



**BIDDING DOCUMENTS**  
Issued on: \_\_\_\_\_

for

**Window Cleaning Services at the  
Agricultural Bank of Namibia  
(Agribank)'s Head Office.**

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**Procurement Reference No: NCS/RFQ/AGRI – 03/2018-19**



10 Post street Mall, Windhoek, Namibia, Telephone: +264 61 207 4327, Email: [tenders@agribank.com.na](mailto:tenders@agribank.com.na)

## Letter of Invitation

*[Name and Address of Bidder]*

*[Procurement Reference Number: NCS/RFQ/AGRI – 03/2018-19]*

10 October 2018

Dear Sirs,

**Request for Quotations for *Window Cleaning Services at the Agricultural Bank of Namibia (Agribank)'s Head Office.***

Agribank 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 **Frederich Ithete, Maintenance Officer, Tel: 061 207 4289.**

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**

**Chairperson Signature:**

**Date:** 10 / 10 /2018

## **SECTION I: INSTRUCTIONS TO BIDDERS**

### **1. Rights of Public Entity**

Agribank 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 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 valid company Registration Certificate;
- (b) have an original valid good Standing Tax Certificate;
- (c) have an original 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) [public entity to select appropriate] Submit bid valid security/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; and;
- (h) *[insert any other additional eligibility criteria]*

**5. Bid Securing Declaration**

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

**6. Contract Period for Services**

Purchase Order will be raised (Once off).

**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 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 and addressed to the Public Entity with the Bidder's name at the back of the envelope.

**9. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at 10 Post Street Mall, Windhoek, Namibia, Ground Floor, not later than 25 October 2018 at 11H00. Quotations by post or hand delivered should reach 10 Post street Mall, Windhoek, Namibia, Ground Floor 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 and the amount, the presence or absence of a Bid-Securing Declaration will be put on the website of the Public Entity and available to any bidder on 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 to determine the lowest evaluated quotation

**12. Scope of Services and Performance Standards**

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

**13. Price and Currency of Payments**

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency. 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. 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. Margin of Preference**

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

*N/A*

15.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

*N/A*

**16. Award of Contract**

The Bidder having submitted the lowest evaluated 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/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract.

**17. Performance Security**

*N/A*

**18. Notification of Award and Debriefing**

The Public Entity shall after award must 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 of ward on its website within seven (7) days. Furthermore, the Public Entity 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

(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 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: <i>[Name of Public Entity]</i>	Agricultural Bank of Namibia (Agribank)
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 Quotations 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 Quotations.

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 disqualification on the grounds mentioned in the BD.*

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 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 bid validity.

The service will commence within \_\_\_\_\_ *[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within \_\_\_\_\_ *[insert number]* days from date of issue of Purchase Order/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	

*[This form is to be deleted if Bid Securing Deceleration is not applicable.]*

## Appendix to Quotation Letter

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

**Date:** .....*[Day|month|year]*.....

**Procurement Ref No.:** .....

**To:** .....*[insert complete name of Public Entity and address]*.....

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*

*[This form is to be deleted if Bid Security is not applicable.]*

Appendix to Quotation Letter





**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: SCOPE OF SERVICES

*[insert (a) a brief description of the services ; and (b) the performance requirements and specifications of services. It is recommended to describe outputs and performances, rather than inputs, wherever possible.]*

*Public Entity should refer to the Standard Bidding Documents for Cleaning Services for Open Advertised Bidding Method to define its cleaning requirements in terms of scope of cleaning clearly defining the areas and the reasonable frequency and time of cleaning in specific areas without necessarily specifying the number of cleaning attendants.*

*Public Entity may be guided by the Standard Bidding Documents for Security Services to formulate its requirements in the Priced Activity Schedules for Services as per the site.*

*Furthermore if contract is for selecting a Service Provider for an on-going service, bidders may be informed of the manpower deployed in past contract as an indication but not as a requirement.*

*Public Entity may also indicate main equipment that the Service Provider has to mobilise in order to attend to certain cleaning tasks.]*

### 1.1 BACKGROUND

*Agribank of Namibia requires the provision for window cleaning services for its office premises a head office Windhoek. Agribank has no human capacity and suitable cleaning equipment required to clean the identified areas; hence the Bank is looking for the external company to provide such service.*

### 1.2 SCOPE

*Provide summary/overview of the project requirements and any special user requirements.*

*Management Accounting Division deems necessary to seek an expert cleaning company with the suitable cleaning equipment to clean the windows at Agribank Head Office. The bid will be required to provide the window cleaning series at the areas which have been identified to be hazard and risk exposure to the cleaners.*

- *Cleaning the front internal and external windows at the first floor*
- *Cleaning the front internal and external windows at eh ground floor*
- *Cleaning the windows nearby the toilets on all the floor*
- *Cleaning the office of the CEO internal and external windows*
- *Cleaning the office of the Senior Manager Sales internal and external windows*
- *Cleaning the 8<sup>th</sup> floor kitchen internal and external windows*
- *Bars trail glasses at 10 floor*

## 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 redesigned and customized as per the type of services required].*

**Currency of Quotation: Namibian Dollars**

Item No	Brief Description of Services	Quantity	Unit Measure	of	Unit Price	Total Price
A*	B*	C*	D*		E	F
1	Agribank HQ windows	1	Each			
2						
3						
4						
<b>Other additional costs</b>						
<b>Subtotal</b>						
VAT @        %						
<b>Total</b>						

*Enter 0% VAT rate if VAT exempt.*

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

### -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: \_\_\_\_\_

*[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)
A*	B*	C	D
1	Internal and Exterior window Cleaning		
2			
3			
4			
5			
6			

\* Columns A and B to be completed by Public Entity.

### 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-TB/RFQ-GCC** for the procurement of services (time based) available on the website of the Public Entity [www.agribank.com.na](http://www.agribank.com.na) except where modified by the Special Conditions below.

## SECTION VII: CONTRACT DATA SHEET

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

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC [This section is to be customised by the Public Entity to suit the requirements of the specific procurement].

Clause	Contract Data
<b>GCC 1.1 Effectiveness of Contract</b>	The Contract <i>shall be deemed</i> to come into effect as from 03 December 2018.
<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 07 December 2018.
<b>GCC 1.6.1 Issue of notices</b>	The Authorized Representative of the Employer is: <i>Frederich Ithete, Maintenance Officer, Tel: 061 207 4289</i>  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: _____
<b>GCC 2.7 Reporting Obligations</b>	The Service Provider shall report to:  <i>Frederich Ithete, Maintenance Officer, Tel: 061 207 4289</i>
<b>GCC 2.10 Performance Security</b>	N/A
<b>GCC 4.2 Contract Price</b>	The amount payable is: _____ per month.
<b>GCC 4.3 Terms of Payment</b>	Payment shall be made within seven (7) days of receipt of the invoice, 7 after receipt of invoice.
<b>GCC 4.5 Price Adjustment</b>	Prices " <i>shall not be</i> " adjustable.

**SCHEDULE 3****QUOTATION CHECKLIST SCHEDULE**

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

**Procurement Reference No.:**

<b>Description</b>	<b>Attached (please tick if submitted and cross if not)</b>
Quotation Letter	
Priced Activity Schedule	
Performance Compliance Sheet	
Bid Security declaration	
Documents evidencing eligibility	
Company profile, past experience and references where similar services have been provided	

**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.*