

REQUEST FOR QUOTATION
FOR
GOODS

Procurement Reference No: G/RFQ/NAMRA/01-24/2024

Cost: Free

**PROJECT TITLE: PROVISION FOR THE
SERVICING, SUPPLY, DELIVERY AND
INSTALLATION OF FIRE FIGHTING SYSTEMS
FOR NAMRA OFFICES COUNTRY-WIDE**

Cost: Free to be downloaded from NamRA website.

www.namra.org.na

COMPANY NAME: _____

TOTAL BID AMOUNT VAT INCLUSIVE: _____

LETTER OF INVITATION

To: Prospective Bidders

17 January 2025

Procurement Reference No: G/RFQ/NAMRA/01-24/2024

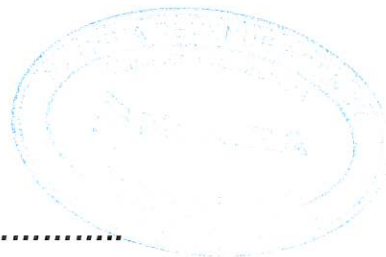
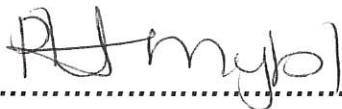
Project Title: Provision for the Servicing, Supply, Delivery and Installation of Fire Fighting Systems for NamRA Offices Country-Wide

Dear Sir/Madam

NamRA hereby invites competent, qualified, and registered companies to submit their best quotation/s for the procurement of goods described in the above-mentioned subject matter. Clarifications and / or Enquiries, if any, shall be in writing only addressed to NamRA PMU at: procurementclarification@namra.org.na
The Quotation/Bid Box is located in Post Street Mall, NamRA Head Quarters, Town Square Building, Upper Retail Floor.

**DEADLINE FOR BID SUBMISSION: MONDAY, 27 JANUARY 2025 AT 11:00AM-
LATE BIDS WILL BE DISQUALIFIED**

Yours faithfully



MS. PETRA LISHO- MAYUMBELO
MANAGER: PROCUREMENT MANAGEMENT UNIT

I) TERMS AND CONDITIONS AND BIDDING EVALUATION PROCEDURE:

As per NamRA Internal Procurement Policy, bids that are above the prescribed threshold will be evaluated in three stages namely, stage one, two, and three respectively by BEC appointed by the Accounting Officer / Commissioner and subsequently a BEC report and Minutes of Meeting proceedings will be submitted to the Procurement Committee (PC) for review and recommendation of award to the successful bidder. Finally, PC will submit to the Accounting Officer for further review and approval/decline of award thereto.

STAGE ONE: SUBMISSION OF MANDATORY AND ELIGIBILITY CRITERIA

The following are mandatory documents to be submitted by bidders, non-submission of documents outlined below is automatic disqualification which means the bidder will not be evaluated for stage 2.

TABLE 1 – EVALUATION CRITERIA	YES / NO
1. A valid original or certified copy of a certificate of business registration for an entity incorporated in Namibia or registered under the company or close corporation laws of Namibia certified by the Commissioner of Oaths or Namibian Police. Clearly indicate all shareholders and principals. Provide certified copies of Identification Documents for all shareholders.	
2. Submit a valid original or valid certified copy of a Good Standing Tax Certificate from the Receiver of Revenue duly certified from Namibian Police or Commissioner of Oaths. For Individual Consultants bidding without company registration should attach personal individual good standing certificate of Income Tax.	
3. Submit a valid original or valid certified copy of a Good Standing Certificate from Social Security Commission (SSC) duly certified by a Commissioner of Oaths; or Namibian Police.	
4. The experience required to be demonstrated by the Bidder should include as a minimum three (3) years in Servicing, Supply, Delivery and Installation of Fire Fighting Systems or similar. The bidder must submit a minimum of two (2) reference letters from the Clients with similar service (Servicing, Supply, Delivery and Installation of Fire Fighting Systems) not older than three (3) years at the time of bid submission.	
5. The bidder must have a qualified technician with a minimum of two (2) years' experience in maintaining, servicing or installation of firefighting systems supported by at least two (2) contactable reference letters and Curriculum Vitae (CV). (Attach evidence of service certificate(s) / reference letter(s) and proof of qualifications for the Technician).	
6. Submit a latest valid original fitness certificate from respective municipality, town council or Ministry of Health and Social Services (MoHSS) (in cases where bidders operates in unproclaim land) accompanied by either a valid title deed or lease agreement in any of the areas/region that the bidder bid for to confirm the location where the bidder operate from. NB! Fitness Certificate and Business Operation premises shall be vetted by NamRA Internal Affairs, Security and SHEQ Department for legitimacy.	

STAGE TWO: SPECIFICATIONS AND PRICE SCHEDULE ACTIVITY

Bidders must quote exactly on the specifications of goods listed below rather than suggesting alternatives. Any alternative is regarded as deviation and non-compliance to the Clients set technical specification for goods. Refer to the attached **ANNEXURE A on page 10** of the bidding document for detailed specification.

Bidders are required to quote all the items listed in that specific area/region as failure would deem the bid non-responsive.

[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].

TABLE 1: SPECIFICATION FOR SERVICING OF FIRE FIGHTING EQUIPMENT

Regions	Type	Size	Compliance of Specification Offered	Details of Non-Compliance/Deviation (if applicable)
	A*	B*	C	D
Zambezi	DCP (Dry Chemical Powder)	9kg		
	DCP (Dry Chemical Powder)	4.5kg		
	CO2	2kg		
	Hose Reels	50m		
	Hydrants	30cm		
	Fire Suppression	-		
Kavango East & West	DCP (Dry Chemical Powder)	9kg		
	DCP (Dry Chemical Powder)	4.5kg		
	Hose Reels	50m		
	Hydrants	30cm		
Rundu DT	Fire Suppression	ProShield		
Far North Region (Oshakati)	DCP (Dry Chemical Powder)	9kg		
	DCP (Dry Chemical Powder)	4.5kg		
	CO2	2kg		
	Hose Reels	50m		
	Hydrants	30cm		
Okashamane Border Post	Fire Suppression	Piro Shield		
Central North Region (Otjiwarongo)	DCP (Dry Chemical Powder)	9kg		
	DCP (Dry Chemical Powder)	4.5kg		
	CO2	2kg		
	Hose Reels	50m		
	Hydrants	30cm		

Regions	Type	Size	Compliance of Specification Offered	Details of Non-Compliance/Deviation (if applicable)
Otjiwarongo DT	Fire Suppression	Piro-Shield		
Western Region	DCP (Dry Chemical Powder)	9kg		
	DCP (Dry Chemical Powder)	4.5kg		
	CO2	2kg		
	Hose Reels	50m		
	Hydrants	30cm		
	Fire Suppression	Piro-Shield		
Central region (Windhoek)	DCP (Dry Chemical Powder)	9kg		
	DCP (Dry Chemical Powder)	4.5kg		
	CO2	8kg		
	Hose Reels	50m		
	Hydrants	30cm		
	Fire Suppression	Bosch/Ziton		
Southern Region	DCP (Dry Chemical Powder)	9kg		
	DCP (Dry Chemical Powder)	4.5kg		
	CO2	8kg		
	Hose Reels	50m		
	Hydrants	30cm		
Keetmanshoop DT	Fire Suppression	Pro Shield		

TABLE 2: SUPPLY OF FIRE EXTINGUISHERS FOR NAMRA STAFF HOUSING

Business Unit	Type	Size	Compliance of Specification Offered	Details of Non-Compliance/Deviation (if applicable)
Trans Kalahari Border Post	DCP (Dry Chemical Powder)	4.5kg		
Oshikango Border Post	DCP (Dry Chemical Powder)	4.5kg		
Ariamsvlei Border Post	DCP (Dry Chemical Powder)	4.5kg		
Ngoma Border Post	DCP (Dry Chemical Powder)	4.5kg		
Walvis bay Residentials	DCP (Dry Chemical Powder)	4.5kg		
Omahenene Border Post	DCP (Dry Chemical Powder)	4.5kg		
Ruacana Border Post	DCP (Dry Chemical Powder)	4.5kg		
Hosea Kutako Int. Airport	DCP (Dry Chemical Powder)	4.5kg		

Note: The bidder' submission will either be responsive or non-responsive to the Technical Requirements above. Bidder(s) who do not comply with any of the

above Technical Requirements for the area they bid for will be disqualified from the entire evaluation process and will not be considered further.

STAGE THREE: FINANCIAL EVALUATION

This stage determines the lowest quoted bidder. This is the third and final stage of bid evaluation. The suppliers that will quote exactly as per our specifications on Stage two and equally pass Stage one will be evaluated in stage three. THEREFORE, BIDDERS WHO WILL REACH STAGE THREE (3) SHOULD NOTE THAT THE LOWEST BID PRICE WILL BE RECOMMENDED FOR AWARD OF CONTRACT THROUGH ISSUANCE OF LETTER OF AWARD.

FINANCIAL EVALUATION FOR SERVICING OF FIRE FIGHTING EQUIPMENT

Regions	Type	Size	Quantity	Unit of Measure	Price per unit Excluding VAT	Total price Excluding VAT
Zambezi	DCP (Dry Chemical Powder)	9kg	22	each		
	DCP (Dry Chemical Powder)	4.5kg	11	each		
	CO2	2kg	8	each		
	Hose Reels	50m	15	each		
	Hydrants	30cm	2	each		
	Fire Suppression	-	0	each		
Kavango East & West	DCP (Dry Chemical Powder)	9kg	9	each		
	DCP (Dry Chemical Powder)	4.5kg	10	each		
	Hose Reels	50m	5	each		
	Hydrants	30cm	3	each		
Rundu DT	Fire Suppression	ProShield	2	each		
Far North Region (Oshakati)	DCP (Dry Chemical Powder)	9kg	9	each		
	DCP (Dry Chemical Powder)	4.5kg	10	each		
	CO2	2kg	2	each		
	Hose Reels	50m	15	each		
	Hydrants	30cm	4	each		
Okashamane Border Post	Fire Suppression	Piro Shield	1	each		
Central North Region (Otjiwarongo)	DCP (Dry Chemical Powder)	9kg	27	each		
	DCP (Dry Chemical Powder)	4.5kg	0	each		
	CO2	2kg	2	each		
	Hose Reels	50m	6	each		

Regions	Type	Size	Quantity	Unit of Measure	Price per unit Excluding VAT	Total price Excluding VAT
	Hydrants	30cm	2	each		
Otjiwarongo DT	Fire Suppression	Piro-Shield	5	each		
Western Region	DCP (Dry Chemical Powder)	9kg	12	each		
	DCP (Dry Chemical Powder)	4.5kg	10	each		
	CO2	2kg	2	each		
	Hose Reels	50m	6	each		
	Hydrants	30cm	4	each		
	Fire Suppression	Piro-Shield	0	each		
Central region (Windhoek)	DCP (Dry Chemical Powder)	9kg	37	each		
	DCP (Dry Chemical Powder)	4.5kg	68	each		
	CO2	8kg	8	each		
	Hose Reels	50m	30	each		
	Hydrants	30cm	22	each		
	Fire Suppression	Bosch	1	each		
		Ziton	15	each		
Southern Region	DCP (Dry Chemical Powder)	9kg	77	each		
	DCP (Dry Chemical Powder)	4.5kg	16	each		
	CO2	8kg	2	each		
	Hose Reels	50m	19	each		
	Hydrants	30cm	8	each		
Keetmanshoop DT	Fire Suppression	Pro Shield	5	each		
Total price Excluding VAT						
VAT 15%						
Total price Including VAT						

FINANCIAL EVALUATION FOR SUPPLY OF FIRE EXTINGUISHERS FOR NAMRA STAFF HOUSING

Business Unit	Type	Size	Quantity	Unit of Measure	Price per unit Excluding VAT	Total price Excluding VAT
Trans Kalahari Border Post	DCP (Dry Chemical Powder)	4.5kg	25	each		
Oshikango Border Post	DCP (Dry Chemical Powder)	4.5kg	12	each		
Ariamsvlei Border Post	DCP (Dry Chemical Powder)	4.5kg	10	each		
Ngoma Border Post	DCP (Dry Chemical Powder)	4.5kg	6	each		
Walvis bay Residentials	DCP (Dry Chemical Powder)	4.5kg	10	each		
Omahenene Border Post	DCP (Dry Chemical Powder)	4.5kg	4	each		
Ruacana Border Post	DCP (Dry Chemical Powder)	4.5kg	3	each		
Hosea Kutako Int. Airport	DCP (Dry Chemical Powder)	4.5kg	10	each		
Total price Excluding VAT						
VAT 15%						
Total price Including VAT						

II) ADDITIONAL TERMS AND CONDITIONS OF DELIVERY:

- (a) NamRA completion period for this project is within fourteen (14) "calendar days" as from the date of order placement / issuance of letter of award.
- (b) The tests and inspections of quality, quantity and correct specification will be conducted upon delivery. *Any deviations to the delivery of goods will be returned instantly and payment will only be processed for goods certified correctly by NamRA representative.*
- (c) Validity period offer / quotation: 30 calendar days as from closing date set for submission of quotations.
- (d) Prospective bidder/s should ensure to initial every page of this bid document.
- (e) All goods to be delivered at NamRA Centralized Storeroom [Ministry of Finance - Excise Management Building, Molke Street]. Please notify the Storeroom Inventory and Receipt Officer Ms. Lydia Hishiko at **0811 46 0648** upon arrival for coordination or Mr. Collins Mbeha at **081 828 7617**.

I/We agree to supply, install and deliver the abovementioned goods, services and works at price/s quoted by me/us and subject to terms and conditions stipulated above in Clause I and II of this bid.

Bidder / Director's Full names.....

Signature.....

Date.....

Bidder's company stamp

TERMS OF REFERENCE

1. Introduction

NamRA operates in all 14 regions covering all borders, airports and seaports. In pursuit of becoming a world class revenue agency to positively impact the livelihood of every Namibia. NamRA seeks to be certified on ISO SHEQ integrated management systems as outlined herein.

Obtaining certification on the ISO SHEQ Integrated Management System (ISO 45001, 14001, and 9001) ensures legal compliance with health, safety, environmental, and quality standards, reducing liability risks. It also demonstrates due diligence in maintaining industry best practices, enhancing organizational credibility and regulatory adherence.

2. Purpose

The purpose of these Terms of Reference is to set out the requirements for the service provider to service and supply fire-fighting and fire suppression equipment's across all NamRA business units countrywide.

3. Scope of Service

The scope of work will involve:

1. Conduct fire equipment inspection
2. Service fire-fighting equipment's
3. Service fire suppression and detection systems
4. Supply fire-fighting equipment's
5. Reset fire suppression panels
6. Provide fire-fighting equipment's parts (Nozzles, etc.) when so required
7. Provide records of non-standardize fire-fighting equipment's

4. Specifications

Region	Type	Size	Quantity
Zambezi	DCP (Dry Chemical Powder)	9kg	22
	DCP (Dry Chemical Powder)	4.5kg	11
	CO2	2kg	8

	Hose Reels	50m	15
	Hydrants	30cm	2
	Fire Suppression	-	0
Kavango East & West	DCP (Dry Chemical Powder)	9kg	9
	DCP (Dry Chemical Powder)	4.5kg	10
	Hose Reels	50m	5
	Hydrants	30cm	3
Rundu DT	Fire Suppression	ProShield	2
Far North Region (Oshakati)	DCP (Dry Chemical Powder)	9kg	90
	DCP (Dry Chemical Powder)	4.5kg	12
	CO2	2kg	2
	Hose Reels	50m	15
	Hydrants	30cm	4
Okashamane Border Post	Fire Suppression	Piro Shield	1
Central North Region (Otjiwarongo)	DCP (Dry Chemical Powder)	9kg	27
	DCP (Dry Chemical Powder)	4.5kg	0
	CO2	2kg	2
	Hose Reels	50m	6
	Hydrants	30cm	2
Otjiwarongo DT	Fire Suppression	Piro-Shield	5
Western Region	DCP (Dry Chemical Powder)	9kg	12
	DCP (Dry Chemical Powder)	4.5kg	10
	CO2	2kg	2
	Hose Reels	50m	6
	Hydrants	30cm	4
	Fire Suppression	Piro-Shield	0

Central region (Windhoek)	DCP (Dry Chemical Powder)	9kg	37
	DCP (Dry Chemical Powder)	4.5kg	68
	CO2	8kg	8
	Hose Reels	50m	30
	Hydrants	30cm	22
	Fire Suppression	Bosch	1
		Ziton	15
Southern Region	DCP (Dry Chemical Powder)	9kg	77
	DCP (Dry Chemical Powder)	4.5kg	16
	CO2	8kg	2
	Hose Reels	50m	19
	Hydrants	30cm	8
Keetmanshoop DT	Fire Suppression	Pro Shield	5

5. Supply of fire Extinguishers for NamRA Accommodations

Business Unit	Type	Size	Quantity
Trans Kalahari Border Post	DCP (Dry Chemical Powder)	4.5kg	25
Oshikango Border Post	DCP (Dry Chemical Powder)	4.5kg	12
Ariamsvlei Border Post	DCP (Dry Chemical Powder)	4.5kg	10
Ngoma Border Post	DCP (Dry Chemical Powder)	4.5kg	6
Walvis bay Residentials	DCP (Dry Chemical Powder)	4.5kg	10
Omahenene Border Post	DCP (Dry Chemical Powder)	4.5kg	4
Ruacana Border Post	DCP (Dry Chemical Powder)	4.5kg	3
Hosea Kutako Int. Airport	DCP (Dry Chemical Powder)	4.5kg	10
	TOTAL		80

The deliverables include but are not limited to:

- Smoke detectors
- Fire extinguishers
- Fire equipment's fittings and installations
- Sprinklers

- Carbon dioxide
- Hose reels
- Hydrants

6. Eligibility Criteria

The bidder must meet the following criteria to be eligible:

1. Have a valid certified company Registration Certificate
2. Have a original valid or certified good standing tax certificate
3. Have an original valid or certified good standing Social Security Certificate
4. Have a valid original fitness certificate from respective municipality, town council or Ministry of Health and Social Services (MoHSS) (in cases where bidders operates in unproclaim land) accompanied by either a valid title deed or lease agreement in any of the areas/region that the bidder bid for to confirm the location where the bidder operate from. **NBI Fitness Certificate and Business Operation premises shall be vetted by NamRA Internal Affairs, Security and SHEQ Department for legitimacy**
5. A company profile and documentary evidence in successfully undertaking projects of a similar nature in a medium to a large company with at least more than 100 employees and in different work locations (evidence should relate to similar completed projects, with a reference to the success of the project from the client).
6. Experience required to be demonstrated by the Bidder should include as a minimum three (3) years in Servicing, Supply, Delivery and Installation of Fire Fighting Systems or similar.
7. The bidder must have a qualified technician with a minimum of two (2) years' experience in maintaining, servicing or installation of fire fighting systems supported by at least two (2) contactable reference letters and Curriculum Vitae (CV). (Attach evidence of service certificate(s) / reference letter(s) and proof of qualifications for the Technician).

6 Prices

- a) Prices shall be quoted in Namibian Dollars. Prices quoted shall be firm and fixed during validity period of quotation and for the execution of the contract.

8 The Contract

The letter of Award together with this quotation form shall constitute the contract between NamRA and the supplier.

9 Letter of Award

A service provider to whom the award letter is issued must confirm the award within three days of receipt of the award letter and;

- a) may not change or alter the terms of the award, and
- b) must undertake to deliver the service
- c) the award letter shall be valid for 30days only and will be cancelled thereafter

10 General Conditions of Contract

The general terms and conditions shall be as per the general condition of the contract.

Please note that all invoices will be paid within 30 days from date of receipt of invoice.

11 Warranty

- a) The supplier warrants that the services provided will be as per required standards and related services as defined by the supplier in its invitation for informal quotation subject to any alternative proposal made by the service provider.
- b) The service provider undertakes to provide efficient and quality service at its own cost and promptly, any deficiency in the servicing of equipment's.
- c) The service provider warrants that the parts for service will be new and of quality and that it shall attend promptly to any defect as per warranty conditioned mentioned in its award.

12 Payment

NamRA undertakes to effect payment within 30 days after the satisfaction of the service rendered to the Line department and subject to the service provider submitting all required documentation. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.