



## REQUEST FOR SEALED QUOTATIONS FOR NON-CONSULTANCY SERVICES (RFQ)

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### PROVISION OF GARDENING, CLEANING AND OTHER RELATED SERVICES TO NHE OFFICES AND PROPERTIES FOR A PERIOD OF THREE (3) YEARS

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**PROCUREMENT REFERENCE NO:**

**NCS/RFQ/NHE-06/23/24**

**ISSUED ON:**

14 JUNE 2024

**CLOSING DATE:**

26 JULY 2024 @ 10H00 AM

**COST: FREE**

<b>Name of Bidder:</b>	..... .....
<b>Total Bid Price:</b>	N\$..... ..... (excl. VAT)
<b>Amount in Words:</b>	..... ..... ..... ..... (excl. VAT)

**National Housing Enterprise**  
7 Gen. Murtala Muhammed Ave, Eros, Windhoek, NAMIBIA  
Tel: 061 2927111, Fax: 061 222 941,  
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GARDENING, CLEANING AND OTHER RELATED SERVICES TO NHE OFFICES AND PROPERTIES FOR A PERIOD OF THREE (3) YEARS  
NCS/RFQ-06/23/24



## PROCUREMENT MANAGEMENT UNIT

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## LETTER OF INVITATION

**NCS/RFQ/NHE-06/23/24**

**14 JUNE 2024**

Dear Sirs/Madam

### **REQUEST FOR A QUOTATION IN RESPECT OF PROVISION OF GARDENING AND CLEANING SERVICES TO NHE OFFICES AND PROPERTIES FOR A PERIOD OF THREE (3) YEARS**

The National Housing Enterprise 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 Procurement Management Unit at [procurement@nhe.com.na](mailto:procurement@nhe.com.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,

**Noreen Siyanga**  
**Secretary of PC Committee**

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

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

The National Housing Enterprise 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, Written Undertaking and Self Declaration Form.
- (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 VI, before preparing your quotation.

The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

**Please note that Joint Ventures are not permitted for this bid.**

### **3. Validity of Quotations**

The quotation validity period shall be for 90 days from the date of submission deadline.

### **4. Eligibility Criteria**

- (a) A bidder that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission and thereafter shall be disqualified.
- (b) Bids from bidders appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.
- (c) Bidders should submit a statement on past and present declaration of ineligibility, if any, by any local/international agency or any termination of contract for unsuccessful completion of assignment, giving adequate details to enable a fair assessment.

## 5. Mandatory Requirements

For the bid to meet the mandatory requirements, the bidder must submit the following documents as outlined in section 50 of the Act:

- (a) an original or certified copy of 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 certified copy of a valid affirmative action compliance certificate issued under section 41 of that Act.
  - (ii) a certified copy of an exemption issued under section 42 of that Act, or
  - (iii) a certified copy of proof from the Employment Equity Commissioner that the Consultant or supplier is not a relevant employer as defined in that Act.
- (d) a written undertaking as contemplated in section 138(2) of the Labour Act, 2007(Act No. 11 of 2007), and
- (e) a certified copy of 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) but a bidder or supplier who is a sole proprietor only needs to comply with the provisions of paragraph (a) to (d).
- (f) Complete and submit a signed Quotation Letter.
- (g) Complete and submit a Bid Securing Declaration Form.
- (h) Complete and submit a completed Self Declaration Form.
- (i) Complete and submit a Declaration in Respect of Exclusive Preference (where applicable), *(Kindly note that failure to complete and/or submit this document will not be grounds for disqualification)*

**NB!!** Certification of documents should be done by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).

*Only documents with original certification stamps will be accepted.*

*Scanned copies of certified documents (in colour or black and white) are not accepted.*

*All copies of documents should be in black and white.*

## 6. Bid Securing Declaration

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

## 7. Contract Period for Services

The contract shall be on fixed rate for a period of **three (3) years**.

## 8. Documents to be submitted

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

Documentary evidence should be provided, and Quotations will be evaluated based on the following criteria

These categories are not necessarily listed in order of importance

- a) Experience in continuous cleaning services provisions for the last Five (5) years or more.
- b) A minimum of Five (5) references from clients to which gardening and cleaning services were provided during the last Five (5) years.

These references should include: the name of the client, contact person, telephone and fax numbers and e-mail address, and a description of the work performed and the duration of the project.

(Reference letters from previous companies where cleaning services were rendered to be attached)

- c) Bidders must have all necessary cleaning tools required to do the work (Submit a list of all tools)
- d) Bidders must have a credit or cash account with cleaning material suppliers or any other proof of how cleaning materials will be acquired to meet the contractual obligations.
- e) Proof of local supplier must be provided.

It is mandatory that reservations shall be given to bidders /service providers based and/ or operating within the region /town where the specific site is located.

(Provide valid fitness certificate and/or proof of current contracts in a specific region) Proof of residence in that area either by municipal account in the name of the bidder or copy of a title deed or rental agreement of office space where the bidder is operating from) Office space is subject to inspection.

## **9. Technical Compliance**

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

## **10. Sealing and Marking of Quotations**

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

## **11. Submission of Quotations**

Quotations should be deposited in the Bid Box located at **National Housing Enterprise (NHE), Not later than the Friday, 26 July 2024 at 10h00. Late quotations will be rejected.**

Quotations received by e-mail will not be considered.

## **12. Opening of Quotations**

Quotations will be opened internally by NHE immediately after the closing time referred to in paragraph 11 above. A record of the Quotation Opening stating the name of the Bidders and the amount will be put on the website of NHE and will be available to any bidder on request within three working days of opening.

## **13. Evaluation of Quotations**

The NHE shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared based on evaluated cost to determine the lowest evaluated quotation. Only Bids that have passed with a minimum technical score of 80% shall have their prices evaluated. The lowest Price from the technically compliant Bids will be recommended for award. A total of 10% for Margin of preference will be applied to the total amount on the of price activity schedule.

## **14. 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.

## **15. 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 labor, 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.

**16. Margin of Preference**

The National Housing Enterprise will apply margins of preferences to this bid when evaluating bids for exclusive preference, in line with the provisions of the Code of Good Practice issued in terms of section 71 and 72 of the Public Procurement Act, 2015 (Act No. 15 f 2015) as amended.

A bidder must complete and sign the declaration in respect of exclusive preference included in this document, outlining the preferences the bidder qualifies and substantiated by documentary proof.

**17. 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 an award letter, issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract.

**18. Notification of Award and Debriefing**

The NHE 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 of ward on its website within seven (7) days. Furthermore, the NHE 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:	<b>National Housing Enterprise (NHE)</b>
Procurement Reference Number:	<b>NCS/RFQ/NHE-06/23/24</b>
Subject matter of Procurement:	<b>Provision of Cleaning Services to NHE Offices and Properties for a Period of Three (3) Years</b>

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 Security/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 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 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 Authorized by:**

Name of Bidder		Company's Address and seal	
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.: \_\_\_\_\_

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 \_\_\_\_\_, \_\_\_\_\_

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**



**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.*

## SELF-DECLARATION FORM

**Procurement Reference No:**

**Title**

I/We the undersigned declare that:

1. I / we are not blacklisted by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission.
2. I/ we are not blacklisted by African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group.
3. I/ we will submit a statement on past and present declaration of ineligibility, if any, by any local/international agency or any termination of contract for unsuccessful completion of assignment, giving adequate details to enable a fair assessment.
4. I/ we will inform the contracting authority, without delay, of any situation constituting a conflict of interest or could give rise to a conflict of interest.
5. I/ we have not sought, attempted to obtain, or accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal or corrupt practice, either directly or indirectly, as an incentive or reward relating to the award of the contract.

Declared at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_

Signature (of duly authorised officer): \_\_\_\_\_

Full Name and Designation: \_\_\_\_\_

## DECLARATION IN RESPECT OF EXCLUSIVE PREFERENCE

### Paragraph 9(3) and Annexure 6 of the Code of Good Practice on Preferences Referred to in Section 71 and 72 of Public Procurement Act, 2015

Bidder to tick the appropriate box to indicate the category under which it has made a declaration.

#### 1. Manufacturer

CATEGORIES OF BIDDERS		DOCUMENTARY EVIDENCE (to be submitted with the bid / all the documents required must be submitted)	TICK	
1	Manufacturer	- Cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant (please refer to code of good practice for above stated annexures)	Yes	
			No	

If yes, please complete the part below, including the cost structure form. The form maybe reproduced, but it should be in the same format or reflect the whole information on it.

#### Manufacturer's Declaration in Terms of Paragraph 9(3) and Annexure 6 of the Code of Good Practice

I/We hereby declare that the manufactured goods meet the local content as determined in Annexure 1 of Code of good practice, as per the cost structure for Value Added Calculation.

The Local Value-Added amounts to: N\$ \_\_\_\_\_

**NB: The cost structure reflecting the above amount must be attached to the bid for reference.**  
(See Annexure 1 below)

#### 2. Micro, Small and Medium Enterprises

CATEGORIES OF BIDDERS		DOCUMENTARY EVIDENCE (to be submitted with the bid / all the documents required must be submitted)	TICK	
2	Micro, Small and Medium Enterprise	- certified copy of SME registration certificate	Yes	
			No	

If yes, percentage indicating Namibian MSME ownership	
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#### 3. Women Owned Enterprise

CATEGORIES OF BIDDERS		DOCUMENTARY EVIDENCE (to be submitted with the bid / all the documents required must be submitted)	TICK	
3	Women owned enterprise	- Certified copy of identity documents (IDs) of all stakeholders - Certified copy of: founding statement and/or company registration indicating ownership structure and/or copy of shareholder certificate	Yes	
			No	

If yes, percentage equity owned by Namibian women	
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#### 4. Youth Owned Enterprise

CATEGORIES OF BIDDERS		DOCUMENTARY EVIDENCE	TICK	
		(to be submitted with the bid / all the documents required must be submitted)		
4	Youth owned enterprise	<ul style="list-style-type: none"> <li>- Certified copy of identity documents (IDs) of all stakeholders</li> <li>- Certified copy of founding statement/company registration indicating ownership structure/ copy of shareholder certificate</li> </ul>	Yes	
			No	

If yes, percentage equity owned by Namibian youths	
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#### 5. Previously Disadvantaged Person owned Enterprise.

CATEGORIES OF BIDDERS		DOCUMENTARY EVIDENCE	TICK	
		(to be submitted with the bid / all the documents required must be submitted)		
5	Previously Disadvantaged Person owned enterprise	<ul style="list-style-type: none"> <li>- Certified copy of identity documents (IDs) of all stakeholders</li> <li>- Certified copy of founding statement/company registration indicating ownership structure/ copy of shareholder certificate</li> </ul>	Yes	
			No	

If yes, percentage equity owned by previously disadvantaged Namibians	
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#### 6. Suppliers Providing Environmental Protection

CATEGORIES OF BIDDERS		DOCUMENTARY EVIDENCE	TICK	
		(to be submitted with the bid / all the documents required must be submitted)		
6	Suppliers providing environmental protection	<ul style="list-style-type: none"> <li>- Evidence that the bidder promotes the protection of the environment, maintain ecosystems and sustainable use of natural resources</li> </ul>	Yes	
			No	

If yes, bidder must provide evidence or elaborate on any initiatives to protect the environment, maintain ecosystems and the sustainable use of natural resources.

#### 7. Suppliers Providing Employment to Namibians

CATEGORIES OF BIDDERS		DOCUMENTARY EVIDENCE	TICK	
		(to be submitted with the bid / all the documents required must be submitted)		
7	Suppliers providing employment to Namibians	<ul style="list-style-type: none"> <li>- Declaration under oath that the bidder employs 50% or more Namibian citizens</li> <li>- Certified copies of Namibian citizens employed by the bidder</li> </ul>	Yes	
			No	

If yes, kindly provide an organogram indicating the total number of employees. In addition, provide a list of all Namibians with proof of identifications. list the names and ID numbers of bidder must provide evidence or elaborate on any initiatives to protect the environment, maintain ecosystems and the sustainable use of natural resources.

**ANNEXURE 1**  
**COST STRUCTURE FOR VALUE ADDED CALCULATION**  
(Paragraph 1)

	Product 1	Product 2
	N\$	N\$
<b>Raw Materials, Accessories and Components</b>		
• Imported (CIF)		
• Local (Value Added Tax and Excise Duty Fee)		
• Local (Cost, Insurance, Freight)		
<b>Labour Cost</b>		
• Direct Labour		
• Clerical Wages		
• Salaries to Management		
<b>Utilities</b>		
• Electricity		
• Water		
• Telephone		
<b>Depreciation</b>		
<b>Interest on Loans</b>		
<b>Rent</b>		
<b>Other (please specify)</b>		
<b>TOTAL COST</b>		
<b>COST OF IMPORTED INPUTS</b>		
LOCAL VALUE ADDED		
<b>% LOCAL VALUE ADDED</b>		

**Local Value Added =  $\frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$**

**NB! The cost structure must be certified by an Accountant**

This form maybe reproduced, but it should be in the same format or reflect the whole information on it.

I/We\* hereby declare that the information provided above outlines the preferences that I/We\* qualifies for, and that the information provided is correct

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_



# Bid Evaluation Criteria

## 2. Evaluation Process

The bid will be evaluated according to the methods stated Section I (Instructions to bidders).

### 2.1 Stage 1: Preliminary Evaluation

The table below will be used for evaluation of the first stage. Bidders shall comply with all the criteria listed in the table below for further evaluation. All certifications are to be done by a **Commissioner of Oath**.

<b>Stage 1: Preliminary Evaluation</b>			
<b>2.1.1 Mandatory Requirements</b>			
<b>Criteria</b>	<b>Yes/Pass</b>	<b>No/Fail</b>	<b>Supporting Document</b>
Company Registration Information A certified copy of valid registration certificate or relevant documentation			Certified copy of document/s
An original or certified copy of a valid certificate of good standing with the Receiver of Revenue; ITB 13.1(4)(a)			Certificate of good standing
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; ITB 13.1(4)(b)			Certificate of good standing or confirmation letter
Affirmative action compliance: - Certified copy of certificate, or - Certified copy exemption, or - Certified copy of proof.			Affirmative action compliance certificate/exemption/proof as stated
Completed Undertaking in terms of section 138 of the Labour Act			Completed form in bidding document
Below requirements are not grounds for disqualification			
Completed Quotation letter			Form in bidding document
Completed Bid Securing Declaration			Form in bidding document
Completed Self Declaration Form in respect of eligibility criteria			Form in bidding document
Completed Declaration in respect of Exclusive Preference (where applicable)			Form in bidding document

Bidders who fully comply with Stage 1: Preliminary Evaluation, will be further evaluated technically in Stage 2.

## 2.2 STAGE 2: Technical Evaluation

This section contains supplementary criteria that the Employer shall use to evaluate bids.  
(Bidder must score a minimum of 80% to proceed to the next stage of evaluation)

<b>TABLE 2: TECHNICAL EVALUATION CRITERIA</b>				
<b>#</b>	<b>DESCRIPTION</b>	<b>SCORING NOTES</b>		<b>WEIGHT</b>
<b>1</b>	<b>PROVISION OF SERVICES OF A SIMILAR NATURE</b>			
	Provision of services of a similar nature (Cleaning and Gardening Services) performed over the last 5 years	Provision of similar services for 2 years and less	0%	<b>20%</b>
		Provision of similar services for 3-4 years	10%	
		Provision of similar services for 5 years and more	20%	
<ul style="list-style-type: none"> <li>• Detailed company profile listing the provision of similar services in the past 5 years.</li> <li>• Appointment/award letters and/or contract/agreements of such services.</li> <li>• Please provide proof of value for each project listed.</li> </ul>				
<b>2</b>	<b>EXPERIENCE</b>			
	Provide at least five (5) contactable references  (Attach at least five (5) testimonials/reference letters or completion certificates from your current/previous clients). The testimonials/reference letters should be clearly indicative of the time-period (term) for which a bidder has provided similar services.	Less than 2 or no service contracts	0%	<b>30%</b>
		3-4 service contracts	20%	
		5 service contracts	30%	
Submit at least five (5) references for provision of services of similar nature in the last 5 years. Cliental for which services were rendered to be that of a state-owned enterprises' or similar. Completion certificates/ award letters will also be accepted as proof.				
<b>3</b>	<b>WORK PLAN / METHODOLOGY</b>			
	<b>Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs)</b>			
	<b>The number of points to be assigned for this criterion shall be determined considering the following and the weight allocated to each criterion below will contribute to the overall score of 20%</b>			
	a) The methodology is clear and complete: all key deliverables, resources mobilised, list of activities, risks and assumptions are included:			<b>20%</b>
	Weight 5%			
b) The methodology is relevant: it brings an added value to the TORs and contains innovations: The work plan is detailed, realistic and in line with the TORs and proposed methodology:				
Weight 5%				
c) The proposal conforms to the timelines indicated in the invitation:				
Weight 5%				
d) Work plan includes a list of the proposed personnel and the tasks that would be assigned to each personnel: (NB, kindly attach certified copies of proofs of citizenship, relevant qualifications, and professional registrations of each personnel listed. CVs should also be submitted)				
Weight 5				

4	<b>CONTRACT MANAGER / SUPPORT STAFF</b>			
	Contract Manager with five (5) years' experience in services of an equivalent nature and volume, including no less than three (3) years as Manager. A CV indicating the required experience should be submitted with relevant certified copies of qualifications.	No CV, Qualification & Experience	0%	<b>10%</b>
		CV Without Proof of Relevant Qualifications & Experience (or one of each without the other two)	2.5%	
		CV With Relevant Qualification & No Experience (or two of each without the other one)	7.5%	
CV With Relevant Qualification & Relevant Experience		10%		
5	<b>REGISTERED FOR PROVISION OF SERVICES AS PRINCIPAL BUSINESS</b>			
	Copies of company registration indicating bidder is registered for the Gardening and Cleaning services or services of similar nature as principal business.	Bidder not registered for provision of Gardening and Cleaning services or services of similar nature as principal business	0%	<b>20%</b>
		Bidder not registered for provision of Gardening and Cleaning services or services of similar nature as principal business	20%	
<b>TOTAL</b>				<b>100%</b>

Bidders who scored minimum of 80% in Stage 2: Technical Evaluation, will be further evaluated financially in Stage 3.

### 2.3 STAGE 2: Financial Evaluation

The lowest Price from the compliant Bids will be recommended for award.

### 2.4 STAGE 3: Margin of Preference

In terms of the Code of Good Practice on Preferences, margin of preference means a percentage of price preference given to a bidder who meets the specified criteria as determined.

This code of good practice aims to promote, facilitate, and strengthen measures to implement the empowerment and industrialization policies of the Government by providing a framework for the application of preferences and reservations under the Act without compromising standards of goods, works and services and value for the money, grant exclusive preference to categories of local suppliers through reservations of certain procurement of goods and, works and services.

The maximum cumulative allowable margins of preferences applicable to exclusive preference for price evaluation purposes is 10%.

A bidder must complete and sign the declaration in respect of exclusive preference included in this document above, outlining the preferences the bidder qualifies for and the grounds for such qualifications.

Margins of preferences will be applied, as per Annexure 6 of the Code of Good Practice, as follows on the total cost in the price schedule:

<b>CATEGORIES OF BIDDERS</b>	<b>DEFINITION / CRITERIA</b> (in terms of code of good practice on preferences)	<b>MARGIN OF PREFERENCE</b>	<b>DOCUMENTARY EVIDENCE</b> (to be submitted with the bid / all the documents required must be submitted)
Manufacturer	means a person or company that is involved in the physical or chemical transformation of materials or components into new products whether or not – a) the transformation is through work- i) performed by a power-driven machine or by hand, ii) done in a home or factory, or b) the new products are sold on wholesale or retail basis	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 - (please refer to code of good practice for above stated annexures)
Micro, Small and Medium Enterprise	means an enterprise that has a valid micro, small and medium enterprise certificate issued by the Ministry responsible for trade, whose minimum equity is 51% owned by Namibians	1%	- certified copy of SME registration certificate - declaration indicating the percentage of Namibian MSME ownership (kindly use structure of form)
Women owned enterprise	a bidder who is a woman or whose minimum equity is 51% owned by Namibian women	1%	- certified copy of identity documents (IDs) of all stakeholders - certified copy of: founding statement and/or company registration indicating ownership structure and/or copy of shareholder certificates - declaration indicating the percentage of Namibian female ownership
Youth owned enterprise	“youth” means a young person aged from 16 to 35 years old as defined in section 1 of the National Youth Council Act, 2009 (Act No.3 of 2009) a bidder who is a youth or whose minimum equity is 51% owned by Namibian youths	2%	- certified copy of identity documents (IDs) of all shareholders - certified copy of founding statement/company registration indicating ownership structure/ copy of shareholder certificate - declaration indicating the percentage of Namibian youth ownership
Previously Disadvantaged Person owned enterprise	means persons contemplated in Article 23(2) of the Namibian Constitution and includes – a) women; and b) persons with any disability as defined in the National Disability Act, 2004 (Act No. 26 of 2004) a bidder who is a PDP or whose minimum equity is 51% owned by Namibian PDPs	2%	- certified copy of identity documents (IDs) of all shareholders - certified copy of founding statement/company registration indicating ownership structure/ copy of shareholder certificates - declaration indicating the percentage of Namibian PDP ownership
persons within Namibia who have been socially, economically, or educationally disadvantaged by past discriminatory laws or practices as contemplated in Article 23(2) of the Namibian Constitution			
Suppliers providing environmental protection	a bidder that promotes the protection of the environment, maintain ecosystems and sustainable use of natural resources as specified by the public entity in the bidding document	1%	- declaration by the bidder that the latter deals with environmental protection
Suppliers providing employment to Namibians	a bidder who employs 50% or more Namibian citizens	1%	- declaration that the bidder employs 50% or more Namibian citizens - certified copies of Namibian citizens employed by the bidder
<b>TOTAL</b>		<b>10%</b>	

## **SECTION III: SCOPE OF SERVICES**

### **SPECIFICATIONS OF SERVICES AND PERFORMANCE REQUIREMENTS**

**The details of works to be carried out by the contractor at each of the specified location, are as detailed below:**

#### **SCHEDULE OF ACTIVITIES:**

##### **1. Provision of Gardening Services and Cleaning of Common Areas to NHE Head Office, Central Branch Katutura, North Branch Oshakati, Western Branch Walvis Bay and Southern Branch Keetmanshoop**

The service will include among others the following:

- a. Cyclical work to be done twice weekly.
- b. Watering the garden and trees as necessary and as instructed.
- c. Mowing of lawn.
- d. Trimming/pruning of lawn grass, shrubs and trees.
- e. Weed all flower beds, walkways and lawn.
- f. Remove dead plants and leaves.
- g. Collect and remove all litter in flowerbeds and lawn.
- h. Sweeping and removal of leaf litters from the garden and surrounding yard areas
- i. Maintain all trees, plants shrubs and lawns as are existing on date of contract
- j. Supplying, maintain, watering, manuring, cleaning periodically all the lawns and periodically manuring and application of manure, pesticides whenever required.
- k. Maintain water features.
- l. Removal of refuse after cleaning.
- m. Check and report all defects or vandalism to garden weekly.
- n. Pest control.
- o. Hoeing, sweeping and raking of terrain, parking's and the surrounding areas.
- p. Occasional planting of seedlings, shrubs, lawn or trees when instructed.
- q. Replacement and addition of kerbstones and garden pavestones when instructed.
- r. Application of fertilizers and compost.
- s. Repairs and maintain to the irrigation system.
- t. Common areas cleaning (office yard).
- u. Pick up litter, clear and wash clean the drains, clean roof top areas and dispose of all kinds of refuse and waste
- v. Thoroughly sweep and clean the roof top area and clear all rain pipes and gutters.

**The services will be provided twice per week (2 x times)**

## **EQUIPMENT AND CLEANING CONSUMABLES**

The bidder shall make available, at its own cost, all necessary material and equipment, machinery required available at the premises, and that they are in good working order as from the first day of commencement of the contract and materials *as required* to adequately perform the services including but not limited to:

- Company must have a vehicle fit for gardening logistics purposes.
- Company must have all necessary gardening tools required to do the work eg
  - ✓ Brooms
  - ✓ Leaf Rakes
  - ✓ Garden Rakes
  - ✓ Pruning Saw
  - ✓ Gardening Gloves
  - ✓ Leaf Blower
  - ✓ shovel
  - ✓ Wheelbarrows
  - ✓ Etc

## **2. Cleaning Services for NHE Goreangab Flats and Eenhana Flats Common Areas**

### **DESCRIPTION OF TASKS**

- Sweeping and cleaning of Common areas, stairs, corridors, passages, parking and driveways.
- Removing and cleaning of weeds.
- Sweeping, Mopping and polishing corridors, walls and stairs to remove all spots and marks.
- Cleaning of guard house office and bathroom.
- Emptying and cleaning of dust bins.
- Removal of all refuse in plastic bags to designated area.
- Cleaning of Storeroom and refuse areas.
- Cleaning of Gate frontage and yard surroundings.
- Tree trimming and gardening.
- Cleaning of all outside walls and outside surroundings.
- Cleaning of gutters.
- Mopping, washing, scrubbing and polishing of corridor floors, stairs and passages

### **2.1 Guard Office and Toilet-cleaning**

2.1.1 Clean floors, walls, doors, basins, mirrors, toilet bowls, toilet seats, urinals, lights, handles and taps.

2.1.2 If this allocation is not completely correct, rolls of toilet paper may be allocated differently after prior consultation.

2.1.3 It is imperative that 5 rolls of toilet paper are supplied to the guard house's toilet per week throughout the duration of the contract 2 x toilet rolls every Mondays, and 3x toilet rolls every Thursdays for Goreangab and Eenhana flats.

2.1.4 Supply hand wash soap for both toilets for the guard house.

2.2 Common areas (guard house, office area, toilet,)

- Scrub, sweep, mop and wash, vacuum, polish floors, walls and.
- Clean toilet bowls, disinfect areas, empty rubbish bins,
- Replace toilet paper, hand towels.

2.3 Garden, parking lot and driveway

- Sweep and scrubbing
- Pick up all papers and rubbish lying around.
- Remove all unsightly scenes.

### **3. Head Office Eros, Central Branch Katutura, North Branch Oshakati, West Branch Walvis Bay, South Branch Keetmanshoop Window Cleaning (quarterly)**

- Clean all windows surfaces in the office buildings

## **4. EQUIPMENT AND CLEANING CONSUMABLES**

The bidder shall make available, at its own cost, all necessary equipment, machinery is available at the premises, and that they are in good working order as from the first day of commencement of the contract and materials *as required* to adequately perform the services including but not limited to:

- Cleaning materials like soap, toilet papers, mops, bucket, brooms, dusters, brushes, polishes, hoses, ladders, etc
- Vehicle (truck or bakkie) to remove the rubbish cleaned (provide proof of ownership/rental).

The bidder must have enough spare equipment to immediately replace those that are worn out. The unavailability or shortage of cleaning equipment to carry out the job properly can lead to the cancellation of the contract. No excuses shall be accepted.

The successful bidder shall provide, at his/her/its expense, all power tools, machines and equipment necessary to perform the work as specified. All equipment must be maintained in first-class working condition and acceptable spare equipment must be available for replacement of broken items within twenty-four (24) hours.

## **5. STORAGE SPACE**

5.1 Storage space allocated to the bidder must always be kept tidy and hygienic. No cleaning equipment should be stored in power distribution boxes or any other unauthorized locations. Contravention of this rule may lead to penalty or the cancellation of the contract.

5.2 Allocated storage space should be used to keep stock and equipment. No food etc. may be prepared in the allocated space.

**6. DETERGENTS:**

Only SABS-approved and preferably environment-friendly detergents may be used.

**7. MAINTENANCE WORKS:**

**General:**

a) The plants shall be maintained in such a way that they are healthy, disease free and shall not have any insect / fungus / bug attack. Necessary insecticides / fungicides / hormones shall be sprayed, at appropriate times, for ensuring the health of the plant / yield, at contractors cost and means.

b) The garden / lawn shall be removed of unwanted weeds / parasites, as may be required from time to time. Weeds and nut grasses shall be periodically removed to ensure that the lawn/ garden are without weeds.

c) The trees shall be pruned of unwanted growth so as to prevent wild growth which would affect growth of other plants / lawns. The Ashok trees shall be maintained vertical without side branches. The hedge plants shall be trimmed periodically to shape and maintained appropriately.

d) All the garden wastes formed due to the maintenance/cleaning should be cleared from NHE premises regularly and the contractor has to ensure clean environment.

e) The terrace area shall be kept clean, free of any dirt / debris etc., so that no dry leaves block the rainwater opening. The terrace area of all the buildings within the premises shall be cleaned once in a month and the rubbish carted out of the Office premises.

f) Any other

**8. TASKS SCHEDULE FOR GOREAGAB FLATS AND EENHANA FLATS:**

The frequency of cleaning outlined in the list below must be strictly adhered to. Failure to provide the required service may lead to cancellation of the contract.

<b>TASKS</b>	<b>FREQUENCY</b>
<b>COMMON GROUNDS AND DRIVEWAYS</b>	
1. Sweeping with broom 2. Removing and cleaning of weeds 3. Gardening of trees/plants	2 x per Week
<b>TASK</b>	<b>FREQUENCY</b>
<b>CORRIDORS AND STAIRS:</b>	
1. Sweeping with polish-broom 2. Mopping with clean water to remove spots and marks 3. Polish with a rotating-brush polisher.	2 x per Week
<b>GUARD HOUSE AND BATHROOM:</b>	
1. Vacuum -cleaning of guard house offices and bathrooms	2 x per Week



2. Removal of stains.	
<b>REFUSE REMOVAL</b>	
1. Emptying and cleaning of dust bins 2. Removal of all refuse in plastic bags to a designated area. 3. Removal of all decaying or unsightly refuse from premises. 4. Collection of all wastepaper and placing it in refuse bins on the premises. 5. Prepare the refuse bins for collection and emptying by the Municipal/Town Council.	2 x per Week
Window cleaning	2 x per Week

**9. OTHER DUTIES**

- Sweeping cleaning the entire areas, paved, unpaved and exterior of buildings, surfaces and open areas on premises.
- Immediate reporting of breakages, such as leaking water taps, blocked toilets, broken lights, etc.

**10. OBLIGATIONS:**

- The Cleaning Contractor undertakes to provide all required cleaning materials, chemicals and equipment as requested by NHE as agreed to between the Parties upon awarding of this contract.
- The Contractor undertakes that in the event that the Cleaning Contractor experiences Labour disruptions or shortage of staff, the services of the Cleaning contractor to NHE will not be disrupted.
- The Cleaning Contractor warrants that it shall have a stand-by team on 24 (twenty-four) hour basis ready to react in cases of cleaning emergencies.
- The Cleaning Contractor undertakes to assign personnel with relevant qualifications and experience competent for the task to clean.
- The Cleaning Contractor warrants that its cleaning personnel shall not directly or indirectly interfere with the operations of NHE or disturb its clients.
- NHE undertakes to allow access to the Cleaning Contractor’s employees for the purposes of providing cleaning services.

## **11. OTHER CONDITIONS:**

- In case a worker has to go on leave, the contractor to organize and ensure that the works not get affected. The Cleaner/gardeners should be experienced and able to manage all kind of garden activities.
- Weekly Attendance of Staff shall be maintained by the contractor. (a)It shall be shown to NHE Officials Monthly/quarterly when sites are visited.
- For all premises register to be submitted on a quarterly basis

## **12. REQUIREMENTS FOR SERVICE PROVIDER'S STAFF AND LABOUR**

- The bidder shall provide uniforms to its staff and shall also comply with the related legislations in respect of wages, leave entitlement and pension contributions for its personnel.

## **13. CLEANING REQUIREMENTS**

- It is the purpose of these specifications to ensure that all services and materials necessary to clean and keep clean all portions of the buildings are provided.
- It is understood that the highest possible standards of cleanliness are to be maintained.
- The following sets forth the tasks and frequencies with which said tasks are to be performed and shall in no way be construed as an exhaustive or absolute listing of responsibilities.
- All cleaning materials and cleaning equipment like brooms, mops, soaps etc are to be provided by the successful bidder.

### **13.1 Cleaning of Building Interior & Exterior**

- All work should be undertaken in accordance with recognized best practice in the industry and with the applicable Occupational Safety and Health Legislations.
- The Service Provider is responsible for the maintenance of the minimum standards of cleaning and performance quality set forth in this document, regardless of the staff absences through sickness or holidays.
- The surface of the floor must be completely free of dust, stains, paint, stripes, shoe marks, anything spilt and any other blemish that can be removed with standard industry techniques. Any defects noticed by cleaners must be registered and reported to the Client cleaning supervisor so that the necessary measures can be taken.

### **13.2. Cleaning days and cleaning times**

- Office cleaning should take place as follows:

<b>Property</b>	<b>Cleaning times</b>	<b>Number of cleaners</b>
Goreangab flats	Twice per week between 08h00 to 13h00 (Every Mondays and Thursdays)	1 Cleaner
Eenhana flats	Twice per week from 08h00 to 13h00 (Every Mondays and Thursdays)	1 Cleaner
Head office	Twice per week between 08h00 to 13h00 (Every Mondays and Thursdays)	2 x Cleaners
Katutura	Twice per week between 08h00 to 13h00 (Every Mondays and Thursdays)	2 x Cleaners
Oshakati	Twice per week between 08h00 to 13h00 (Every Mondays and Thursdays)	1x Cleaner
Walvis bay	Twice per week between 08h00 to 13h00 (Every Mondays and Thursdays)	1 x Cleaner
Keetmanshoop	Twice per week between 08h00 to 13h00 (Every Mondays and Thursdays)	1 x Cleaner
Swakopmund satellite office	Twice per week between 08h00 to 13h00 (Every Mondays and Thursdays)	1 x Cleaner
Cleaning of windows	Once every quarter	
Cleaning of gutters	Once every quarter	

- No changes in the agreed days or time will be made without obtaining prior clearance from the National Housing Enterprise.

## **ADDITIONAL INFORMATION**

- Attached a list of companies with references for which your company has provided similar services for.
- Attached with your submission the applicable qualification requirement to be able to provide above mentioned services.

## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/NHE-01/23/24**

*[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 of Measure	Unit Price	Total Price
A	B	C	D	E	F
1	<p><b>NHE Head office</b></p> <p>Cleaning of common areas and gardening services as per the specifications</p> <p>Cleaning of windows inside and outside, cleaning of gutters</p>	<p>2 x per week</p> <p>Once every quarter</p>	<p>Entire area properly cleaned</p>		
	<p><b>NHE head office: Window, cleaning services</b></p>				
2	<p><b>NHE Central branch Katutura office</b></p> <p>Cleaning of common areas and gardening services as per the specifications</p> <p>Cleaning of windows inside</p>	<p>2 x per week</p> <p>Once every</p>	<p>Entire area properly cleaned</p>		

	and outside, cleaning of gutters	quarter			
3	<b>NHE North branch Oshakati office</b> Cleaning of common areas and gardening services as per the specifications  Cleaning of windows inside and outside, cleaning of gutters	2 x per week  Once every quarter	Entire area properly cleaned		
4	<b>NHE West branch Walvis Bay office</b> Cleaning of common areas and gardening services  Cleaning of windows inside and outside, cleaning of gutters	2 x per week  Once every quarter	Entire area properly cleaned		
5	<b>NHE Swakopmund satellite office</b> Cleaning of common areas and gardening services  Cleaning of windows inside and outside, cleaning of gutters	2 x per week  Once every quarter	Entire area properly cleaned		
	<b>NHE South branch Keetmanshoop office</b> Cleaning of common areas and gardening services	2 x per week	Entire area properly cleaned		

	Cleaning of windows inside and outside, cleaning of gutters	Once every quarter			
6	<b>NHE Eenhana flats</b> Cleaning of the yard, Guardhouse and bathrooms as per the specifications	2 x per week	Entire area properly cleaned		
7	<b>NHE Goreangab flats</b> Cleaning of the yard, Guardhouse and bathrooms as per the specifications	2 x per week	Entire area properly cleaned		
8	<b>Other costs</b> (specify):				
				<b>Subtotal</b>	
				<b>VAT @ 15 %</b>	
				<b>Total</b>	

***The rates shall be quoted separately per office/site***

**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/NHE-06/23/24**

*[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. Authorize 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
<b>1</b>	<p><b>Provision of gardening Services, cleaning of common areas and cleaning of windows to NHE Head office Eros, Central Branch Katutura office, North branch Oshakati, Walvis Bay and Keetmanshoop offices and satellite offices in Swakopmund</b></p> <p>a) The service will include among others the following:</p> <p>b) Cyclical work to be done twice weekly.</p> <p>c) Watering the garden and trees as necessary and as instructed.</p> <p>d) Mowing of lawn.</p> <p>e) Trimming/pruning of lawn grass, shrubs and trees.</p> <p>f) Weed all flower beds, walkways and lawn.</p> <p>g) Remove dead plants and leaves.</p> <p>h) Collect and remove all litter in flowerbeds and lawn.</p> <p>i) Sweeping and removal of leaf litters from the garden and surrounding yard areas</p> <p>j) Maintain all trees, plants shrubs and lawns as are existing on date of contract</p>		

	<p>k) Supplying, maintain, watering, manuring, cleaning periodically all the lawns and periodically manuring and application of manure, pesticides whenever required.</p> <p>l) Maintain water features.</p> <p>m) Removal of refuse after cleaning.</p> <p>n) Check and report all defects or vandalism to garden weekly.</p> <p>o) Pest control.</p> <p>p) Hoeing, sweeping and raking of terrain, parking and the surrounding areas.</p> <p>q) Occasional planting of seedlings, shrubs, lawn or trees when instructed.</p> <p>r) Replacement and addition of kerbstones and garden pavestones when instructed.</p> <p>s) Application of fertilizers and compost.</p> <p>t) Repairs and maintain to the irrigation system.</p> <p>u) Common areas cleaning (office yard).</p> <p>v) Pick up litter, clear and wash clean the drains, clean roof top areas and dispose of all kinds of refuse and waste</p> <p>w) Thoroughly sweep and clean the roof top area and clear all rain pipes and gutters.</p> <p>x) Quarterly clean all windows inside and outside</p>		
<p><b>2</b></p>	<p><b>Cleaning Services for NHE Goreangab flats and Eenhana flats Common areas</b></p> <p><b>DESCRIPTION OF TASKS</b></p> <ul style="list-style-type: none"> <li>• Sweeping and cleaning of Common areas, stairs, corridors, passages, parking and driveways.</li> <li>• Removing and cleaning of weeds.</li> <li>• Sweeping, Mopping and polishing corridors, walls and stairs to remove all spots and marks.</li> <li>• Cleaning of guard house office and bathroom.</li> </ul>		



	<ul style="list-style-type: none"> <li>• Emptying and cleaning of dust bins.</li> <li>• Removal of all refuse in plastic bags to designated area.</li> <li>• Cleaning of Storeroom and refuse areas.</li> <li>• Cleaning of Gate frontage and yard surroundings.</li> <li>• Tree trimming and gardening.</li> <li>• Cleaning of all outside walls and outside surroundings.</li> <li>• Mopping, washing, scrubbing and polishing of corridor floors, stairs and passages</li> </ul>		
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**Specifications and Performance Standard Compliance Sheet Authorised by:**

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

### SCHEDULE 3

#### QUOTATION CHECKLIST SCHEDULE

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

PROCUREMENT REFERENCE NO.: **NCS/RFQ/NHE-06/23/24**

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

#### REFERENCE LIST

Item	Company Name	Contact Person	Contact Details	Year of Service
1				
2				
3				
4				
5				

*Attach letters of reference where service has 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.*



## 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 Provision of Security Services (available on website ([www.nhe.com.na](http://www.nhe.com.na)) except where modified by the Special Conditions below.

## SECTION VII: CONTRACT DATA SHEET

**Procurement Reference Number: NCS/RFQ/NHE-06/23/24**

The Conditions of Contract shall be subject to the following:

Clause	Contract Data
<b>GCC 1.1</b> <b>Effectiveness of Contract</b>	The Contract <i>shall</i> come into effect as from 01 <i>September 2024</i>
<b>GCC 1.3.1</b> <b>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 30 September 2027 or by an additional period of 3 to 12 months, if the Contract is renewed thereafter by the Employer.
<b>GCC 1.6.1</b> <b>Issue of notices</b>	The Authorized Representative of the Employer is: <i>Mr Gisbertus Mukulu, CEO</i>  The Authorized Representative of the Service Provider is: .....
<b>GCC 2.6</b> <b>Insurance and liabilities to Third Party</b>	The Employer's and Workmen's Compensation, Third Party and Professional (for cleaning services only) Liabilities insurance covers shall be prorated to the contract amount if award is made on a split basis with reference to limits indicated in ITB 13.1 (e).
<b>GCC 2.7</b> <b>Reporting Obligations</b>	The Service Provider shall report to: <i>Ms Noreen Siyanga, Manager Supply Chain Management and Administration, 061 292 7208.</i>