



## Request for Sealed Quotations for Works

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PROVISION OF CLEANING SERVICES DURING EENHANA EXPO 2024

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**Procurement Reference No:** W/RFQ/ETC-21/2023/2024

Name of Bidder: .....  
Contact Person: .....  
Telephone no: .....Mobile no:.....  
Total Bid Price: N\$.....

**Closing Date: 12 July 2024 @11H00**

Eenhana Town Council  
Private Bag 88007  
EENHANA  
Telephone: 065-290600

Tel: +264-65-290 600 Fax: +264-65-263068 E-mail: [haimbilij@eenhanatc.com.na](mailto:haimbilij@eenhanatc.com.na)  
108 Church Street. P/Bag 88007, EENHANA-NAMIBIA



**LETTER OF INVITATION**

\_\_\_\_\_  
\_\_\_\_\_

*Procurement Reference No: W/RFQ/ETC-21//2023/2024*

**03 July 2024**

Dear Bidder,

**Request for Quotations for Provision of Cleaning Services during the  
Eenhana Expo 2024**

The Eenhana Town Council 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 *Sandra J. Haimbili at 065-290620 Or [haimbilij@eenhanatc.na](mailto:haimbilij@eenhanatc.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,

\_\_\_\_\_  
Sandra Haimbili  
**Secretary to the Procurement Committee**

## Section I: Instructions to bidders

- **Rights of Public Entity**

The *Eenhana Town Council* reserves the right:

- To split the contract as per the lowest evaluated cost per lot; and
- To accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

- **Preparation of Quotations**

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

- the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;
- the Priced Activity Schedule in Section IV;
- the Specifications and Compliance Sheet in Section V; and
- any other attachment as deemed appropriate

You are advised to carefully read the complete Request for 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.

- **Validity of Quotations**

The quotation validity period shall be [30] days from the date of bid submission deadline.

- **Evaluation Criteria**

Bidders are required to have enough human resource (staff), for effectiveness and efficiency of performance.

Cleaning materials & Machineries

- **Eligibility Criteria**

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

- (a) Have a valid company Registration Certificate;
- (b) Have an original /certified copy of valid good Standing Tax Certificate;
- (c) Have an original /certified copies 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) SME certificate
- (f) Submit signed Bid-securing Declaration.
- (g) Have a valid fitness certificate in area of operation.

#### **4.1 Evaluation Criteria**

- (a) Documents to be fully completed with black ink.
- (b) No eraser fluid (tipex) to be used.
- (c) All pages to be initialled and signed where applicable by the person authorizing the bid.
- (d) All corrections are to be initialized.
- (e) The principal business should be in line with services required.

- **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, a Bid Security Declaration as per the format contained in Schedule 1 of this document.

- **Service Completion Period**

The completion period for service shall be **07 August 2024**. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

- **Sealing and Marking of Quotations**

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

- **Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at Eenhana Town Council, *108 Church Street* not later than **12 July 2024 @11h00**. Quotations by post or hand delivered should reach Eenhana Town Council, *108 Church Street* by the same date and time at latest.

Quotations received by e-mail will not be considered.

- **Opening of Quotations**

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security/Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

- **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.

- **Technical Compliance**

The Specifications and Compliance Sheet details the minimum specifications of the works to be carried out. The specifications have to be met, but no credit will be given for exceeding the specifications.

- **Prices and Currency of Payment**

Prices for the execution of works shall be fixed in Namibian Dollars as quoted.

Quotations shall cover all costs of labor, materials, equipment, overheads, profits and all associated costs for performing the works, and shall include all duties. The whole cost of performing the works shall be included in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted.

- **Award of Contract**

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the works 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.



## Section II: Quotation Letter

(to be completed by Bidders)

Quotation addressed to: <i>(Name of Public Entity)</i>	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to execute the Works detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

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

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act 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.

The validity period of our Quotation is \_\_\_\_\_ days *[insert number of 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 quotation validity.

The Service will commence as prescribed by Eenhana town Council from date of issue of Purchase Order/ Letter of Acceptance.

The Service will be completed within as prescribed by Eenhana town Council from days from date of issue of Purchase Order/ Letter of acceptance.

**Quotation Authorized by:**

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorizing the Quotation:	Position:	Signature:	
Date		Phone No./E-mail	

**BID SECURING DECLARATION**

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

Date: .....

Procurement Ref No.: W/RFQ/ETC-21/2023/2024

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 modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**
- **Refusal by a bidder to accept a correction of an error appearing on the face of a bid;**
- **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**
- **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:

.....

Dated on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

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.]





**Republic Of Namibia**

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

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

**1. EMPLOYERS DETAILS**

Company Trade Name:.....

Registration Number :.....

Vat Number: .....

Industry/Sector: .....

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

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

.....

Email Address:.....

**2. PROCUREMENT DETAILS**

Procurement Reference No.:.....

Procurement Description: .....

.....

.....

Anticipated Contract Duration: .....

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

.....

**3. UNDERTAKING**

I ..... *[insert full name]*, owner/representative

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

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

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

**Signature:** .....

**Date:** .....

**Seal:**.....

*Please take note:*

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

## Section III: Priced Activity Schedule

Procurement Reference Number: \_\_\_\_\_

Note: Column E, F to be completed by the bidder

Item No	Brief Description of Works	Subtotal	Unit Price (N\$)	Total Price (N\$)
A*	B*		E	F
1	Cleaning of the exhibition halls , stands, offices, Open space and Tents.			
2	Cleaning of all toilet's facilities at the Expo center, sport field and the surrounding			
3	Cleaning and distribution of chairs and tables			
4	Litter picking of waste at the Expo center, sport field and the surroundings			
5	Supply and distribution of black refuse bags			
	Enter 0% VAT rate if VAT exempt.			
		<b>Sub-total</b>		
		<b>VAT @      %</b>		
		<b>Total</b>		

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

**Priced Activity Schedule Authorized By:** *insert company seal*

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

## Section IV: Specifications and Compliance Sheet

Procurement Reference Number: \_\_\_\_\_

*[Bidders should complete columns C and D with the specifications and performance of the Works offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorize the specifications 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)
<b>A*</b>	<b>B*</b>	<b>C</b>	<b>D</b>
<b>1</b>	Cleaning of the exhibition hall, stands, offices and tents.		
<b>2</b>	Cleaning of all toilet’s facilities at the expo center, the surrounding and sport field		
<b>3</b>	Cleaning and distribution of chairs and tables		
<b>4</b>	Litter picking of waste at the expo center, its surroundings and sport field		
<b>5</b>	Emptying of refuse storage bins to the (bulk) Skip refuse Containers		
<b>6</b>	Distribution of black refuse bags at all stalls		

**Specifications and Compliance Sheet Authorized By:**

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

**Section III: List of cleaning materials / items**

**Procurement Ref No. W/RFQ/ETC-21/2023/2024**

<b>Item No.</b>	<b>Description of Goods</b>	<b>Quantity</b>
1	Vacuum cleaners	2
2	Brooms	6
3	Mops	6
4	Rakes	6
	Dust feather	6 long
	Cleaning Cloths	Mutton cloth rolls (3)
	Buckets	6
5	Toilet paper	14 bundles (2 Ply)
6	Black Refuse bags	70 bundles or rolls
7	Hand wash Soap Liquid	
8	<b><u>Air freshener:</u></b> Deo blocks (small)	1 (5kg)
	Sprays	10
9	<b><u>Cleaning Detergents:</u></b>	
	Pine Gel	20KG
	Bleach	25L
	Floor/Tiles Wash	5L
	Window cleaner	5L
	window wipes	4(long)
10	Disposable Tissues	5 (200 per box)
11	<b><u>Personnel Protective Clothing</u></b> Distinctive Uniforms (specify) .....	
	Face Masks (specify) .....	
	Gloves (specify) .....	
12	Staffs / Cleaners	

	<i>Manager: Site Supervisor Cleaners/Laborer</i>	
<i>12</i>	<i>Others: please specify</i>	

**Specifications and Compliance Sheet Authorized By:**

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

**Section V: General Conditions**

## **Section V: 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)

### **Section V SPECIAL Conditions of Contract**

Procurement Reference Number: \_\_\_\_\_

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract.

<b>GCC Clause Reference</b>	<b>Special Conditions</b>
<b>Employer</b> GCC 1.1(r)	<i>Eenhana Town Council</i>
<b>Intended Completion Date</b> GCC	The intended completion date is: 07 August 2024.
<b>Project Manager</b> GCC 1.1(y)	The Project Manager is: .....
<b>Site</b> GCC 1.1(aa)	The Sites of delivery is: Eenhana Convention Centre, 108, Church Street, Eenhana - Ohangwena Region
<b>Start Date</b> GCC 1.1(dd)	The Start Date shall be the date: 25 July 2024 after the receipt of purchase order
The Service GCC 1.1(hh)	<b><i>Cleaning Services during the 2024 Eenhana Expo</i></b>
<b>Interpretation</b> GCC 2.2	The project will be completed on the 07 August 2024
<b>Interpretation</b> GCC2.3	The following additional documents shall form part of the contract: Purchase Order, Award letter, Acceptance letter, Contractors bid security declaration, General Condition of Contract, Drawings and Pricing Schedule
<b>Award Letter</b>	The language of the contract is English

	The law that applies to the Contract is the law of Namibia.
<b>Project Manager’s Decisions 4.1</b>	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager’s opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
<b>Delegation GCC 5.1</b>	The Project Manager may not delegate his/her duties.
<b>Notices GCC 6</b>	Any notice shall be sent to the following addresses: For the Employer: <b>Eenhana Town Council Private Bag 88007, Eenhana</b> The contact name shall be: <b>Ms JS Haimbili</b> ,(Head : Procurement Unit)  For the Contractor, the address shall be: ..... ..... .....
<b>Site Data GCC 14.1</b>	The site Date shall be: Date of receipt of the Purchase Order
<b>Possession of the Site GCC 20.1</b>	The Site Possession Date shall be: Date of receipt of the Purchase Order. <b>The successful bidder is expected to have all the required materials and equipment ready by the starting date else, the contract shall be cancelled.</b>
<b>Procedure for Disputes GCC 24</b>	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve



	any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
<b>Program GCC 25.1</b>	<b>The Contractor shall submit /attached a detailed Program and schedule for the Works that shall include:</b> -Number of Personnel -Schedule of working & shifts <b>NB: The performance hours will be from 05H00 till 00H00</b>
<b>GCC 25.3</b>	Program updates insert shall be required.
<b>Inspection and Tests GCC26.1</b>	The inspection and tests shall be: The Eenhana Town Council will inspect or test the cleaning materials and items to confirm their conformity to the contract specification and other technical details incorporated in the contract upon the commencement of the duty.
<b>Location of Inspection and Test GCC26.2</b>	The inspection and Test shall be conducted at Eenhana Town Council, Convention Centre
<b>Payment Certificates GCC 39.7</b>	The supply request for payment shall be made to Eenhana Town Council in writing, accompanied by invoices describing, as appropriate the work done and other related services performed and upon fulfillment of all other obligations stipulated in the Contract.
<b>Payments GCC 40</b>	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice
<b>Price Adjustment GCC 44.</b>	The Contract is not subject to price adjustment.
<b>Advance Payment GCC 48.1</b>	(i) No advance payment shall be made.

## Quotation Checklist Schedule

Procurement Reference No: W/RFQ/ETC-21/2023/2024

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Bid Security declaration		
Evidences for conformity of Goods		
List of materials /items		
Detailed Schedule Program		

***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.***