



NAMFI

Namibian Maritime and Fisheries Institute

Main Campus

Tel.: +264 64 270 900
Fax: +264 64 203 112
P.O. Box 3228, Walvis Bay

Satellite Campus

Tel: +264 63 202 800
Fax: +264 63 202 678
P.O. Box 470, Lüderitz

Request for Sealed Quotations for

**Provision of Laundry and Dry-Cleaning Services for Office
Chairs of the Namibian Maritime and Fisheries Institute
(NAMFI) for a period of thirty-six (36) months.**

Procurement Reference No: NCS/RFQ/NAMFI-3/26/27

BIDDER NAME	
BIDDER REPRESENTATIVE	
BIDDER CONTACT AND EMAIL	
BIDDER EMAI	
BIDDER TOTAL PRICE	
BIDDER PRICE IN WORDS	

Issued: Tuesday, 30th April 2026

CLOSING DATE: Friday, 22nd May 2026

TIME: 14:30

To be deposited in the Bid Box located at Namibian Maritime and Fisheries Institute, 1st Street East, No. 29, Reception Area, Walvis Bay.

Telephone: +264 64 270900

Email: procurement@namfi.net

website: www.namfi.net

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Letter of Invitation

Procurement Reference No: NCS/RFQ/NAMFI-3/26/27

Dear Prospective Bidder,

Request for Quotations for Provision of Laundry and Dry-Cleaning Services for Office Chairs of the Namibian Maritime and Fisheries Institute (NAMFI) for a period of thirty-six (36) months.

The Namibian Maritime and Fisheries Institute invite you to submit your best quote for the items described in detail hereunder.

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

Queries, if any, should be addressed to procurement@namfi.net .

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,



Head of procurement Management Unit:

Ms. Hertha Steven

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SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The **Namibian Maritime and Fisheries Institute** reserve the right:

- (a) to split the contract as per the lowest evaluated cost per item, 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 items 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 List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed 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 **180] days** from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

- (a) have a **valid certified** company Registration Certificate, which outlines that bidder's principal line of business is in line with this procurement.
- (b) have an **original/certified valid copy** of a good Standing Tax Certificate.
- (c) have an **original/certified valid copy** of a 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 valid good standing certificate with the local Authority, Municipality or of town Council to operate a car wash business in that town/City
- (f) Submit duly filled in and signed Bid-securing Declaration Form
- (g) Submit duly filled in and signed Witten undertaking in terms of section 138 of the Labour Act,2015
- (h) **ALL COPIES SHOULD BE CERTIFIED BY THE NAMIBIAN POLICE**

5. Bid Security/Bid Securing Declaration

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

6. Services Completion Period

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The completion period for services shall be **(36 months)** after contract signing. Deviation in completion period shall not be acceptable.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the **Namibian Maritime and Fisheries Institute** with the Bidder's name and contact information at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Namibian Maritime and Fisheries Institute 1st Street East, No. 29, Walvis Bay**¹, not later than Friday, **22th May 2026 14h30**. Quotations by post or hand delivered should reach **1st Street East, No. 29, Walvis Bay** by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

9. Opening of Quotations

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

10. Evaluation of Quotations

Evaluation Qualifications Criteria

The evaluation process will be conducted in three phases, and only bidders who successfully pass all phases will be considered for selection.

The Phases are as follows:

Phase 1 : Mandatory Eligibility Documents

Bidders will be assessed on a Yes/No basis to determine compliance with all mandatory requirements. Only bidders who fully comply with these requirements will proceed to the next phase, which is the technical evaluation stage.

Phase 2: Technical Evaluation

Bidders will be assessed against the technical evaluation criteria as outlined in the table, with a total weighting of 100%. To qualify for the next stage, bidders must achieve a minimum score of 70% or above.

No.	Evaluation Criteria	Description	Weight Score (%)	Score	
1	Principal Line of Business	The bidder must demonstrate that laundry and dry cleaning services,	(15%)		

¹ Insert number of fax machine secured for quotations not to be disclosed before the set date and time.

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		including the handling of institutional garments, protective clothing, and fabric materials, form a core part of their business operations.			
2	Company Establishment and Years in Operation	Evaluation will be based on the year of establishment and the number of years the company has been actively providing laundry and dry cleaning services.	(10%)		
3	Relevant Experience	Proven experience in delivering similar services, including laundry and dry cleaning of institutional items such as suits, overalls, gowns, protective clothing, banners, tablecloths, and chair covers, supported by a track record of completed contracts.	(15%)		
4	Reference Letters	Submission of recent and verifiable reference letters from previous or current clients for similar services, including laundry and dry cleaning of institutional garments and fabric-based items.	(10%)		
5	Premises and Location	Availability and suitability of business premises, including accessibility, size, and operational capacity for laundry and dry cleaning operations, including sorting, washing, drying, pressing, and storage facilities.	(10%)		
6	Equipment and Resources	Availability of adequate and appropriate equipment, tools, and cleaning materials required to perform laundry and dry cleaning services efficiently, including washing machines, dry cleaning systems, pressing equipment, drying systems, and fabric-safe cleaning agents	(10%)		
7	Staffing and Capacity	Qualified personnel and sufficient workforce to deliver consistent and reliable laundry and dry cleaning services, including handling, sorting, cleaning, pressing, and packaging of institutional items..	(10%)		
8	Compliance and Fitness Certificate	Valid fitness certificate and compliance with all local authority regulations and business requirements relevant to laundry and dry cleaning operations.	(10%)		
9	Health, Safety, and Environmental	Adherence to health, safety, and environmental standards,	(5%)		

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	Practices	including proper handling of cleaning chemicals, safe disposal of wastewater and waste materials, and use of environmentally friendly practices during laundry and dry cleaning operations.			
10	Service Delivery Approach and Methodology	Clear description of how services will be delivered, including collection and delivery procedures, handling of different fabric types, turnaround times, and quality control measures to ensure clean, well-pressed, and properly packaged items.	(5%)		
Total Scores				100%	

The Namibian Maritime and Fisheries Institute shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared based on price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

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

12. Prices and Currency of Payment

Prices for the execution of these services shall be fixed in Namibian Dollars as quoted, Quotations shall cover all costs of labour material.

13. Scope of Service, specifications and Performance Standard

Bidders must comply with the scope of services and performance standards outlined in Sections III and V. While bidders may propose alternatives for parts of the scope, they must clearly demonstrate that such alternatives will equally meet the needs of the Namibian Maritime and Fisheries Institute.

However, evaluation will be conducted based on the defined scope. Any proposed alternatives will only be considered from the bidder who submits the lowest evaluated quotation based on the original requirements.

14. Margin of Preference

14.1. The applicable margins of preference and their application methodology are as follows: The Margin of Preference is applicable to this request for this Bid is : preference will only be granted to bidders as per Government notice No. 13 in terms of the code of good practice issued on 31 January 2023 in terms of section 71 and 72 of the Publica procurement Act,2015 and Public Procurement Act, 022 as amended. The maximum accumulative allowable margin of preference applicable to exclusive preferences for price evaluation opurp9oses is 10%. Kindly see the table below.

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Margin of preferences when evaluating bids for exclusive preferences

CATEGORY OF BIDDERS	MARGIN OF PREFERENCE	DOCUMENTARY EVIDENCE
Manufacturer	2%	<ul style="list-style-type: none"> - Certificate of Registration from a registering authority - Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation and as certified by an Accountant
Micro, Small and Medium Enterprise (MSME)	1%	<ul style="list-style-type: none"> - SME registration certificate - Declaration indicating the percentage of Namibian MSME Ownership
Women owned enterprise	1%	<ul style="list-style-type: none"> - IDs of all shareholders - Founding statement/company registration indicating ownership structure /shareholder certificate - Declaration indicating the percentage of Namibian female ownership
Youth owned enterprise	2%	<ul style="list-style-type: none"> - IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - Declaration indicating the percentage of Namibian youth ownership
Previously Disadvantaged Person owned enterprise (PDP)	2%	<ul style="list-style-type: none"> - IDs of all shareholders - Founding statement/company registration indicating Ownership structure/shareholder certificates - Declaration indicating the percentage of Namibia PDPs ownership
Suppliers providing environmental protection	1%	<ul style="list-style-type: none"> - Declaration and proof that the bidder meets the requirements set out in the bidding document
Suppliers providing employment to Namibian	1%	<ul style="list-style-type: none"> - Declaration the bidder employs 50% or more Namibia citizens
TOTAL	10%	

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14.1.1. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: Applicable Exclusive Preference

Please note:

Note that a total margin of preference scored by a bidder will be deducted from the bid/quote price of the bidder for evaluation purposes only.

$$A = \frac{\text{Margin of Preference} \times \text{Bid Price}}{100}$$

15. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related 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 Agreement and General Conditions of Contract.

16. 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 seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (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 Price list and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it will be rejected.**]*

Quotation addressed to: <i>[name of Public Entity]</i>	NAMIBIAN MARITIME AND FISHERIES INSTITUTE
Procurement Reference Number:	NCS/RFQ/NAMFI-3/26/27
Subject matter of Procurement:	Provision of Laundry and Dry-Cleaning Services for Office Chairs of the Namibian Maritime and Fisheries Institute (NAMFI) for a period of thirty-six (36) months.

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, 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: Instruction to Bidders.

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

We have read and understood the content of the *Bid Security / Bid Securing Declaration (BSD)* attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to *[forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

The validity period of the Quotation is _____ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and 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 quotation validity.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

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	

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

Date:*[Day/month/year]*.....

Procurement Ref No.:

To:*[insert complete name of Public Entity and address]*.....

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***

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[This form is to be deleted if Bid Security is not



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten 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:.....

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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.*

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SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Request for Quotations for Provision of Laundry and Dry-Cleaning Services for Office Chairs of the Namibian Maritime and Fisheries Institute (NAMFI) for a period of thirty-six (36) months. **Procurement Ref No NCS/RFQ/NAMFI-3/26/27**

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. <i>[To be filled by the Public Entity]</i>				<u>Bidders shall fill-in columns E - I and fill the total</u> E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page					
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/m onth	Country of Origin
1	Immersion Suit	1	Each						
2	Fire Fighting Suits Pants	1	Each						
3	Fire Fighting Suits Jackets	1	Each						
4	Overall, One Piece	1	Each						
5	Conti Suit Overall	1	Each						
6	Gazebo Pieces	1	Each						
7	Table Clothes	1	Each						
8	Graduation Grown Sets	1	Each						
9	Chair Covers	1	Each						
1.	Curtain drop	1	Each						
2.	Pull up banners clothes	1	Each						
					TOTAL				
NAME:			POSITION:		SIGNATURE			DATE	
NAME OF BIDDER:			ADDRESS:						

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PLEASE NOTE QUANTITY CAN DECREASE OR INCREASE, IF YOUR PRICES ARE BY WEIGH THE ITEMS OR EACH STATE IT OR GIVE THE MINIMUM RATE OR BY EACH ITEM

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency : Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA=NOT APPLICABLE, NQ=NO QUOTE**

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SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

SCOPE OF WORK

PROVISION OF LAUNDRY AND DRY-CLEANING SERVICES FOR NAMIBIAN MARITIME AND FISHERIES INSTITUTE (NAMFI) FOR A PERIOD OF THIRTY-SIX (36) MONTHS (AS-AND-WHEN REQUIRED BASIS)

1. GENERAL DESCRIPTION

The Namibian Maritime and Fisheries Institute (NAMFI) require the provision of laundry and dry-cleaning services for institutional garments, fabrics, and related items for a period of thirty-six (36) months.

The contract is framework-based, and services will be executed strictly on an as-and-when required basis upon issuance of a Purchase Order by NAMFI.

No minimum or guaranteed quantity of work is implied under this contract.

2. EXECUTION BASIS (PURCHASE ORDER SYSTEM)

All services under this contract shall be performed only upon receipt of an official NAMFI Purchase Order.

- No work shall be undertaken without an approved Purchase Order
- Payment shall only be made for services requested and completed
- Quantities and frequency of work are not fixed and will depend on operational needs
- NAMFI reserves the right to request services at any time during the contract period

3. SCOPE OF LAUNDRY AND DRY-CLEANING SERVICES

The service provider shall provide professional laundry and dry-cleaning services upon request, including but not limited to:

- Washing, drying, ironing, and folding of items
- Dry cleaning of delicate and specialized fabrics
- Stain removal and fabric treatment
- Disinfection and sanitisation where required

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- Proper handling and care of all materials to prevent damage

4. ITEMS COVERED

The services shall cover, but not be limited to, the following items:

- Immersion suits
- Fire suit sets
- One-piece overalls
- Gazebo material pieces
- Pull-up banners
- Tablecloths
- Graduation gowns and their accessories
- Chair covers

5. COLLECTION AND DELIVERY

The service provider shall:

- Collect items from NAMFI premises as instructed
- Deliver cleaned items within agreed turnaround times
- Ensure proper tracking and accountability of all items
- Return items in clean, pressed, and ready-to-use condition

6. FREQUENCY OF SERVICES

Laundry and dry-cleaning services shall be provided strictly as and when required, depending on NAMFI's operational needs.

7. OPERATIONAL REQUIREMENTS

The service provider shall:

- Provide all labour, supervision, equipment, and materials
- Ensure proper sorting and handling of different fabric types
- Prevent loss or damage to items during cleaning and transportation
- Maintain high standards of cleanliness and professionalism
- Ensure minimal disruption to NAMFI operations

8. HEALTH, SAFETY AND ENVIRONMENT

The contractor shall:

- Comply with all applicable Namibian health and safety regulations
- Use environmentally friendly and approved cleaning chemicals where possible
- Ensure safe handling and disposal of detergents and solvents

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- Protect NAMFI property during collection and delivery
- Prevent environmental contamination

9. QUALITY STANDARDS

All services shall:

- Be executed in a professional and workmanlike manner
- Meet acceptable hygiene and cleanliness standards
- Preserve the quality and lifespan of fabrics and materials
- Be subject to inspection and approval by NAMFI

10. EXPERIENCE AND CAPACITY REQUIREMENTS

The bidder must demonstrate:

- Experience in laundry and dry-cleaning services
- Ability to handle institutional and bulk cleaning requirements
- Capacity for timely collection and delivery
- Availability of appropriate equipment, facilities, and trained personnel

11. CONTRACT PERIOD

The contract shall remain valid for a period of thirty-six (36) months from the date of award. All services will be performed strictly on a purchase order basis as and when required by NAMFI.

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SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/NAMFI-3/26/27**

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	<p>Immersion Suits</p> <ul style="list-style-type: none"> • Inspection and sorting prior to cleaning • Specialised washing or dry cleaning according to manufacturer specifications • Removal of salt, oil, and heavy contaminants • Disinfection and deodorising • Controlled drying to maintain material integrity • Careful handling of zips, seals, and sensitive components to prevent damage • Use of appropriate, non-damaging cleaning agents 		
2	<p>Fire Suit Sets</p> <ul style="list-style-type: none"> • Pre-treatment of stains (oil, soot, chemicals) • Professional dry cleaning or specialised washing • Heat-safe and fabric-preserving cleaning methods • Decontamination and sanitisation • Proper pressing and finishing • Special attention to zippers, reflective strips, and sensitive areas • Use of approved, non-damaging cleaning chemicals 		
3	<p>One-Piece Overalls</p> <ul style="list-style-type: none"> • Industrial washing and stain removal 		

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	<ul style="list-style-type: none"> • Degreasing and removal of oil residues • Drying and ironing/folding • Fabric protection and colour preservation • Careful handling of zips, buttons, and seams • Use of appropriate detergents and cleaning agents 		
4	<p>Gazebo Material Pieces</p> <ul style="list-style-type: none"> • Cleaning of heavy-duty fabric materials • Removal of dust, stains, and environmental residues • Mould and mildew treatment where applicable • Proper drying to prevent damage or shrinkage • Careful handling of stitched areas, fasteners, and joints • Folding and packaging for storage 		
5	<p>Pull-Up Banners</p> <ul style="list-style-type: none"> • Surface cleaning using suitable, non-abrasive methods • Stain and mark removal without damaging print or material • Careful handling of mechanical parts and retractable components • Proper drying and retraction handling 		
6	<p>Tablecloths</p> <ul style="list-style-type: none"> • Washing, stain removal, and whitening where applicable • Drying and professional ironing/pressing • Fabric-safe handling to avoid fraying or tearing • Folding and packaging for reuse • Use of fabric-safe cleaning agents 		
7	<p>Graduation Gowns and Accessories</p> <ul style="list-style-type: none"> • Gentle washing or dry cleaning depending on fabric type • Stain removal and deodorising • Pressing and finishing to maintain presentation 		

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	<p>quality</p> <ul style="list-style-type: none"> Careful handling of delicate fabrics, zips, linings, and accessories Packaging to prevent creasing and damage 		
8	<p>Chair Covers</p> <ul style="list-style-type: none"> Washing and stain removal Drying and ironing Fabric care to maintain durability and appearance Careful handling of seams, zips, and elastic components Folding and packaging for storage and reuse 		

GENERAL REQUIREMENTS (APPLICABLE TO ALL ITEMS)

- Use of appropriate, non-damaging, and environmentally friendly cleaning agents
- Proper sorting of fabrics and materials before cleaning
- Adherence to manufacturer care instructions where applicable
- Special care for zips, fasteners, seams, and other sensitive areas
- Prevention of shrinkage, colour fading, or material damage
- Professional handling, tracking, and accountability of all items
- Hygienic cleaning standards, including sanitisation where required
- Timely turnaround and delivery in clean, ready-to-use condition

[Bidders should complete columns C and D with the specification of the goods 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.]

** 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

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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. **G/RFQ-GCC** on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

SECTION VI: 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 except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/NAMFI-3/26/27**

The clause numbers given in the first column correspond to the relevant clause number of the GCC. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Namibian Maritime and Fisheries Institute
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is _____
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: The Namibian Maritime and Fisheries Institute: 1st Street East, No. 29, Walvis Bay For the Supplier, the address and contact name shall be: _____
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____

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Subject and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	The Goods are to be delivered within _____ days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed " <i>shall not</i> " be adjustable. If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1 (30 days)
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price " <i>shall not be</i> " adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser. ii) An interest rate of [<i>insert percentage</i>] is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
Performance Security GCC 18.1	(i) No performance security is required*or * Delete as appropriate
Discharge of Performance Security GCC 18.4	The performance security will be discharged and returned to the supplier not later than [<i>insert number of days</i>] following completion date.
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: _____

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Subject and GCC clause reference	Special Conditions
Insurance GCC 24.1	<i>[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation]</i>
Transportation GCC 25	The Goods shall be delivered: <i>[Incoterm for transportation]</i> .
Inspection and Test GCC 26.1	The inspection and tests shall be: <i>[insert nature, frequency, procedures for carrying out the inspections and test]</i>
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: <i>[insert names(s) of locations(s)]</i>
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are <i>[insert percentage of the final contract price]</i> per day. The maximum amount of liquidated damages for the whole contract is <i>[insert percentage 4-10%]</i> of the final contract price.
Warranty GCC 28.3	<p>The period of validity of the warranty shall be: <i>[insert number]</i> day(s)</p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be: <i>[insert names(s) of location(s)]</i></p> <p>For item 1, the minimum period of warranty/shelf life shall be ____</p> <p>For item 2, the minimum period of warranty/shelf life shall be ____</p> <p>For item 3, the minimum period of warranty/shelf life shall be ____</p>
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: <i>[insert number]</i> day(s)

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE**

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

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Procurement Reference No.: NCS/RFQ/NAMFI-3/26/27

Description	Attached	Not Attached
Duly completed Quotation Letter		
Duly completed and signed Bid Securing Declaration		
Submit duly filled in and signed Written undertaking in terms of section 138 of the Labour Act,2015		
Duly completed List of Goods and Price Schedule		
Duly completed Specification and Compliance Sheet		
BIPA BUSINESS REGISTRATION Have a valid certified copy of a Company Registration Certificate		
NAMRA GOOD STANDING Have a valid original / certified copy of a good Standing Tax Certificate. (NamRa)		
SOCIAL SECURITY COMMISSION GOOD STANDING Have a valid original/ certified copy of a good Standing Social Security Certificate; a printout of a valid electronic or online document issued in terms of the Electronic Transactions Act, (Act No of 2019) will be accepted. Where a company has no Employees, Confirmation letter from the Social Security Commission. (A printout of a valid electronic or online document issued in terms of the Electronic Transactions Act (Act No of 2019) will be accepted.		
AFFIRMATIVE ACTION COMPLIANCE CERTIFICATE 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.		
TRADE AND INDUSTRIAL SME CERTIFICATE Have a valid certified copy of certificate indicating SME Status		

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<p>This bid is reserved for Small and Medium Enterprises. Bidder must submit their SME certificate. Bidder who are not SMEs will automatically be disqualified. (Bids reserved for SMEs)</p>		
<p>FITNESS AND OPERATIONAL CERTIFICATION</p> <p>Have valid a certified copy of Certificate of Fitness (from Walvis Bay Municipality Local Authority)</p>		
<p>SECTION III LIST OF GOODS AND PRICE SCHEDULE</p> <p>The bidder must submit a detailed quotation on its company letterhead clearly stating the banking details on it, in addition to Section III List of Goods and Price Schedule.</p>		
<p>COMPANY PROFILE</p> <p>Bidders are required to submit with their bid documents a company profile with brochures/catalogues</p>		
<p>BUSINESS LEGITIMACY & CORE OPERATIONS</p> <p>The bidder must be a legally registered and tax-compliant business whose core operations include laundry and dry-cleaning services, with demonstrable industry experience and verifiable client references available.</p>		
<p>PHYSICAL PREMISES</p> <p>The bidder must operate from a fixed, suitable, and compliant physical location with adequate space and proper organisation for laundry and dry-cleaning operations, and must maintain facilities that support the efficient handling, cleaning, drying, and storage of items.</p>		
<p>HANDLING & PROCESSING CAPACITY</p> <p>The bidder must demonstrate sufficient capacity to handle bulk items such as suits, overalls, gowns, and fabrics, and must have proper sorting, tagging, and tracking systems in place, as well as secure handling and storage measures to prevent loss or damage</p>		
<p>EQUIPMENT & INFRASTRUCTURE</p> <p>The bidder must possess functional washing and dry-cleaning</p>		

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<p>machines, pressing and ironing equipment, drying systems suitable for different fabric types, and adequate water supply, drainage, and power systems, and must use appropriate, fabric-safe, and non-damaging cleaning agents.</p>		
<p>TRANSPORT, HANDLING & INSURANCE</p> <p>The bidder must provide reliable collection and delivery services, ensure safe transportation of items, maintain adequate insurance coverage for items in their care, and ensure that staff handling the items are trained and competent. competent</p>		
<p>QUALITY, SECURITY & RELIABILITY</p> <p>The bidder must demonstrate a proven record of reliable service delivery, ensure secure handling of all items entrusted to them, maintain professional conduct with minimal disputes, and implement measures to prevent loss, damage, or misplacement of items.</p>		
<p>REFERENCES AND EXPERIENCE</p> <p>Provide a minimum of five (5) reference letters for similar services rendered within the last two (2) years, including laundry services, dry cleaning services, cleaning of specialised garments such as uniforms, protective suits, and gowns, as well as handling of bulk or institutional cleaning requirements.</p>		

***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.*

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