of Contract 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 90 days from the date of submission deadline.

4. **Eligibility Criteria**

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

   (a) have a certified copy of valid company Registration Certificate;

   (b) have an original or valid copy of good Standing Tax Certificate;

   (c) have an original or valid copy of 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;

   (e) have a certificate indicating SME Status (for Bids reserved for SMEs);

   (f) Submit signed Bid-securing Declaration.

5. **Bid Securing Declaration**

   Bidders are required to *submit a* Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation,

6. **Delivery**

   Delivery shall be **1-10 days** after issue of Purchase Order. Deviation in delivery period **shall be considered if such deviation is reasonable.**

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number: **G/RFQ/01-80/2025**, addressed to the Public Entity with the Bidder's name and contact information at the back of the envelope.

8. Submission of Quotations

Quotations should deposited **at the Office of the President, No: 1 Engelberg Street, Auasblick, Windhoek**, not later than **11 July 2025, before 15H00.**
Quotations by post or hand delivered should reach same address by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Office of the President, within the prescribed period. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of Bid Securing Declaration, will be posted on the website of the Office of the President and available to any bidder on request within three working days of the Awarding.

10. Evaluation of Quotations

The Office of the President shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, to determine the lowest evaluated quotation.

11. Technical Compliance

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

12. Prices and Currency of Payment

[Public Entity to customise this clause as appropriate. Public Entity may allow for prices to be adjustable to change in rates of exchange of currency, price variation etc. depending on the behaviour of the market in respect of the specific goods items being procured.]

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

13.1. The applicable margins of preference and their application methodology are as follows:

Exclusive preference.

13.2. Bidders applying for the Margin of Preference shall submit, evidence of documents for qualification.

14. 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 in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

15. Performance Security N/A

[This paragraph shall be deleted if Performance security is not applicable]

The successful bidder shall upon acceptance of its offer submit a Performance Security as per the format contained in the Schedule for an amount of *[insert percentage between the following range: 10 to 15 %]* of the contract price.

16. Notification of Award and Debriefing

The Office of the President shall after award of contract promptly inform all unsuccessful bidders 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:	
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 Security / 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 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

Quotation Authorised by:

<table>
<tr><td>Name of Bidder</td><td></td><td colspan="2" rowspan="2">Company's Address and seal</td></tr>
<tr><td>Contact Person</td><td></td></tr>
<tr><td colspan="2">Name of Person Authorising the Quotation:</td><td>Position:</td><td>Signature:</td></tr>
<tr><td>Date</td><td></td><td>Phone No./Fax</td><td></td></tr>
</table>

Appendix to Quotation Letter

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

Date: ______________________________

Procurement Ref No.: G/RFQ/01-80/2025

To: Office of the President

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

Dated on ___________ day of ________________, _______

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. **G/RFQ/01-80/2025**

Procurement Description: **SUPPLYING AND DELIVERY OF CLEANING MATERIALS**

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: **SUPPLYING AND DELIVERY OF CLEANING MATERIALS**, Procurement Ref No. **G/RFQ/01-80/2025**

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.				Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page					
A	B	C	D	E	F	G	H	I	
Item no.	**Description of Goods**	Quantity required	Unit of measures	*	Price per unit NAD[1]	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
1.	Mop bucket Complete set/trolley	2							
2.	Jik	5	5Lt						
3.	Bleach	5	5Lt						
4.	Hand Liquid soap	5	5Lt						
5.	Air Freshener Spray assorted flavour	20							
6.	Yellow gloves (disposal) Large	10	Large						
7.	Yellow glove (disposal)	10	Medium						
8.	Dust feather long	3							
9.	Dust feather short	3							
10.	Furniture spray/cleaner for wood	50 boxes							
11.	Kitchen cloth (small)	6							
12.	Kitchen duster cloth	4							
13.	Toilet cleaner/bow	3	20L						
14.	Window cleaner	10	750ml						
15.	Surgical or medical disposal Mask 5 in a box	10 boxes							
16.	Tiles polish	10	5L						
17.	Window Squeegee long	5							
18.	Window Squeegee short	5							

19.	Broom Complete for office use	2						
20.	Original Dish wash Liquid Soap	3	20L					
21.	Wheelbarrow	1						
22.	Ladder Small	1						
23.	Ladder Big	1						
24.	Office Dustbin	5						
25.	Toilet brush	3						
26.	Furniture spray/cleaner for leather							
					SUB-TOTAL			
					VAT @ 15%			
					TOTAL			

NAME:	POSITION:	SIGNATURE	DATE
NAME OF BIDDER:	ADDRESS:		

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.

Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/01-80/2025**

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
	Description of Goods		
1	Mop bucket Complete set/trolley		
2	Jik		
3	Bleach		
4	Hand Liquid soap		
5	Air Freshener Spray assorted flavour		
6	Yellow gloves (disposal) Large		
7	Yellow glove (disposal)		
8	Dust feather long		
9	Dust feather short		
10	Furniture spray/cleaner for wood		
11	Kitchen cloth (small)		
12	Kitchen duster cloth		
13	Toilet cleaner/bow		

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
14	Window cleaner		
15	Surgical or medical disposal Mask 5 in a box		
16	Tiles polish		
17	Window Squeegee long		
18	Window Squeegee short		
19	Broom Complete for office use		
20	Original Dish wash Liquid Soap		
21	Wheelbarrow		
22	Ladder Small		
23	Ladder Big		
24	Office Dustbin		
25	Toilet brush		
26	Furniture spray/cleaner for leather		

[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 in the signature block below.

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. **G/RFQ-GCC** on the website of the Public Entity *(insert website address)* 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: **G/RFQ/01-80/2025**

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

Subject and GCC clause reference	Special Conditions
Purchaser **GCC 1.1(h)**	The purchaser is: **Office of the President**
Site **GCC 1.1(m)**	The Site/final destination for delivery of the Goods is **Office of the President**
Incoterms Edition **GCC 4.2(b)**	Incoterms shall be governed by the rules prescribed in Incoterms 2010. N/A

Subject and GCC clause reference	Special Conditions
Notices **GCC 8.1**	Any notice shall be sent to the following addresses: For the Office of the President, the address and the contact's name shall be: **Ms. Foibe N. Nakuyala @ 061-2707528** For the Supplier, the address and contact name shall be: ________________________________
Disputes **GCC 10.2**	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: ________________________________
Delivery and Documents **GCC 13.1**	The Goods are to be delivered within **1-10 days** from the date of Purchase Order. The documents to be furnished by the Supplier are: (a) signed delivery note;
Price Adjustment **GCC 15.1**	The price charge for the Goods supplied and the related Services performed *"shall not* be adjustable. If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used
Terms of Payment **GCC 16.1**	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment **GCC 16.3**	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment **GCC 16.4 (a)**	The price *"shall not be"* adjustable to the fluctuation in the rate of exchange.
Payment Period **GCC 16.5**	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) **On Acceptance:** The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser. ii) An interest rate of *[insert percentage]* is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.

Subject and GCC clause reference	Special Conditions
Performance Security **GCC 18.1 N/A**	No performance security is required
Discharge of Performance Security **GCC 18.4**	The performance security will be discharged and returned to the supplier not later than *[insert number of days]* following completion date.
Packing **GCC 23.2**	The packing, marking and documentation within and outside the packages shall be: product name and quantities.
Insurance **GCC 24.1**	[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation] N/A
Transportation **GCC 25**	The Goods shall be delivered: *[Incoterm for transportation*] DDP
Inspection and Test **GCC 26.1**	The inspection and tests shall be: carried out to determine compliance.
Location of Inspection and Tests **GCC 26.2**	The inspections and tests shall be conducted at Office of the President.
Liquidated Damages **GCC 27.1**	Liquidated damages for the whole contract are *[insert percentage of the final contract price]* per day. The maximum amount of liquidated damages for the whole contract is *[insert percentage 4-10%]* of the final contract price. N/A
Warranty **GCC 28.3**	The period of validity of the warranty shall be: day(s) For the purpose of the Warranty, the place(s) of the final destination(s) shall be: **Office of the President.** For item 1, the minimum period of warranty/shelf life shall be ____
Repair and Replacement **GCC 28.5**	The period for repair or replacement shall be: day(s)

Attachment: Price Adjustment Formula

If in accordance with GCC 15.1, prices shall be adjustable, the following method shall be used to calculate the price adjustment:

15.2 Prices payable to the Supplier, as stated in the Contract, shall be subject to adjustment during performance of the Contract to reflect changes in the cost of labor and material components in accordance with the formula:

$$P_1 = P_0 \left[a + \frac{bL_1}{L_0} + \frac{cM_1}{M_0}\right] - P_0$$

$$a+b+c = 1$$

in which:

P_1	=	adjustment amount payable to the Supplier.
P_0	=	Contract Price (base price).
a	=	fixed element representing profits and overheads included in the Contract Price and generally in the range of five (5) to fifteen (15) percent.
b	=	estimated percentage of labor component in the Contract Price.
c	=	estimated percentage of material component in the Contract Price.
L_0, L_1	=	labor indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively.
M_0, M_1	=	material indices for the major raw material on the base date and date for adjustment, respectively, in the country of origin.

The coefficients a, b, and c as specified by the Purchaser are as follows:

a = *[insert value of coefficient]*
b= *[insert value of coefficient]*
c= *[insert value of coefficient]*

The Bidder shall indicate the source of the indices and the base date indices in its bid.

Base date = thirty (30) days prior to the deadline for submission of the bids.

Date of adjustment = *[insert number of weeks]* weeks prior to date of shipment (representing the mid-point of the period of manufacture).

The above price adjustment formula shall be invoked by either party subject to the following further conditions:

(a) No price adjustment shall be allowed beyond the original delivery dates unless specifically stated in the extension letter. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The

Purchaser will, however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment.

(b) If the currency in which the Contract Price P_0 is expressed is different from the currency of origin of the labor and material indices, a correction factor will be applied to avoid incorrect adjustments of the Contract Price. The correction factor shall correspond to the ratio of exchange rates between the two currencies on the base date and the date for adjustment as defined above.

(c) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment.

SCHEDULE 2

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT N/A

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	N$	N$
Raw Materials, Accessories & Components		
• Imported (CIF)	....	
• Local (VAT & Excise Duty Fee)	....	....
Labour Cost		
• Direct Labour	....	.
• Clerical Wages	....	.
• Salaries to Management	....	....
Utilities		
• Electricity	....	
• Water	....	
• Telephone	....	....
Depreciation	....	
Interest on Loans	....	
Rent	....	....
Other (please specify)		
•	....	
•	....	
•	....	....
TOTAL COST		

Local Value Added $= \dfrac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$

NB! The cost structure should be certified by a Certified Accountant

SCHEDULE 3
QUOTATION CHECKLIST SCHEDULE

[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

Procurement Reference No.: G/RFQ/01-80/2025

Description	Attached	Not Attached
Quotation Letter		
Bidding document		
Mandatory Documents		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		

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.