



REPUBLIC OF NAMIBIA
HARDAP REGIONAL COUNCIL



**Request for Quotations
For Non-Consultancy Services
Lump-Sum**

**FUMIGATION OF HOSTELS FOR 2025/2026 FINANCIAL YEAR FOR
HARDAP REGIONAL COUNCIL (DIRECTORATE OF EDUCATION,
INNOVATION, YOUTH, SPORT, ARTS AND CULTURE)**

Procurement Reference No: NCS/RFQ/HRC-040/2025

Private Bag 2017, MARIENTAL

Tel: (063) 245700/712

Fax: (063) 242224 or (063) 240 527 **HARDAP REGIONAL COUNCIL
PROCUREMENT DEPT**

kambungos@yahoo.com

yvettetitus5@gmail.com

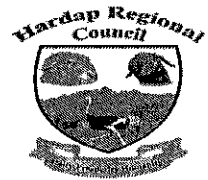
2025 -08- 08

REQUEST FOR QUOTATION

BID AMOUNT	
BIDDER'S NAME	
CLOSING DATE OF BIDS	WEDNESDAY, 20 AUGUST 2025, 11:00



**REPUBLIC OF NAMIBIA
HARDAP REGIONAL COUNCIL**



REQUEST FOR SEALED QUOTATIONS

NCS/RFQ/HRC-040/2025

Dear Sirs,

FUMIGATION OF HOSTELS FOR 2025/2026 FINANCIAL YEAR FOR HARDAP REGIONAL COUNCIL (DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORT, ARTS AND CULTURE)

The **HARDAP REGIONAL COUNCIL** 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 **Mr. P. A. Skrywer at Hardap Regional Council, Private Bag 2017, MARIENTAL, Fax: (063) 242224.**

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,

**HARDAP REGIONAL COUNCIL
PROCUREMENT DEPT**

2025-08-08

M. R. Samaria 08/08/2025 REQUEST FOR QUOTATION

MRS. R. SAMARIA

HEAD: PROCUREMENT MANAGEMENT UNIT

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The **HARDAP REGIONAL COUNCIL** 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 Compliance Sheet 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 Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

The quotation validity period shall be (60) days from the date of bid 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) 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;

5. Bid Securing Declaration

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

6. Services Completion Period

The completion period for services shall be **30 April 2021** after acceptance/issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable **26 May 2021**.

7. Documents to be submitted

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

8. Sealing and Marking of Quotations

Quotations should be sealed (**Not stapled**) in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name at the back of the envelope.

9. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Hardap Regional Council, Auta !Nanseb Building** or forwarded by **Fax: (063) 242224**, not later than **Wednesday, 20 August 2021, 11:00**. Quotations by post or hand delivered should reach **Hardap Regional Council** 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 Security/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, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However, evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

13. Prices and Currency of Payment

Prices for the execution of services shall be fixed in Namibian Dollars as quoted. 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. Margin of Preference

- 14.1 The applicable margins of preference and their application methodology are as follows:

N/A

- 14.2 Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

Municipal bills and police declaration.

14. Award of Contract

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

15. 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 this RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]

Quotation Addressed to :	HARDAP REGIONAL COUNCIL (DIRECTORATE OF EDUCATION, ARTS AND CULTURE)
Procurement Reference Number:	NCS/RFQ/HRC-040/2025
Subject matter of Procurement:	FUMIGATION OF HOSTELS FOR 2025/2026 FINANCIAL YEAR FOR HARDAP REGIONAL COUNCIL (DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORT, ARTS AND CULTURE)

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 disqualification on the grounds mentioned in the BSD.

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 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 days from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within..... 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./Fax	

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

Appendix to Quotation Letter

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

Date:

Procurement Ref No.: NCS/RFQ/HRC-040/2025

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 _____, _____
[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*



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

To Provide Fumigation Service to All Hostels for 2025/2026 Financial Year for Hardap Regional Council (Directorate of Education, Arts and Culture).

Successful bidders shall;

- (a) Do fumigation and deep cleaning must be done the day after the fumigation.
- (b) Do gel treatment with the fumigation, this will be done after deep cleaning and in non-productive areas.
- (c) Do spray treatment outside the establishment.
- (d) Do inspection and identification must be done to determine the pest and treatment.
- (e) Eradicate of cockroaches, seasonal pests and termites e.g. bed bugs, dining-rooms, store rooms, kitchens, drains and rooms.
- (f) Do full fog treatment, spray and gel & flush outs.
- (g) Fumigate drains, dormitories and ablution facilities.
- (h) Do application of pesticides will be done if no people are near the vicinity, unless otherwise advised by a professional on site.
- (i) Document all areas treated and must be signed off by the client.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/HRC-040/2025**

[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 re-designed and customized as per the type of services required].

Currency of Quotation:

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Anna Maasdorp Hostel	1	130 (Learners)		
2	Dr. Lemmer Hostel	1	90 (Learners)		
3	Empelhem Hostel	1	200 (Learners)		
4	C. //Oaseb Hostel	1	251 (Learners)		
5	PI Groenewaldt Hostel	1	150 (Learners)		
6	Hoachanas Hostel	1	150 (Learners)		
7	Kalkrand Hostel	1	70 (Learners)		
8	Klein-Aub Hostel	1	250 (Learners)		
9	Kriess Hostel	1	120 (Learners)		
10	Mariental Boys Hostel	1	90 (Learners)		
11	Mariental Girls Hostel	1	140 (Learners)		
12	Mukorob Hostel	1	70 (Learners)		
13	Nabasib Hostel	1	280 (Learners)		
14	Namalia Hostel	1	150 (Learners)		
15	Rehoboth High Hostel	1	300 (Learners)		
16	Rooiduin Hostel	1	190 (Learners)		
17	Schlip Hostel	1	150 (Learners)		
18	Sonop Hostel	1	200 (Learners)		
19	Stampriet Hostel	1	150 (Learners)		
20	Vooruitsig Hostel	1	400 (Learners)		

Enter 0% VAT rate if VAT exempt.	Other additional costs	
	Subtotal	
	VAT @ %	
	Total	

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

Priced Activity Schedule Authorised By:

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]

Procurement Reference Number: **NCS/RFQ/HRC-040/2025**

[Bidders should complete columns C and D with the specifications 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	Anna Maasdorp Hostel		
2	Dr. Lemmer Hostel		
3	Empelhem Hostel		
4	Gibeon Hostel		
5	Gochas Hostel		
6	Hoachanas Hostel		
7	Kalkrand Hostel		
8	Klein-Aub Hostel		
9	Kriess Hostel		
10	Mariental Boys Hostel		
11	Mariental Girls Hostel		
12	Mukorob Hostel		
13	Nabasib Hostel		

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
14	Namalia Hostel		
15	Rehoboth High Hostel		
16	Rooiduin Hostel		
17	Schlip Hostel		
18	Sonop Hostel		
19	Stampriet Hostel		
20	Vooruitsig Hostel		

* 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-LS/RFQ-GCC for procurement of services (lump-sum) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/HRC-040/2025**

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]*.

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(a)	Adjudicator is Not Applicable for this contract
Definitions GCC 1.1(l)	The Member is: Hardap Regional Council
Definitions GCC 1.1(o)	The Service Provider is:
Notices GCC 1.4	Any notice shall be sent to the following addresses: For the the address and the contact name shall be: Hardap Regional Council, Dr. Sam Nujoma Avenue, Former Danie Joubert Hostel Complex For the Service Provider, the address and contact name shall be: _____
Authorised Representatives GCC 1.6	The Authorised Representatives are: For the Public Entity: SK. Kambungo: Chief Administrative Officer For the Service Provider: _____
Effectiveness of Contract GCC 2.1	The date on which this Contract shall come into effect is 01 September 2025

Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is 05 September 2025
Intended Completion Date GCC 2.3	The intended completion date is 14 September 2025
Prohibition GCC 3.2.3(c)	<p>List of Activities:</p> <ul style="list-style-type: none"> a) Check for any signs of cockroaches, dropping, eggs etc. b) If any fumigation is done, deep cleaning must be done the day after the fumigation. c) Gel treatment is recommended with the fumigation, this will be done after deep cleaning and in non-productive areas. d) Spray treatment should also be done outside the establishment. e) Inspection and identification must be done to determine the pest and treatment. f) Application of pesticides will be done if no people are near the vicinity, unless otherwise advised by a professional on site. g) Eradication of cockroaches, seasonal pests and termites e.g. bed bugs, dining-rooms, store rooms, kitchens, drains and rooms. h) Full fog treatment, spray and gel & flush outs. i) Drains, dormitories and ablution facilities must be fumigated. j) All areas treated must be documented and signed off by the client.
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	The other actions are _____
Documents Prepared by	Restrictions on the use of documents prepared by the Service Provider are:

Service Provider to be the Property of the Public Entity GCC 3.9	
Payments of Liquidated Damages GCC 3.10.1	Liquidated damages for the whole contract are Not applicable per week. The maximum amount of liquidated damages for the whole contract is (100%) of the final contract price.
Lack of Performance Penalty GCC 3.10.3	The percentage _____ to be used for the calculation of lack of Performance Penalty(ies) is _____. <i>(Where applicable)</i>
Performance Security GCC 3.11	(i) No Performance Security is required

Assistance and Exemptions GCC 5.1	The assistance and exemptions provided to the Service Provider are <i>(where applicable)</i> : _____
Contract Price GCC 6.2(a)	The amount in local currency is <i>Namibian dollar</i>
Terms and Condition of Payment GCC 6.4	Insert the payment terms in line with the GCC.
Interest on Delayed Payments GCC 6.5	Payment shall be made within 21 days of receipt of the invoice and the relevant documents, and within _____ days in the case of the final payment. The interest rate is _____.
Price Adjustment GCC 6.6.1	Price adjustment <i>not</i> applicable.
Identifying Defects GCC 7.1	The following inspections shall be carried out: _____ The defect liability period is: _____
Dispute Settlement GCC 8.2	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute may be referred to court by either party.
Dispute Settlement GCC 8.2.3	Not Applicable
Dispute Settlement GCC 8.2.4	The arbitration procedures of _____ will be used (applicable to overseas service provider)
Dispute Settlement GCC 8.2.5	Not Applicable

SCHEDULE 3

(a) COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	N\$	N\$
Raw Materials, Accessories & Components		
• Imported (CIF)	
• Local (VAT & Excise Duty Fee)
Labour Cost		
• Direct Labour	
• Clerical Wages	
• Salaries to Management
Utilities		
• Electricity	
• Water	
• Telephone
Depreciation	
Interest on Loans	
Rent
Other (please specify)		
•	
•	
•
TOTAL COST		

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

NB! The cost structure should be certified by a Certified Accountant

SCHEDULE 4**QUOTATION CHECKLIST SCHEDULE**

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

Procurement Reference No.: NCS/RFQ/HRC-040/2025

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid Security/Bid securing declaration	
Company profile, past experience and references where similar services have been provided	
Insert any other	

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.*