



Republic of Namibia
Office of the President
Procurement Management Unit
(Established under section 25 of the Public Procurement Act, 2015)

Ref: NCS/RFSQ/01-57/2026

**STANDARD BIDDING DOCUMENT
FOR
REQUEST FOR QUOTATIONS**

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

Provision for Accommodation Facilities for the Students under the Division Marginalised Communities, Office of the President in Lot1: Windhoek, Khomas Region; Lot2: Walvisbay, Erongo Region, Lot3: Eenhana, Ohangwena Region; Lot4: Ongwediva, Ondangwa and Oshakati, Oshana Region; Lot5: Katima Mulilo, Zambezi Region; Lot6: Khorixas, Kunene Region, Lot7: Nkurenkuru, Kavango-west Region, Lot8:Tsumeb, Oshikoto Region, Lot9:Otjiwarongo,Otjozondjupa Region, Lot 10: Gobabis, Omaheke Region and Lot11:Rundu, Kavango-East Region for thirty-six (36) months.

Closing Date: 09 OCTOBER 2026 @ 15H00

Office of the President

Windhoek, Namibia

Wei: +264 61 2707111)

Website: www.op.gov.na IFax: +264 61 2217780]

LETTER OF INVITATION

To: All Potential Bidders

PROCUREMENT REF: NCS/RFSQ/01-57/2026

22 September 2026

Provision for Accommodation Facilities for the Students under the Division Marginalised Communities, Office of the President in Lot1: Windhoek, Khomas Region; Lot2: Walvisbay, Erongo Region, Lot3: Eenhana, Ohangwena Region; Lot4: Ongwediva, Ondangwa and Oshakati, Oshana Region; Lot5: Katima Mulilo, Zambezi Region; Lot6: Khorixas, Kunene Region, Lot7: Nkurenkuru, Kavango-west Region, Lot8:Tsumeb, Oshikoto Region, Lot9:Otjiwarongo, Otjozondjupa Region, Lot 10:Gobabis, Omaheke Region and Lot11:Rundu, Kavango-East Region for thirty-six (36) months.

Dear Sir or Madam

The Office of the President 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 Ms. Secilia Iifo at +264 61 2707533 or procurement@op.gov.na.

Yours Sincerely,



Secilia Iifo

Secretary to Procurement Committee

SECTION 1: 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 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 Terms of Reference, 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 Proposal

The proposal validity period shall be for 60 days from the date of submission deadline.

4. Eligibility Criteria

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

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

- (a) A valid certificate of good Standing with the Receiver of Revenue;
- (b) A valid certificate of good Standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission;
- (c) As required by the Affirmative Action (Employment) Act, 1998 (Act No.29 of 1998);
 - (i) a valid affirmative action compliance certificate issued under section 41 of that Act;

(ii) an exemption issued under section 42 of that Act; or

(iii) a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer as defined in that Act;

(d) Duly completed and signed Bid-securing Declaration;

(e) Duly completed and signed written undertaking as contemplated in section 138 (2) of the Labour Act, 2007;

(f) A valid -

(i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;

(ii) certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia;

(iii) document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or

(iv) partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements,

(v) Have a valid Good Standing Certificate from BIPA.

(g) Detailed quotation on company letterhead

(h) Bidders business principles should be in line with the service/product being bid for.

(i) Submit proof of ownership for the properties, no third parties allowed.

(j) Submit a copy of the facility structural plan for easy reference

(k) Preference will be given to Companies that near the Institution of high learning for transport and safety of the students

A bidder or supplier who is a sole proprietor only needs to comply with the provisions of paragraph (a) to (d).”.

NB: Please note that a valid original document; or a valid certified copy of an original document, as certified by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, (1963) (Act No. 16 of 1963) as amended will also be accepted.

5. Bid Securing Declaration

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

6. Contract Period for Services

Contract will be signed between the Successful Bidders and Office of the President for 12 months and can be renewed.

7. Documents to be submitted

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

8. Sealing and Marking of Quotations

Quotations should be sealed in one envelop, clearly marked with the Procurement Reference Number and addressed to the Office of the President with the Bidder's name at the back of the envelope.

9. Submission of Proposals

Quotations should be deposited in the Quotation/Bid Box located at main gate of the Office of the President, State House not later than **09 OCTOBER 2026 @ 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.

10. Opening of Quotations

The Office will open quotations internally. A record of the Quotation Opening stating the name of the Bidders and the amount, will be put on the website of the Office of the President www.op.gov.na and available to any bidder on request within seven (7) working days of the Opening.

11. Evaluation of Proposals

The Office 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 to determine the lowest evaluated quote.

12. Scope of Services and Performance Standards

The Scope of Services, Specifications and Performance standards detailed in Sections III, V and attached Terms of References are to be complied with.

13. Price and Currency of Payments

Proposals shall be fixed in Namibian Dollars and all payments will be made in this currency. Proposals 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. 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.

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

CATEGORY	MARGIN PREFERENCE	OF	DOCUMENTARY EVIDENCE
Manufacturer	2%		-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%		SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
Women owned enterprise	1%		- 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%		-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%		IDs of all shareholders -Founding statement/company registration indicating

		ownership structure/shareholder certificates - declaration indicating the percentage of Namibian PDPs ownership
Supplier promoting	1%	Declaration and proof that the bidder meets the requirements set out in the bidding document.
Service rendered by Namibian citizens	1%	declaration that the bidder employs 50% or more Namibian
TOTAL	10%	

16.Award of Contract

The Bidder with the responsive quotation and qualified to perform the service 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 and General Conditions of Contract.

17.Performance Security

No performance security required

18.Notification of Award and Debriefing

Should you not receive a call from the Office within 30 days after closing of this tender that is mean you were not successful.

SECTION II: QUOTATION LETTER

Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule 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 may be rejected.

Quotation Addressed to:	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to provide the services detailed in the Scope of Services, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

We confirm that we are eligible to participate in this quotation exercise and meet the eligibility criteria specified in Section 1: Request for Proposals.

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 disqualification on the grounds mentioned in the BDS

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

The validity period of our proposal is 60 days from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity 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 bid validity.

The service will commence from _____ date of issue of Purchase Letter of Acceptance.

The services will be completed within _____ days from date of issue of Letter of Acceptance.

Quotation Authorised By:

Name of Bidder		Company's Address and seal
Contact Person		

Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./E-mail	

Appendix to Proposal Letter

BID SECURING DECLARATION

(Section 45 of Act)

(Regulation 37 (1) and 37 (5))

Date: _____

Procurement Ref No.: NCS/RFSQ/01-57/2026

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'.....

[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

SECTION III: SCOPE OF SERVICES

Provision for Accommodation Facilities for the Students under the Division Marginalised Communities, Office of the President in **Lot1:** Windhoek, Khomas Region; **Lot2:** Walvisbay, Erongo Region, **Lot3:** Eenhana, Ohangwena Region; **Lot4:** Ongwediva, Ondangwa and Oshakati, Oshana Region; **Lot5:** Katima Mulilo, Zambezi Region; **Lot6:** Khorixas, Kunene Region, **Lot7:** Nkurenkuru, Kavango-west Region, **Lot8:** Tsumeb, Oshikoto Region, **Lot9:** Otjiwarongo, Otjozondjupa Region, **Lot10:** Gobabis, Omaheke Region and **Lot11:** Rundu, Kavango-East Region for thirty-six (36) months.

Lot 1: Windhoek, Khomas Region-151 students

To provide accommodation for the students registered with the following Institutions: from February 2027 to December 2029

- International University of Management (IUM) Campus in Dorado Park – **51 students**
- University of Namibia (UNAM) Campus – **72 students**
- Namibia University of Technology (NUST) Campus – **23 students**
- College of the Arts (COTA) – **3 students**
- Namibia College of Open Learning (NAMCOL)- **2 students**

Lot2: Walvisbay, Erongo Region-19 students

To provide accommodation for the students registered with the following Institutions: from February 2027 to December 2029

- International University of Management (IUM) Campus -**13 students**
- COSDEC Swakopmund -**6 students**

Lot3: Eenhana, Ohangwena Region- 9 students

To provide accommodation for the students registered with the following Institutions: from February 2027 to December 2029

- Namibia University of Technology (NUST) Campus -**7 students**
- International University of Management (IUM) Campus – **2 students**

Lot4: Ongwediva, Ondangwa and Oshakati, Oshana Region-23 students

To provide accommodation for the students registered with the following Institutions: from February 2027 to December 2029

- International University of Management (IUM) Ongwediva Campus – **17 students**
- Valombola Vocational Training Centre (VVTC) – **2 students**
- COSDEC Ondangwa – **5 students**

Lot5: Katima Mulilo, Zambezi Region-19 students

To provide accommodation for the students registered with the following Institutions: from February 2027 to December 2029

- Zambezi Vocational Training Centre (ZVTC) -19 students

Lot6: Khorixas, Kunene Region-2 students

To provide accommodation for the students registered with the following Institutions: from February 2027 to December 2029

- Khorixas VTC – 2 students

Lot7: Nkurenkuru, Kavango-west Region- 11 students

To provide accommodation for the students registered with the following Institutions: from February 2027 to December 2029

- International University of Management (IUM) Nkurenkuru Campus -11 students

Lot8: Tsumeb, Oshikoto Region-23 student

To provide accommodation for the students registered with the following Institutions: from February 2027 to December 2029

- COSDEC Tsumeb -23 students

Lot9: Otjiwarongo, Otjozondjupa Region-5 student

To provide accommodation for the students registered with the following Institutions: from February 2027 to December 2029

- COSDEC Otjiwarongo – 5 students

Lot10: Rundu, Kavango-East Region-11 student

To provide accommodation for the students registered with the following Institutions: from February 2027 to December 2029

- COSDEC Tukurenu – 10 students
- University of Namibia (UNAM) (Rundu Campus) – 1 student

Lot11: Gobabis, Omaheke Region-11 student

To provide accommodation for the students registered with the following Institutions: from February 2027 to December 2029

- COSDEC Gobabis – 9 students
- Gobabis Vocational Training Centre (GVTC) – 2 students

ACCOMMODATION FACILITIES SPECIFICATIONS

- A ROOM WITH EITHER A SINGLE- OR THREE-QUARTER BED
- A STUDY TABLE
- BUILD-IN OR MOBILE CUPBOARDS IN THE BED ROOM
- KITCHEN WITH BUILD IN OR MOBILE KITCHEN CUPBOARDS
- INSIDE BATHROOM AND TOILET (IF A HOUSE OR FLAT HAS MORE ONE ROOM, SHARING OF BATHROOM, SHOWER AND KITCHEN IS ACCEPTABLE)

NB: PREFERENCE WILL BE GIVEN TO SERVICER PROVIDERS THAT HAVE GOOD/STANDARD SECURED ACCOMMODATIONS AND CLOSE TO INSTITUTIONS INDICATED ABOVE FOR SAFETY OF THE STUDENTS AND TRANSPORT COST CUTTING.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFSQ/OI -57/2026

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

Provision for Accommodation Facilities for the Students under the Division Marginalised Communities, Office of the President in **Lot1:** Windhoek, Khomas Region; **Lot2:** Walvisbay, Erongo Region, **Lot3:** Eenhana, Ohangwena Region; **Lot4:** Ongwediva, Ondangwa and Oshakati, Oshana Region; **Lot5:** Katima Mulilo, Zambezi Region; **Lot6:** Khorixas, Kunene Region, **Lot7:** Nkurenkuru, Kavango-west Region, **Lot8:** Tsumeb, Oshikoto Region, **Lot9:** Otjiwarongo, Otjozondjupa Region, **Lot 10:** Gobabis, Omaheke Region and **Lot11:** Rundu, Kavango-East Region for thirty-six (36) months.

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
1	Provision for accommodation of Students at various institutions of high learning	Room per student	room		
2	Transport to and from institution (optional)	Per day	Value in N\$		
Subtotal					
VAT 15%					
Total					

Priced Activity Schedule Authorized By:

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

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: NCS/RFSQ/OI -57/2026

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 noncompliance/deviation to the specification required. Attach detailed technical literature if required. Authorized 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
1	Provision for accommodation of Students at various institutions of high learning		
2	Transport to and from institution (optional)		

* Columns A and B to be completed by Office.

Specifications and Performance Standard Compliance Sheet Authorized 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/RFSQ/01-57/2026** 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/RFSQ/01-57/2026**

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

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract shall to come into effect as from effective date.
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 the last date as indicated in the contract.
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is Ms Secilia Iifo at 061 2707533 The Authorized Representative of the Service Provider is: _____
GCC 2.6 Insurance and liabilities to Third Par	The amount of the Professional Indemnity Insurance Cover shall be at least: N/A
GCC 2.7 Reporting Obligations	The Service Provider shall report to: Ms Secilia Iifo at 061 2707533
GCC 2.10 Performance Security	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
GCC 4.2 Contract Price	The amount payable is: as per invoice amount.
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider on a monthly basis within 30 days after receipt of invoice.
GCC 4.5 Price Adjustment	Prices shall not be adjustable.

QUOTATION CHECKLIST SCHEDULE

PROCUREMENT REFERENCE NO.: NCS/RFSQ/01-57/2026

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Performance Compliance Sheet	
Bid Security Declaration	
Founding Statement or name of the Owner of the property	
Copy of Owner s ID	
Good Standing Certificate from NAMRA if it is registered Bus.	
Good Standing Certificate from SSC	
Certified correct co of valid EEQ letter	
Certified correct co of valid SME certificate	
Copy of the Facility structural Plan	
Proof of residential address Local Authority statement)	
Draft contract	