

KHOMAS REGIONAL COUNCIL

BIDDING DOCUMENT FOR NON-CONSULTANCY SERVICE

Procurement Reference No: NCS/RFQ/DEIYSAC-04/2026/2027

REQUEST FOR QUOTATION FOR THE PROVISION OF SUPPLY, DELIVERY, INSTALLATION, SERVICING, AND MAINTENANCE OF TWENTY-FOUR (24) MOBILE (TEMPORARY) TOILET UNITS AT GOLDEN HILL PRIMARY SCHOOL FOR A PERIOD OF TWELVE (12) MONTHS.

BIDDER NAME:	
BIDDER AMOUNT (VAT EXCLUSIVE):	
BIDDER AMOUNT (VAT INCLUSIVE):	
CLOSING DATE OF BIDS:	24 July 2026 at 11h00

DOCUMENTS CLEARLY MARKED WITH THE PROCUREMENT REFERENCE NUMBER MUST BE DEPOSITED IN THE BID BOX AT THE KHOMAS REGIONAL COUNCIL.



KHOMAS REGIONAL COUNCIL

Tel. No. (061) 292 4400
Fax No. (061) 220317

Pullman Street No. 6688
P. O. Box 3379, WINDHOEK

15 July 2026

Letter of Invitation

Procurement Reference No: NCS/RFQ/DEIYSAC-04/2026/2027

Dear Sir/Madam,

SUBJECT: REQUEST FOR QUOTATION TO SUPPLY, DELIVERY, INSTALLATION, SERVICING, AND MAINTENANCE OF TWENTY-FOUR (24) MOBILE (TEMPORARY) TOILET UNITS AT GOLDEN HILL PRIMARY SCHOOL FOR A PERIOD OF TWELVE (12) MONTHS.

The Khomas Regional Council invites you to submit your best bid for the works described in detail here attached. Any resulting contract shall be subject to the terms and conditions referred to in the document.

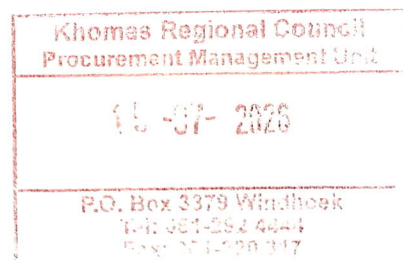
All Queries if any, should be addressed to Mr. P.T.N Amalwa at Tel: +264 612924444 or email at krc.pmu@khomasrc.gov.na

Please prepare and submit your bid in accordance with the instructions given or inform the undersigned if you will not be submitting a bid.

Yours faithfully

Mr. P.T.N Amalwa

**Head: Procurement Management Unit
KHOMAS REGIONAL COUNCIL**



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Khomas Regional Council reserves the right:

- (a) to accept or reject any quotation or 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 works 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 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

Quotations submitted by bidders shall remain valid for a period of one hundred and eighty (180) calendar days from the closing date for the submission of quotations.

During the validity period, bidders shall not withdraw or modify their quotations. The Procuring Entity reserves the right to request bidders to extend the validity of their quotations where necessary. A bidder may refuse such a request without forfeiting its quotation. A bidder agreeing to the extension shall not be permitted to modify its quotation.

4. Eligibility Criteria

To be eligible to participate in this Request for Quotation (RFQ), bidders shall submit the following mandatory documents:

- (a) An original or certified copy of a valid Certificate of Incorporation/Business Registration Certificate.
- (b) A valid Good Standing Tax Certificate issued by the relevant tax authority.
- (c) A valid Good Standing Social Security Commission Certificate.
- (d) A valid certified copy of an Affirmative Action Compliance Certificate, or proof issued by the Employment Equity Commissioner confirming that the bidder is not a relevant employer, or an exemption

issued in terms of Section 42 of the Affirmative Action (Employment) Act, 1998 (Act No. 29 of 1998).

(e) A duly completed and signed Bid Securing Declaration.

(f) A signed undertaking confirming that the salaries and wages payable to the bidder's personnel engaged under this contract comply with the applicable labour laws, Remuneration Orders, Collective Agreements, and Awards, where applicable, and that the bidder will comply with Sub-Clause 4.6 of the General Conditions of Contract if awarded the contract.

(g) Documentary evidence demonstrating that the bidder has the technical capacity and experience to provide mobile toilet services, including the supply, installation, servicing, maintenance, and safe disposal of sewage from similar projects.

h) Proof of ownership or access to suitable vacuum tanker(s), service vehicles, equipment, and trained personnel necessary to perform the required services.

(i) A valid Environmental Clearance or any other permits or licenses required by City of Windhoek for the collection, transportation, and disposal of sewage and wastewater, where applicable.

Failure to submit any of the mandatory documents listed above may render the quotation non-responsive and may result in disqualification from further evaluation

4.1. Bid Securing Declaration

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

Failure to submit a duly completed and signed Bid Securing Declaration with the quotation shall render the quotation **non-responsive**.

5. Works Completion Period

The successful bidder shall complete the **supply, delivery, installation, commissioning, servicing, maintenance, and regular emptying of twenty-four (24) mobile (temporary) toilet units** at Golden Hill Primary School for a contract period of **twelve (12) months**, commencing from the date of contract signature or the date specified in the Notice to Proceed.

6. Sealing and Marking of Quotations

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

7. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Khomas Regional Council, Pullman Street No 6688, Windhoek North, not later than **24 July 2026, at 11h00**. Quotations by post or hand delivered

should reach Khomas Regional Council, Pullman Street No 6688, and Windhoek North by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered.

8. Opening of Quotations

Quotations will be opened internally by the Khomas Regional Council immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, will be posted on the website of the Khomas Regional Council and available to any bidder on request within three working days of the Opening.

9. Evaluation of Quotations

The Khomas regional Council shall evaluate quotations in accordance with the provisions of the Public Procurement Act, 2015 (Act No. 15 of 2015), as amended, the Public Procurement Regulations, and the procedures prescribed for Request for Quotations (RFQs). The Council 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, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

10. Technical Compliance

Bidders shall demonstrate full compliance with the technical requirements of this Request for Quotation (RFQ). Failure to comply with any mandatory technical requirement may result in the quotation being declared non-responsive.

The bidder shall provide documentary evidence confirming its ability to supply, deliver, install, service, maintain, and empty the required mobile (temporary) toilet units throughout the contract period.

11. Prices and Currency of Payment

Prices for the execution of works 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 works, and shall include all duties. The whole cost of performing the works shall be included in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted.

12. Margin of Preference

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

N/A

13. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the works 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 Agreement and General Conditions of Contract.

14. Notification of Award and Debriefing

The Public Entity shall after award of contract 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 on its website within 7 days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within 7 days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER
(To be completed by Bidders)

Quotation addressed to	KHOMAS REGIONAL COUNCIL
Procurement Reference Number:	NCS/RFQ/DEIYSAC-04/2026/2027
Subject matter of Procurement:	Request for Quotation to supply, delivery, installation, servicing, and maintenance of twenty-four (24) mobile (temporary) toilet units at Golden Hill Primary School for a period of twelve (12) months.

We offer to execute the Works detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instructions to Bidders

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act 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 disqualification on the grounds mentioned in the BDS]

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 quotation validity.

Works will commence within 7 days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within 90 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./E-mail		

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

Date:

Procurement Ref No.:

To: Khomas Regional Council
Pullman Street 6688
Windhoek North
Windhoek

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]

Company Stamp

[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.]*



Republic Of Namibia

Ministry of Justice and Labour Relations

Written undertaking in terms of section 138 of the Labour Act, 2007 and section 50(2)(D) of the Public Procurement Act, 2015 as amended

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/license/grant/permit or concession.

Signature:

Date:

Company Stamp (where applicable):.....

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.*

Supply, Delivery, Installation, Servicing, Maintenance, and Emptying of Twenty-Four (24) Mobile (Temporary) Toilet Units at Golden Hill Primary School for a Period of Twelve (12) Months

The successful bidder shall provide a complete sanitation service comprising the supply, delivery, installation, servicing, maintenance, and emptying of twenty-four (24) mobile (temporary) toilet units at Golden Hill Primary School for a contract period of twelve (12) months.

1. Supply of Mobile Toilet Units

The contractor shall:

- Supply twenty-four (24) high-quality mobile (temporary) toilet units that are clean, structurally sound, and suitable for use in a school environment.
- Ensure each unit is manufactured from durable, weather-resistant materials capable of withstanding outdoor conditions.
- Provide toilet units fitted with:
 - A lockable door with an occupancy indicator;
 - Adequate ventilation;
 - Non-slip flooring;
 - Internal lighting where applicable;
 - Toilet seat and holding tank;
 - Hand sanitizer dispenser or handwashing facility;
 - Toilet paper holder;
 - Waste bin (where applicable); and
 - Deodorizing system.

2. Delivery and Installation

The contractor shall:

- Deliver all twenty-four (24) mobile toilet units to Golden Hill Primary School within seven (7) calendar days after receiving the Notice to Proceed.
- Position the units at locations designated by the Procuring Entity.
- Ensure all units are level, stable, secure, and ready for immediate use.
- Remove all packaging and installation waste from the site after installation.

3. Servicing and Cleaning

Throughout the contract period, the contractor shall:

- Service each toilet unit at least **twice per week**, or more frequently if required by the Procuring Entity.
- Thoroughly clean and disinfect all internal and external surfaces.
- Remove dirt, stains, graffiti, and litter.
- Deodorize each toilet unit after every service.
- Inspect all fittings and ensure the units remain fully operational.

4. Emptying and Waste Disposal

The contractor shall:

- Empty all holding tanks using suitable vacuum tanker equipment during every scheduled service.
- Prevent spillages during emptying and transportation.
- Transport all collected sewage to an approved municipal wastewater treatment or disposal facility.
- Dispose of wastewater in accordance with all applicable environmental, health, and municipal regulations.
- Provide proof of lawful disposal when requested by the Procuring Entity.

5. Replenishment of Consumables

During every service visit, the contractor shall replenish consumables including:

- Toilet paper;
- Hand sanitizer or handwashing supplies;
- Deodorizing chemicals;
- Air fresheners (where applicable); and
- Any other hygiene consumables required to maintain the facilities.

6. Maintenance and Repairs

The contractor shall:

- Carry out routine preventive maintenance on all mobile toilet units.
- Repair damaged doors, locks, seats, ventilation systems, tanks, and other components.
- Replace any toilet unit that becomes unsafe, damaged beyond repair, or unsuitable for use.
- Respond to service calls and rectify defects within twenty-four (24) hours after notification.

7. Health, Safety and Environmental Requirements

The contractor shall:

- Comply with all applicable occupational health and safety legislation.
- Ensure employees wear appropriate personal protective equipment (PPE).
- Implement measures to prevent environmental pollution during servicing and waste transportation.
- Maintain a safe working environment at all times.
- Ensure all waste is handled and disposed of in accordance with municipal and environmental regulations.

8. Personnel and Equipment

The contractor shall provide:

- Qualified and experienced personnel to perform the services.
- Vacuum tanker(s) with sufficient capacity.
- Service vehicles and all equipment necessary to perform the work efficiently.
- Cleaning materials, disinfectants, deodorizing chemicals and maintenance tools required under the contract.

9. Service Records and Reporting

The contractor shall:

- Maintain records of every service visit indicating the date, time, work completed, and personnel involved.
- Submit monthly service reports to the Procuring Entity.
- Immediately report any damage, vandalism, or operational issues affecting the toilet units.

10. Removal upon Completion

At the expiry or termination of the contract, the contractor shall:

- Remove all twenty-four (24) mobile toilet units from the school premises.
- Remove all associated equipment and materials.
- Clean the affected areas and restore the site to its original condition to the satisfaction of the Procuring Entity.
-

11. Performance Standards

Throughout the contract period, the contractor shall ensure that:

- All twenty-four (24) toilet units remain fully functional and available for use.
- The facilities are clean, hygienic, odour-free, and safe for learners, educators, and staff.
- Service interruptions are minimized and any defects are corrected promptly.
- The required servicing schedule is adhered to without fail.
- All services are performed to the satisfaction of the Procuring Entity and in accordance with the contract specifications.

SECTION IV: PRICED ACTIVITY SCHEDULEProcurement Reference Number: **NCS/RFQ/DEIYSAC-04/2026/2027**

Supply, Delivery, Installation, Servicing, Maintenance, and Emptying of Twenty-Four (24) Mobile (Temporary) Toilet Units at Golden Hill Primary School for a Period of Twelve (12) Months.

Supply, Delivery, Installation, Servicing, Maintenance, and Emptying of Twenty-Four (24) Mobile (Temporary) Toilet Units at Golden Hill Primary School for a Period of Twelve (12) Months					
Item No	Description	Unit	Quantity	Rate (N\$)	Amount (N\$)
1. MOBILISATION					
1.1	Mobilisation, transport, delivery and installation of twenty-four (24) mobile toilet units complete with positioning and commissioning at Golden Hill Primary School. Removal of all mobile toilet units from site and restoration of the area upon completion of the contract.	Sum	1		
	Subtotal				
2. HIRING OF MOBILE TOILETS					
2.1	Hire of twenty-four (24) standard mobile toilet units, including depreciation, insurance and availability for use.	Toilet/ Month	288 (24 × 12)		
	Subtotal				
3. SERVICING, CLEANING AND EMPTYING					
3.1	Servicing, washing, cleaning, disinfecting and deodorizing of all twenty-four (24) toilet units twice per week.	Month	12		
3.2	Emptying of holding tanks twice per week using vacuum tanker and disposal of sewage at an approved municipal wastewater treatment facility.	Month	12		
3.3	Supply and replenishment of consumables including toilet paper, hand sanitizer, deodorizing chemicals and cleaning materials.	Month	12		
	Subtotal				

4. MAINTENANCE					
4.1	Routine preventive maintenance of all mobile toilet units, including inspection, lubrication and adjustment.	Month	12		
4.2	Repairs and replacement of damaged doors, locks, toilet seats, ventilation components and other accessories.	Provisional Sum	1		
	Subtotal				
	SUMMARY				
ITEM NO	Description				Amount (N\$)
1	Mobilisation				
2	Hire of Mobile Toilets				
3	Servicing, Cleaning and Emptying				
4	Maintenance				
	Subtotal (Excluding VAT)				
	VAT (15%)				
	Grand Total (Including VAT)				

Priced Activity Schedule Authorised By:

.....

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/DEIYSAC-04/2026/2027**

[Bidders should complete columns C and D with the specifications and performance of the Works offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications 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	Supply, Delivery, Installation, Servicing, Maintenance, and Emptying of Twenty-Four (24) Mobile (Temporary) Toilet Units at Golden Hill Primary School for a Period of Twelve (12) Months.		

* Columns A and B to be completed by Public Entity.

Specifications and Compliance Sheet Authorised By:

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

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

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) for the Procurement of Goods (Ref. **W/RFQ-GCC**) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: NCS/RFQ/DEIYSAC-04/2026/2027

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	Khomas Regional Council
Intended Completion Date GCC	The intended completion date is: 31 July 2027 Based on the nature of work, the Bidders are encouraged to Supply, Delivery and Installation at least within 7 days after the acceptance of award.
Project Manager GCC 1.1(y)	The Project Manager is: Mr. Jafet K Abraham Chief Works Inspector
Site GCC 1.1(aa)	Golden Hills Primary School, Khomas Region
Start Date GCC 1.1(dd)	The Start Date shall be: As soon as possible
The Works GCC 1.1(hh)	The Works consist of: Supply, Delivery, Installation, Servicing, Maintenance, and Emptying of Twenty-Four (24) Mobile (Temporary) Toilet Units at Golden Hill Primary School for a Period of Twelve (12) Months.
Interpretation GCC 2.2	The following additional documents shall form part of the contract Award letter and Purchase order
Interpretation GCC2.3	N/A
Language and Law	The language of the contract is English The law that applies to the Contract is the law of Namibia.

GCC Clause Reference	Special Conditions
GCC 3.1	
Project Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation GCC 5.1	The Project Manager <i>may</i> delegate his/her duties.
Notices GCC 6	Any notice shall be sent to the following addresses: Procurement Management Unit Khomas Regional Council Pullman Street 6688 Windhoek For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be

GCC Clause Reference	Special Conditions
Insurance GCC 13.1	Except for the cover mentioned in Clause (d)(i) below, all insurance policies shall be in the joint names of the Contractor and the Employer. The Contractor shall maintain the following minimum insurance cover throughout the contract period: (a) Insurance for the Mobile Toilet Units, Equipment and Materials The Contractor shall insure all mobile (temporary) toilet units, accessories, equipment, consumables, and materials supplied under the Contract against loss, theft, vandalism, fire, accidental damage, and any other insurable risks. The insurance shall cover the full replacement value of all mobile toilet units, equipment, and materials until completion of the Contract. (b) Insurance for Vehicles and Service Equipment The Contractor shall maintain comprehensive insurance for all vehicles, vacuum tankers, trailers, pumps, machinery, and other equipment used in the execution of the Contract. The insurance shall cover the full replacement value of such equipment and remain valid throughout the Contract period. (c) Insurance for Loss or Damage to Property The Contractor shall provide adequate insurance against loss of or damage to any property arising from or in connection with the execution of the Contract. This cover shall include damage to school buildings, infrastructure, utilities, landscaping, boundary fences, roads, and any other property belonging to the Employer or third parties resulting from the Contractor's operations. (d) Insurance for Personal Injury or Death (i) Contractor's Employees The Contractor shall obtain and maintain adequate Workmen's Compensation and Employer's Liability Insurance for all employees engaged in the execution of the Contract, in accordance with the applicable labour legislation of Namibia. The Contractor shall be solely responsible for any claims arising from injuries, illness, disability, or death of its employees. (ii) Third-Party Liability The Contractor shall maintain adequate Public Liability Insurance against claims arising from injury, illness, disability, or death of learners, staff members, visitors, members of the public, or any other third party, as well as damage to third-party property

GCC Clause Reference	Special Conditions
	resulting from the Contractor's operations. The insurance shall extend indemnity to the Employer and its authorised representatives. (e) Environmental Liability The Contractor shall maintain insurance covering environmental pollution and accidental spillage arising from the collection, transportation, handling, or disposal of sewage and wastewater. The Contractor shall be fully responsible for the immediate clean-up of any spills and for all associated remediation costs. (f) Insurance for Materials and Consumables The Contractor shall insure all consumables, cleaning chemicals, disinfectants, spare parts, and other materials stored on site or intended for use in the execution of the Contract against theft, fire, accidental damage, and other insurable risks. The Contractor may obtain the above insurance requirements through separate insurance policies or by means of a comprehensive Contractor's All Risks Insurance Policy together with Motor Vehicle Insurance, Public Liability Insurance, Employer's Liability Insurance, and any other policies necessary to provide the required level of cover, subject to the approval of the Employer. All insurance policies shall remain valid for the entire duration of the Contract and shall be issued by a registered insurer licensed to operate in Namibia. Copies of the insurance certificates shall be submitted to the Employer before commencement of the services. All deductibles or excess amounts under the insurance policies shall be for the sole account of the Contractor.
Site Date GCC 14.1	The contractor shall be deemed to have examined any Site Data supplemented by any information available to the Contractor.
Possession of the Site GCC 20.1	The Site Possession Date shall be: Within seven (7) days of accepting off Purchase Order and Award Letter
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. 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 shall be referred to court by either party.

GCC Clause Reference	Special Conditions
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within 7 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates shall be required.
Defects Liability Period GCC 33.1	The Defects Liability Period shall expire upon the satisfactory completion of the Contract, removal of all mobile toilet units, restoration of the site to the satisfaction of the Employer, and the issuance of the Final Completion Certificate. Failure by the Contractor to rectify any defect within the specified period shall entitle the Employer to have the defect remedied by others and recover the associated costs from the Contractor, without prejudice to any other rights available under the Contract.
Payment Certificates GCC 39.7	"A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor".
Payments GCC 40	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (I)	No additional payment shall be made to the Contractor for delays or increased costs arising from normal seasonal weather conditions. An extension of time may be considered only where the Employer is satisfied that the delay resulted from exceptional adverse weather conditions beyond the Contractor's reasonable control. The Contractor shall ensure that all mobile toilet units remain stable, secure, and safe during periods of adverse weather and shall immediately inspect, repair, or reposition any units that are damaged or displaced due to weather conditions, at no additional cost to the Employer.
Price Adjustment GCC 44.	The Contract is not subject to price adjustment.
Bonus GCC 46.	The rate for the Bonus per calendar day is: N/A
Advance Payment GCC 47	(i) No advance payment shall be made

GCC Clause Reference	Special Conditions
GCC 48	"As built" drawings or operating and maintenance manuals are required.

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No: NCS/RFQ/DoEIYSAC-04/2026/2027

Description	Attached	Not Attached
Quotation letter		
Signed Bid Securing Declaration		
Have an original/certified copy of an original valid company Registration Certificate;		
Have a valid good Standing Social Security Certificate		
Original/certified copy of an original valid good Standing Tax Certificate;		
Track record in the work required		
Proof of experience in the form of completion certificates;		
Qualification and experience of the key personnel involved in the project, (attached NQA accredited certificate). 1. Project Manager 2. Site Agent or Driver (Attached certified copy of qualification and ID Copy)		
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.		
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;		
Priced Activity Schedules		
Program of work and Methodology		
Specification and Compliance Sheet		