



# MUNICIPALITY OF WALVIS BAY

## BIDDING DOCUMENT

### REQUEST FOR QUOTATIONS

**Kuisebmond and narraville women SMEs are encouraged TO APPLY**

# CLEANING SERVICES AT MUNICIPAL BUILDINGS AND TRADING SITES (2-YEAR CONTRACT)

**BID NO: NCS/RFQ/MWB-32/2022**

**CLOSING DATE: MONDAY 24 OCTOBER 2022 @ 11:00**

#### TECHNICAL ENQUIRIES:

**Lots 1 and 2:** Felicia Pritzlaff  
Telephone: +264 201 3206  
Email: [fpritzfaff@walvisbaycc.org.na](mailto:fpritzfaff@walvisbaycc.org.na)  
**Lots 3,4 and 5:** Eben-Ezer Petrus  
Telephone: +264 201 3319  
Email: [epetrus@walvisbaycc.org.na](mailto:epetrus@walvisbaycc.org.na)

#### ADMINISTRATIVE ENQUIRIES:

Mariane Auchas  
Telephone: +264 201 3316  
Email: [pmunit@walvisbaycc.org.na](mailto:pmunit@walvisbaycc.org.na)

### Bidder's information

NAME OF BIDDER	
POSTAL ADDRESS	
TELEPHONE	
E-MAIL	
<i>Email address is essential as all correspondence is done via this channel.</i>	

Complete and attach a copy of this page to the front of your bidding envelope for ease of identification at the opening of the bid



## **PREAMBLE**

Bidders must submit all required documentation for this bid, complete, sign and initial the relevant pages as indicated on the forms.

During the opening or process of evaluating bids, incomplete bids may be regarded as non-responsive and will not be considered at all.



## Bid document content

The content of this bid document is set out below.

Please make sure that where required, such pages are fully completed and signed where indicated, and make sure that other compulsory documents are attached to the end of this bid document as indicated

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## LETTER OF INVITATION

### **NCS/RFQ/MWB-32/2022: CLEANING SERVICES AT MUNICIPAL BUILDINGS AND TRADING SITES**

The Municipality of Walvis Bay is hereby inviting suppliers for cleaning services at our municipal buildings and trading sites.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Enquiries for the different lots of this bid should be addressed to the staff members whose names appear on the cover page of this bid document.

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,

Original signed

**Johanna Shidute**

**Head: Procurement Management Unit**



## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The Municipality of Walvis Bay reserves the right to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

### 2. Service provider

2.1 The Bidder must be a registered SMEs of which ownership vests in a woman or in women, and in the evaluation of the bid, preference at a margin of 15% will be given to such qualifying women owned SMEs from the suburbs of Kuisebmond and Narraville.

2.2 The Bidder must also have the equipment required to execute the cleaning part of the project.

### 3. Validity of Quotations

The Quotation validity period shall be 60 days from the date of submission deadline.

### 4. Eligibility Criteria

4.1. To be eligible to participate in this Quotation exercise, you must with this bid submit:

- (a) a valid company Registration Certificate.
- (b) an original valid good Standing NamRa Certificate.
- (c) an original valid good Standing Social Security Certificate.
- (d) municipal fitness/registration certificate from the Municipality of Walvis Bay, to determine the woman ownership and residency status of the bidder.
- (e) 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.
- (f) complete and sign the Bid Securing Declaration.
- (g) complete and sign the Section 138 Labour Act undertaking.

4.2 Only registered SMEs are eligible to participate in this Bid Quotation exercise. If the bidder is a SME belonging to a female and the SME wants to be considered for the 15% preference, proof that such ownership vests in a woman or in women, must be included in the bid.

4.3 Additional proof that the bidder resides in either the suburbs of Kuisebmond and Narraville must be submitted, failing in which the preferred margin would not apply.

### 5. Bid Securing Declaration

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

### 6. Sealing and Marking of Quotations

Quotations must be sealed in a single envelope, clearly marked with the Quotation Number, addressed to the Municipality of Walvis Bay with the Bidder's name, and contact information at the back of the envelope.

### 7. Submission of Quotations

7.1 Sealed Quotations must be deposited in the Bid Box located in the foyer of the Civic Centre, Nangolo Mbumba Drive, Walvis Bay, not later than **11:00 on Monday, 24 October 2022.**

7.2 Quotations by post, courier service or hand delivered must reach the Procurement Management Unit, Civic Centre, Nangolo Mbumba Drive, Walvis Bay, not later than 10:00 by the date in 7.1 above.

7.3 Late quotations will be rejected.

7.4 Quotations received by e-mail will not be considered.

### 8. Opening of Quotations

8.1 Quotations will be opened by the Municipality of Walvis Bay immediately after the closing time referred to in instruction 7 above.

8.2 A record of the Quotation Opening stating the name of the bidders, the amounts quoted, the presence or absence of a Bid Securing Declaration, and verification that the bid is



signed, would be available to any bidder on request within five working days from the Opening.

#### **9. Evaluation of Quotations**

- 9.1 The Municipality of Walvis Bay has the right to request for clarifications in writing during evaluation.
- 9.2 Offers that are substantially responsive must be compared based on evaluated cost, to determine the lowest evaluated quotation per lot. The award is subject to instruction 12.1 hereunder.
- 9.3 A margin of 15% in favour of women SMEs from the suburbs of Kuisebmond or Narraville, must be applied by the Municipality of Walvis Bay upon proof as per instruction 4.2 above (*this means that where a woman's bid is up to 15% higher than that of a male, such higher bid from the woman will be accepted as the lowest one*).

#### **10. Compliance**

The Specifications and Compliance Sheet details the minimum specifications of the services to be provided.

#### **11. Prices and Currency of Payment**

- 11.2 Prices quoted shall be fixed in Namibian Dollars.
- 11.2 Quotations shall cover all costs of labour, materials, equipment, overheads, profits, and all associated costs for performing the service, and must include all duties.
- 11.3 The whole cost of performing the service must be included in the items stated, and the cost of any incidental works must be deemed to be included in the prices quoted.

#### **12. Award of Contract**

- 12.1 Only one (1) lot will be awarded per contractor, irrespective of a bidder having submitted the lowest bid for all the lots. The award of more than one lot to a specific bidder will only be considered if the number of qualifying bids is less than the number of lots.
- 12.2 The Bidder having submitted the nearest lowest evaluated responsive quotation to the mean as per the evaluation criteria in 9 above, and qualified to perform the works, must be selected for award of contract.
- 12.3 Award of contract is by issue of a Letter of Acceptance and to be followed by the signing of a contract.

#### **13. Notification of Award and Debriefing**

- 16.1 The Procurement Management Unit of the Municipality of Walvis Bay must, within 7 working days after award of the contract, 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 on its website.
- 16.2 The Procurement Management Unit of the Municipality of Walvis Bay must attend to all requests for debriefing made in writing within 7 days of the unsuccessful bidders being informed of the award.

#### **14. Duration of Contract**

The contract will commence on 01 December 2022 and will terminate on 30 November 2024, thus only for a period of 24 months.



## SECTION II: QUOTATION LETTER

(To be completed by Bidders)

***If your quotation is not authorised, it will be rejected.***

Quotation addressed to:	MUNICIPALITY OF WALVIS BAY
Procurement (Quotation) Number:	NCS/RFQ/MWB-32/2022
Subject matter of Procurement:	CLEANING SERVICES AT MUNICIPAL BUILDINGS AND TRADING SITES

We offer to provide the required management, operational and cleaning services at various municipal buildings and trading sites, in accordance with the terms and conditions stated in the scope of service as referenced below.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instruction to Bidders. We undertake to abide by the Code of Bidders and Suppliers as provided under the Public Procurement Act, 2015, during the procurement process and the execution of any resulting contract.

We undertake to abide by ethical conduct during the procurement process and the execution of any resulting contract.

We agree to the validity period of the bid is **90 days** from the date of the bid submission deadline.

We confirm that the amounts quoted in the Price 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.

Name of Bidder (Company name): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Company's Address: \_\_\_\_\_

Company's telephone, fax, and email: \_\_\_\_\_

Name and Position of Person Authorising the Quotation: \_\_\_\_\_

Signature: \_\_\_\_\_

***BIDS WILL BE CONSIDERED NON-RESPONSIVE AND IMMEDIATELY DISQUALIFIED IF THIS QUOTATION LETTER IS NOT COMPELETED AND SIGNED.***



## SECTION III: STATEMENT OF REQUIREMENTS

### SCOPE OF SERVICES, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

1. Duration of the contract:

The service agreement in respect of the project will run for a period of two (2) years, subject to the satisfactory performance of the contractor, but may be extended in the sole discretion of the Council for a further term as determined by the Council.

2. Breach of contract:

2.1 Should the bidder fail to fulfil any of its obligations or conditions in terms of the agreement to be entered between the contractor and the Council, for any reason whatsoever, such failure shall constitute a breach of contract.

2.2 Upon written notification of such breach of contract, the contractor shall be allowed twelve (12) hours to rectify such condition.

2.3 Should the Contractor breach any of the material provisions of this agreement and remain in breach of such provisions despite reasonable notice by the Municipality that the Contractor should remedy such breach, the Municipality will be entitled to cancel this agreement.

3. Different lots for this bid

This bid consists of 5 distinct lots.

### A. Lot 1 and Lot 2 – Kuisebmond and Narraville municipal buildings

A.1. Scope of work

A.1.1 The successful bidder shall be responsible for the daily cleaning of either the Kuisebmond municipal building or the Narraville municipal building, with a minimum of 2 staff members employed for the execution of its duties at the municipal building, as awarded under this bid.

A.1.2 The contract contains detailed information of the scope of the duties to be performed by the successful bidder and this contract, which forms part and parcel of this bid document, shall be entered into without any alterations from the bidder, when called upon to do so.

A.2. Duties and conditions

The contractor shall perform the following duties:

A.2.1 Manage and execute the daily cleaning of the entire buildings (offices, hallways, entrance foyers/areas, toilets, kitchens) and other areas as directed by the General Manager: Human Resources and Corporate Services, as well as the daily emptying of all waste bins inside offices.

A.2.2 Take all reasonable measures to protect the furniture and equipment, as well as the Premises and all parts thereof (including all fixtures, fittings, appurtenances, appliances, and other items not being part of the furniture and equipment) from abuse, damage, destruction, and theft.

A.2.3 Cleaning of the stoep areas and steps directly outside the doors of the building up to the tarred or interlocked parking area.

A.2.4 To provide at own cost all cleaning material and equipment necessary and required for the proper cleaning of the facilities, which cleaning shall always be to the satisfaction of the General Manager: Human Resources and Corporate Services. This includes the vacuuming



**MUNICIPALITY OF WALVIS BAY**  
**CLEANING SERVICES AT VARIOUS MUNICIPAL**  
**BUILDINGS, TRADING SITES**

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of carpets at least once per week and the polishing of all tiled floors at least once every month.

A.2.5 To provide at own cost, one roll of toilet paper to each toilet cubicle at least once every 2 days.

A.2.6 To refrain from interfering with the electrical and plumbing systems serving the premises.

A.2.7 To comply with all Municipal Regulations and other legislation pertaining to the premises.

A.2.8 To report any breakage and damage to the premises within 24 hours to the Building Supervisor.

A.2.9 To complete and sign the daily cleaning inspection sheet and have this sheet available when inspections are carried out by authorized municipal officials and for payment verification.

A.3. Standard of cleanliness:

The Supervisor Buildings and/or the Secretary: Human Resources and Corporate Services, will be the sole judge as to the standard of cleanliness which must be accomplished by the contractor.

A.4. Equipment necessary for the operations:

A.4.1. The contractor must supply all cleaning materials as required for the exercising of the cleaning of the facility.

A.4.2. The contractor must supply all the required protective clothing and safety gear to workers.

A.4.3. The contractor will be required to enter into a service agreement with Council in respect of the project.



**B. Lots 3, 4 and 5 – Trading sites in Kuisebmond:  
Informal Trade Area Ekutu;  
Market Mall and Light Industrial Stalls; Shaded Areas Industrial Stalls and  
Business Stalls**

**B.1 Scope of work**

The bidder (contractor) provides cleaning services at the specified trading site in the suburb of Kuisebmond in Walvis Bay and shall be responsible for the duties as set out in B.2 below, of the lot (site) awarded to it.

**B.1.1 Lots (areas)**

This part of the bid consists of the following lots (areas):

- Lot 3 - Informal Trade Area (Ekutu)
- Lot 4 - Market Mall and Light Industrial stalls
- Lot 5 - Shaded areas, business stalls, and industrial stalls

**B.2. Duties and conditions**

**B.2.1 General terrain at markets**

- (i) Sweep the area daily, or more regularly if required.
- (ii) Remove all waste inside the market daily.
- (iii) Wash outside toilets of all windows twice a week or more regularly if required.
- (iv) Remove all waste surrounding the external area daily.
- (v) Keep Market litter free every day.
- (vi) Keep the skip market area clean and dry every day.
- (vii) Use the high foaming chlorinated detergent powder to spray at the skip containers area at least once a week to control pests.
- (viii) Sweep and remove waste on the paved path and unpaved interlock area daily.

**B.2.2 Office and Security blocks**

- (i) Sweep and mop all hard floors daily.
- (ii) Spot clean doors and doorframes daily.
- (i) Spot clean walls and walls plugs weekly, or more regularly if required.
- (ii) Dust and clean all ledges, fittings, and equipment daily.
- (iii) Clean and wipe tabletops daily.
- (iv) Clean all windows, inside and outside twice a week or more regularly if required.
- (v) Clean and disinfect WC pots and pans daily.

**B.2.3 Ablution Facilities**

- (i) Sweep and mop all hard floors daily.
- (ii) Spot clean walls weekly or more regularly if required.
- (iii) Wipe and clean all stainless-steel surfaces as required.
- (iv) Clean all windows, inside and outside twice a week or more regularly if required.
- (v) Clean and disinfect the urinary and toilet pots three times a day.
- (vi) Check toilet rolls replenish where necessary daily.
- (vii) Disinfect all areas, door handles and stainless-steel surfaces daily.
- (viii) Wash all mops and brooms daily.
- (ix) Supplying of toilet paper.



#### **B.2.4 Braai Areas**

- (i) Wash the braai area with degreasing agent monthly.
- (ii) Clean cement tables and chairs daily.
- (iii) Clean specified adjacent areas from litter daily.
- (iv) Clean and sweep the wastewater channel at the braai area twice a week.
- (v) Keep the water point area clean daily.

#### **B.2.5 Equipment**

All cleaning materials and equipment shall be provided by the contractor. The cleaning materials and chemicals used must be in accordance with the specification of the Municipality of Walvis Bay.

#### **B.2.6 Working Hours**

The informal markets operate seven days a week starting from 08:00 to 19:00. The markets are to be cleaned thoroughly once a week, or more frequently should the need arise and upon consultation with the responsible official.

#### **B.2.7 Reporting of problems**

- (i) All faulty/ broken and defects items are to be reported and logged to the Clerk: Market Mall by the contractor. This includes breakages, replacement of bulbs, provision of sand, fittings, windows, doors, and hinges.
- (ii) An inspection will be conducted every week by the municipal officials to determine if the monthly scope of work done. If is scope of work not met, the tenderer might expect a non-payment on that month.

#### **B 2.8 Cleaning staff**

- (i) All the employees to execute the works shall be provided by the contractor (successful bidder).
- (ii) The minimum employees for each lot (site) as required daily, is as follows:
  - Lot 3 - Informal Trade Area (Ekutu) - four (4) Labourers
  - Lot 4 - Market Mall & Light Industrial stalls - three (3) Labourers
  - Lot 5 - Shaded areas, business stalls and Industrial stalls - four (4) labourers
- (iii) This number may be reduced by the contractor after consultation with the responsible officer, depending on the rate of occupancy.
- (iv) The rates offered for this bid shall include salaries, allowances, transport to and from the site, other increases, PPE, etc. and the contractor shall always comply with all the laws of the Republic of Namibia.
- (v) If the quality of executed work is substandard, the contractor may be instructed to remedy the situation before any payment is made.



MUNICIPALITY OF WALVIS BAY  
CLEANING SERVICES AT VARIOUS MUNICIPAL  
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**SECTION IV: PRICED ACTIVITY SCHEDULE**

Lot No	Brief Description of Services	Monthly Amount – year 1 (N\$)	Monthly Amount – year 2 (N\$)
1	Kuisebmond municipal building		
	15 %VAT (if applicable)		
	<b>Total for Lot 1</b>		
2	Narraville municipal building		
	15% VAT (if applicable)		
	<b>Total for Lot 2</b>		
3	Informal Trade Area (Ekutu)		
	15% VAT (if applicable)		
	<b>Total for Lot 3</b>		
4	Kuisebmond Market Mall and Light Industrial stalls		
	15% VAT (if applicable)		
	<b>Total for Lot 4</b>		
5	Kuisebmond shaded area, business stalls, and Industrial stalls		
	15% VAT (if applicable)		
	<b>Total for Lot 5</b>		

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

**BIDS WILL BE CONSIDERED NON-RESPONSIVE AND IMMEDIATELY DISQUALIFIED IF THIS PRICE ACTIVITY SCHEDULE IS NOT COMPLETED AND SIGNED. SUBSTITUTION OF THIS PRICE ACTIVITY SCHEDULE WILL NOT BE ACCEPTED.**



## SECTION V: GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract (GCC) for the Procurement of Services (Ref. **NCS/RFQ-GCC**) (available from the Municipality of Walvis Bay on request) are below, except where the Special Conditions are modified

## SECTION VI: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Services except where the Special Conditions are modified as set out below.

## SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Subject and GCC clause reference	Special Conditions
Site GCC 1.1(m)	The sites are: Kuisebmond municipal building, Narraville municipal building, Ekutu Informal Trade Area, Market Mall and Light Industrial stalls, shaded area and business stalls and Industrial stalls at Kuisebmond.
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Delivery of service GCC 13.1	Cleaning Services to be done daily for a period of two (2) years from date of Award.
Terms of Payment GCC 16.1	Payment will be done monthly.
Terms of Payment GCC 16.3	Payments shall be made within 30 days after receipt of an invoice, and it is certified satisfactory by the purchaser.
Performance Security GCC 18	No performance security is required for this project.
Insurance GCC 24	It is the responsibility of the contractor to insure its employees for any eventuality that may occur for the duration of this contract at any of the sites in GCC1.1(m).
Transportation GCC 25	The purchaser shall not provide transport to the contractor or its staff.



## BID SECURING DECLARATION

[Section 45 of Act) (Regulation 37(5) and 56(2)]

**This form is compulsory for all Bidders**

**Bid No.: NCS/RFQ/MWB-32/2022**

**To: Municipality of Walvis Bay (town office), Civic Centre, Nangolo Mbumba Drive, Walvis Bay**

I/We\* understand that in terms of section 45 of the Act, a public entity must include in the bidding documents 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

Name: \_\_\_\_\_  
*[insert complete name of person signing the Bid Securing Declaration]*

Capacity: \_\_\_\_\_  
*[indicate legal capacity of person(s) signing the Bid Securing Declaration]*

Duly authorized to sign the bid for and on behalf of: \_\_\_\_\_  
*[insert complete name of Bidder]*

Signed: \_\_\_\_\_  
*[insert signature of person whose name and capacity are shown]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
*[insert date of signing]*

**BIDS WILL BE CONSIDERED NON-RESPONSIVE AND IMMEDIATELY DISQUALIFIED IF THIS BID SECURING DECLARATION IS NOT COMPLETED AND SIGNED. SUBSTITUTION OF THIS BID SECURING DECLARATION WILL NOT BE ACCEPTED.**



**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: .....

Tel No: .....

Fax No: .....

Email Address: .....

Postal Address.....

.....

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

Email Address of Owner // Accounting Officer .....

**2. PROCUREMENT DETAILS**

Procurement Reference No.: **NCS/RFQ/MWB-32/2022**

Procurement Description: **CLEANING SERVICES AT VARIOUS MUNICIPAL BUILDINGS AND TRADING SITES**

Contract Duration: *24 Months*

Location where work will be done: Kuisebmond Municipal Building, Narraville Municipal Building, Market Mall, Industrial Stalls, Business Stalls, Shading Area, Light Industrial Stalls and Ekutu- Informal Trade Area at Kuisebmond.



**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:** .....

*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.*

**BIDS WILL BE CONSIDERED NON-RESPONSIVE AND IMMEDIATELY DISQUALIFIED IF THIS WRITTEN UNDERTAKING IS NOT COMPLETED AND SIGNED. SUBSTITUTION OF THIS WRITTEN UNDERTAKING WILL NOT BE ACCEPTED.**



## OTHER MANDATORY DOCUMENTS

Attach the following mandatory documents to this page.  
Certified copies are also acceptable.

Note: ALL the documents must be valid and must be attached. Failing to do so will result in your bid not being considered further.

Company / Closed Corporation founding statement and certificate of incorporation (Ministry of Industrialization, Trade and SME Development)
Namibia Revenue Agency-NamRa Good Standing Certificate
Social Security Good Standing Certificate
Affirmative Action Compliance Certificate OR Waiver (Office of the Employment Equity Commission)
Municipal Registration or Fitness Certificate (Issued by the Municipality of Walvis Bay)
SME registration certificate
Proof of residence in Kuisebmond or Narraville (as an advantage)