



**Republic of Namibia**  
**Office of the President**

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

Ref: NCS/RFQ/01-44/2025

**STANDARD BIDDING DOCUMENTS**  
*for*

**Request for Sealed Quotations**

[Issued in terms of section 7(1)(1) of the Public Procurement Act, 2015]

Emptying and Cleaning of Septic Tanks at Lot 1: Amarika and Itapa in Omusati Region; Lot 2: Likwaterera in Kavango-East Region; Lot 3: Otjinene in Omaheke Region and Lot 4: Farm Uitkoms in Otjozondjupa Region at the Marginalised Communities' Early Childhood Development (ECD) Centres for 36 months.

**Closing date Friday, 19 September, 2025 @ 12H00**

Office of the President  
 State House  
 1 Engelberg Street  
 Private Bag 13339  
 Windhoek, Namibia

|Tel: +264 61 2707111 )  
 |Website: [www.op.gov.na](http://www.op.gov.na)

|Fax: +264 61 221770]

**Letter of Invitation**

To: Potential Bidders

Ref: NCS/RFQ/01-44/2025

01 September 2025

Dear Sir / Madam

**Emptying and Cleaning of Septic Tanks at Lot 1: Amarika and Itapa in Omusati Region; Lot 2: Likwaterera in Kavango-East Region; Lot 3: Otjinene in Omaheke Region and Lot 4: Farm Uitkoms in Otjozondjupa Region at the Marginalised Communities' Early Childhood Development (ECD) Centres for 36 months.**

The 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 be addressed to [procurement@op.gov.na](mailto:procurement@op.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,



**PROCUREMENT COMMITTEE**

**MS SECILIA IIFO**

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The Office of the President reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or
- (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.

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 sixty (60) 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 or certified copy of valid good Standing Tax Certificate;
- (c) have an original or certified 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;
- (e) have a certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Submit signed Bid-securing Declaration.
- (g) 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;
- (h) Proof of ownership of a 4 x 4 pick up or mini truck
- (i) Fitness certificate from any Local Authority

## 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 thirty (30) days after receiving of Purchase Order. Deviation in delivery period shall not be accepted.

## 7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked: **Office of the President Reference Number, NCS/RFQ/01-44/2025** with the Bidder's name and contact information at the back of the envelope.

## 8. Submission of Quotations

Quotations should be deposited in the Quotation Box located at **Office of the President, 1Engelberg Street, Auasblick, Main Gate**, not later than **Friday 19 September 2025** before 12H00. Quotations by post or hand delivered should reach same address by the same date and time at latest. Late quotations will be rejected.

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

## 9. Opening of Quotations

Quotations will be opened internally by the Office of the President (Procurement Management Unit). A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence Bid Securing Declaration, will be posted on the website of [www.op.gov.na](http://www.op.gov.na) within seven (7) working days of the Opening.

## 10. Evaluation of Quotations

The Office of the President shall have the right to request for clarifications in writing during evaluation.

## 11. 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 Office's requirements.

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

Prices shall be fixed in Namibian Dollars.

## 13. Labour Clause

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.



**1. Margins of preferences when evaluating bids for exclusive preferences as per paragraph 9 (2) of code of good practices on preferences.**

<b>CATEGORY</b>	<b>MARGIN PREFERENCE</b>	<b>OF</b>	<b>DOCUMENTARY EVIDENCE</b>
<b>Manufacturer</b>	<b>2 %</b>		-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
<b>MSME</b>	<b>1%</b>		SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
<b>Women owned enterprise</b>	<b>1%</b>		- IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian female ownership
<b>Youth owned enterprise</b>	<b>2%</b>		-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian Youth ownership
<b>PDP owned enterprise</b>	<b>2%</b>		IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificates - declaration indicating the percentage of Namibian PDPs ownership
<b>Supplier promoting</b>	<b>1%</b>		Declaration and proof that the bidder meets the requirements set out in the bidding document.
<b>Service rendered by Namibian citizens</b>	<b>1%</b>		declaration that the bidder employs 50% or more Namibian
<b>TOTAL</b>	<b>10%</b>		

**14. Award of Contract**

The Bidder having submitted the 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 and Maintenance Contract in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

**15. Performance Security**

Not Applicable

**16. Notification of Award and Debriefing**

The Office shall after award 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 our website within fourteen (14) days. Furthermore, the Office shall attend to all requests for debriefing made in writing within seven days (7) days of the unsuccessful bidders being informed of the award

## SECTION II: QUOTATION LETTER

[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:	Office of the President
Procurement Reference Number:	NCS/RFQ/01-44/2025
Subject matter of Procurement:	<b>Emptying and Cleaning of Septic Tanks at Lot 1: Amarika and Itapa in Omusati Region; Lot 2: Likwaterera in Kavango-East Region; Lot 3: Otjinene in Omaheke Region and Lot 4: Farm Uitkoms in Otjozondjupa Region at the Marginalised Communities' Early Childhood Development (ECD) Centres for 36 months.</b>

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	

## Appendix to Quotation Letter

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

**Date:** .....

**Procurement Ref No.:** NCS/RFQ/01-44/2025

**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*



## Appendix to Quotation Letter



### 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.: **NCS/RFQ/01-44/2025**

Procurement Description: -----  
-----  
-----

Anticipated Contract Duration: **36 months**

Location where service will be delivered, Lot 1 Amarika and Itapa in Omusati Region; Lot 2: Likwaterera in Kavango-East Region; Otjinene in Omaheke Region and Farm Uitkoms in Otjozondjupa Region.

## 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: SCOPE OF SERVICES**

**Emptying and Cleaning of Septic Tanks at Lot 1: Amarika and Itapa in Omusati Region; Lot 2: Likwaterera in Kavango-East Region; Lot 3: Otjinene in Omaheke Region and Lot 4: Farm Uitkoms in Otjozondjupa Region at the Marginalised Communities' Early Childhood Development (ECD) Centres for 36 months.**

1. To empty and clean of septic tanks at Lot of your choice every 3 months;
2. Ensure sludge is disposed of at a licenced sewage treatment or at approved sewage area;

#### **Equipment Required:**

1. 4 x4 pick up vehicle or mini truck
2. Appropriate water tank
3. Water pump

## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/01-44/2025

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 redesigned and customized as per the type of services required.

**Currency of Quotation: Namibian Dollars**

### LOT 1: Amarika and Iitapa in Omusati Region

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Emptying and cleaning of septic tank	1000	litres		
2	Transport to identified sewage	1	Per/km		
3	Call out fees when demand for service in not part of the routine service	1	Per /hour		
<b>Subtotal</b>					
<b>VAT @ 15%</b>					
<b>Total</b>					

### LOT 2: Likwaterera in Kavango-East Region

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Emptying and cleaning of septic tank	1000	litres		
2	Transport to identified sewage	1	Per/km		
3	Call out fees when demand for service in not part of the routine service	1	Per /hour		
<b>Subtotal</b>					
<b>VAT @ 15%</b>					
<b>Total</b>					



**LOT 3: Omatjete in Omaheke Region**

Item No	Brief Description of Services	Quantity	Unit Measure	of	Unit Price	Total Price
A*	B*	C*	D*		E	F
1	Emptying and cleaning of septic tank	1000	litres			
2	Transport to identified sewage	1	Per/km			
3	Call out fees when demand for service in not part of the routine service	1	Per /hour			
					<b>Subtotal</b>	
					<b>VAT @ 15%</b>	
					<b>Total</b>	

**LOT 4: Farm Uitkoms in Otjozondjupa Region**

Item No	Brief Description of Services	Quantity	Unit Measure	of	Unit Price	Total Price
A*	B*	C*	D*		E	F
1	Emptying and cleaning of septic tank	1000	litres			
2	Transport to identified sewage	1	Per/km			
3	Call out fees when demand for service in not part of the routine service	1	Per /hour			
					<b>Subtotal</b>	
					<b>VAT @ 15 %</b>	
					<b>Total</b>	

**Priced Activity Schedule Authorised By:**

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

## SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/01-44/2025

*Bidders should complete columns C and D with the specifications and Performance standards of the services 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.*

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A *</i>	<i>B *</i>	<i>C</i>	<i>D</i>
1	Emptying and cleaning of septic tank		
2	Transport to identified sewage		
3	Call out fees when demand for service in not part of the routine service		

\* Columns A and B to be completed by Office.

**Specifications and Performance Standard 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), Ref: NCS/RFQ/01-44/2025 for the procurement of services (time based) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

## SECTION VII: CONTRACT DATA SHEET

**Procurement Reference Number:** NCS/RFQ/01-44/2025

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

Clause	Contract Data
<b>GCC 1.1 Effectiveness of Contract</b>	The Contract shall to come into effect as from effective date.
<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 the last date as indicated in the contract.
<b>GCC 1.6.1 Issue of notices</b>	The Authorized Representative of the Employer is <b>Ms Secilia Iifo at 061 2707533</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>Ms Secilia Iifo at 061 2707533</b>
<b>GCC 2.10 Performance Security</b>	The Performance Security shall be for an amount 10 % 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: <b>as per invoice amount.</b>
<b>GCC 4.3 Terms of Payment</b>	Payments will be made to the Service Provider on a monthly basis within 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/01/44/2025

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Performance Compliance Sheet	
Bid Security Declaration	
Founding Statement	
Copy of Owners ID	
Good Standing Certificate from NAMRA	
Good Standing Certificate from SSC	
Certified correct copy of valid EEQ letter	
Certified correct copy of valid SME certificate	
Proof of ownership/ Lease Agreement for 4x4 pick up or mini truck	
Fitness certificate from any Local Authority	

**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.