



Procurement Reference Number: NCS/RFQ/28-11/2025/26

REQUEST FOR SEALED QUOTATIONS

Rental of Mobile Toilets for Khomas Region

**Issued on Thursday, 30 October 2025
Closing on Monday, 10 November 2025 @11H00**

Business Name:.....
Postal Address:.....
Contact Number:.....
Contact Person:.....
Email Address:.....

Bidders shall enclose Bidding Documents in a single sealed envelope. The outer part of the envelope shall bear the Employer's name and Bid Reference Number while the inner part should bear the Bidder's name and contact number to be deposited in the Bid Box at the Electoral Commission of Namibia , Head Office – WINDHOEK



REQUEST FOR SEALED QUOTATIONS
NON – CONSULTANCY SERVICES

RENTAL OF MOBILE TOILETS FOR KHOMAS REGION WINDHOEK
(Supply, Delivery, Servicing, and Collection of Mobile Toilets)

Procurement Reference No: NCS/RFQ/28-11/25/26

*Electoral Commission of Namibia, Private Bag 13352, Windhoek, 061-376200/376249/215,
jjacobs@ecn.na*



Letter of Invitation

Procurement Reference Number: NCS/RFQ/28-11/2025/26

30 October 2025

Dear Sirs,

REQUEST FOR QUOTATIONS FOR THE RENTAL OF FORTY-ONE (41) MOBILE TOILETS FOR 26 – 27 NOVEMBER 2025 (Supply, Delivery, Servicing, and Collection of Mobile Toilets)

The Electoral *Commission of Namibia* invites you to submit your best quote for the services described in detail in the specifications outlined in this document.

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

Queries, if any, should be addressed to Ms. H. Shoombe at 061 376215/ 0811465037.

Please prepare and submit your quotation in accordance with the instructions indicated in the document.

Yours faithfully,



H. Shoombe
Head of PMU

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Electoral Commission of Namibia reserves the right:

- (a) to accept or reject any quotation; or
- (b) to cancel the quotation process and 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 30 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 or Certified Copy
- (c) have an original valid good Standing Social Security Certificate or Certified Copy
- (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) Submit signed Bid-securing Declaration.
- (f) 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;

5. Bid Security/Bid Securing Declaration

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

6. Services Completion Period

The completion period for services shall be **five (5) days** after acceptance/issue of Purchase Order. Deviation in completion period shall not be accepted.

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 (at least two reference letters).

8. Sealing and Marking of Quotations

Quotations should be sealed 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 **room number 261, 2nd Floor, ECN Head Office**, not later than **10 November 2025, 11h00**. Quotations by post or hand delivered should reach ECN HEAD OFFICE 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 in the presence of suppliers, immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid-Securing Declaration will be put on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

11. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation.

12. Scope of Services, 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 alternatives 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.

Appendix to Quotation Letter

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

Date:

Procurement Ref No.:

To: Electoral Commission of Namibia

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

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

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

[Complete the unit and total prices for each item listed below in Namibian dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be 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	Rental/Hiring of Flushable Mobile Toilets and daily service/cleaning (Windhoek as per attached list of registration points) to be delivered on 25 th November 2025	41	each		
				Other additional costs	
				Subtotal	
				VAT @ %	
				Total	

Enter 0% VAT rate if VAT exempt.

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

Priced Activity Schedule Authorised By: *[insert company seal]*

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: _____

[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)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	Supply ,delivery, servicing and collection of Mobile Toilets		

* 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/28-11/2025/26

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:
Definitions GCC 1.1(o)	The Service Provider is: _____ <i>[to be inserted at contract signing]</i>
Notices GCC 1.4	Any notice shall be sent to the following addresses: For the Electoral Commission of Namibia, P/Bag 13352, Windhoek, Head of PMU, hshoombe@ecn.na _____ For the [Service Provider], the address and contact name shall be <i>[to be inserted at contract signing]</i> : _____
Authorised Representatives GCC 1.6	The Authorised Representatives are: For the Public Entity: Mr. T. Shapi For the Service Provider <i>[to be inserted at contract signing]</i> : _____
Effectiveness of Contract GCC 2.1	The date on which this Contract shall come into effect is 21 November 2025

Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is <i>25 November 2025</i>
Intended Completion Date GCC 2.3	The intended completion date is <i>27 November 2025</i>
Prohibition GCC 3.2.3(c)	List of Activities: Supply, delivery, Servicing and Collection of Mobile Toilets for 26 – 27 November 2025.
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	The other actions are _____.
Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9	Restrictions on the use of documents prepared by the Service Provider are:
Payments of Liquidated Damages GCC 3.10.1	Liquidated damages for the whole contract are <i>0% of the final contract price</i> The maximum amount of liquidated damages for the whole contract is <i>0%</i> 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>): As need arise
Contract Price GCC 6.2(a)	The amount in local currency is _____.
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 30 days of receipt of the invoice and the relevant documents, and within 14 days in the case of the final payment. The interest rate is NA.
Price Adjustment GCC 6.6.1	Price adjustment <i>not</i> applicable.
Identifying Defects GCC 7.1	The following inspections shall be carried out :as per specifications 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	As need arise
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

<u>COST STRUCTURE FOR VALUE ADDED CALCULATION</u> <u>PER PRODUCT</u>		
	NS	NS
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		

Local Value Added = Total Cost – Cost of imported inputs x 100

Total Cost

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.: _____

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid securing declaration	
Company profile, past experience and references where similar services have been provided	
Valid Good standing Certificate for Tax (NAMRA)	
Valid Good standing Certificate for Social Security	
Valid Company Registration Document	
Employment Equity Certificate	



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.*



Mobile Toilets for Local Authority and Regional Council Elections 2025

Registration Point	Date	No of Days	No of Toilets
JOHN PANDENI			
Okarundu (Open Space)	26-27 November 2025	2	1
KATUTURA EAST			
Namutoni Primary School	26-27 November 2025	2	1
TOBIAS HAINYEKO CONSTITUENCY			
Kilimandjaro Luthern Church	26-27 November 2025	2	1
One nation Kindergarten	26-27 November 2025	2	1
Petrina Haingura (Oprah Creche)	26-27 November 2025	2	1
Red Cross Kindergarten	26-27 November 2025	2	1
Happy Kindergarten (One Nation)	26-27 November 2025	2	1
MOSES //GAROEB CONSTITUENCY			
Havana No 4 Open space (Spotlight)	26-27 November 2025	2	1
Havana no 1 Open space (Sport Field)	26-27 November 2025	2	1
Jerry Ekandjo Open Space	26-27 November 2025	2	1
Epandulo Open Space	26-27 November 2025	2	1
Havana No.2 Open Space	26-27 November 2025	2	1
Saara Kuugongelwa Open Space	26-27 November 2025	2	1
Patrick Iyambo Open Space	26-27 November 2025	2	1
Eehambo Nda Nehale Comm Hall	26-27 November 2025	2	1
Willem Shimooshili Open Space	26-27 November 2025	2	1
Okaleke Mukwanagombe Open Space	26-27 November 2025	2	1
Cuba Primary School	26-27 November 2025	2	1
Evangelical Baptist Church	26-27 November 2025	2	1
SAMORA MACHEL CONSTITUENCY			
Hadino Hishongwa	26-27 November 2025	2	1
Okanghudi KaNujoma	26-27 November 2025	2	1
Chinese Church	26-27 November 2025	2	1
Jericho Wall	26-27 November 2025	2	1
Thlabanello No. 3B	26-27 November 2025	2	1
Thlabanello No. 2	26-27 November 2025	2	1
Balance 2	26-27 November 2025	2	1
Okapale A	26-27 November 2025	2	1
Greenwell Bus Stop	26-27 November 2025	2	1
WINDHOEK EAST CONSTITUENCY			
Sam Nujoma Drive A	26-27 November 2025	2	1

Dr Augusto Netto Plaza	26-27 November 2025	2	1
Suiderhof Playground	26-27 November 2025	2	1
Independence Memorial Museum	26-27 November 2025	2	1
Lady Pohamba Private Hospital	26-27 November 2025	2	1
Metro Open Space	26-27 November 2025	2	1
United Sports Field	26-27 November 2025	2	1
KATUTURA CENTRAL CONSTITUENCY			
Katutura Mobile Police Station	26-27 November 2025	2	1
Old Municipal Offices (Single Quarters)	26-27 November 2025	2	1
KHOMASDAL CONSTITUENCY			
Daan Viljoen Road Block	26-27 November 2025	2	1
Soccer Field 7de Laan A	26-27 November 2025	2	1
Ramatex Main Entrance	26-27 November 2025	2	1
Open Space Next to Namcor Service Station	26-27 November 2025	2	1
TOTAL			41