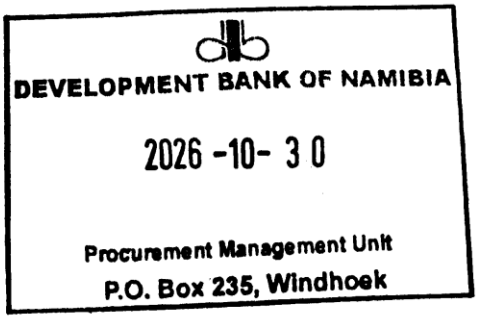
Development Bank of Namibia
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Request for Sealed Quotations for Goods

Supply and Delivery of Carpet Cleaning Equipment for the Development Bank of Namibia Head Office

Bidder's Name:	
Contact Details:	Tel:
	Email:
Total quote amount	**VAT exclusive (N$)**
	VAT inclusive (N$)

RESERVATION MEASURES FOR LOCAL SUPPLIERS
Note: any bidder that does not fall within one of those categories will be deemed not eligible and disqualified.

APPLIED MARGIN OF PREFERENCE

Manufacturer (local content of 40% or more)		**51% Women Owned Enterprise**	
MSME		**51% Youth Owned Enterprise**	
Suppliers Providing Environment Protection		**51% PDP Owned Enterprise**	
Suppliers providing employment to Namibians (employs 50% or more Namibian citizens)			

Procurement Reference No: G/RFQ/DBN-12/2026

NOTICE TO BIDDERS

Please take note:

- **Sign all relevant pages as stipulated in this standard bidding document.**
- **Initialize all pages of this standard bidding document, including all supporting documents.**
- **Stamp all pages where applicable as indicated where a stamp is required.**
- **Submit a complete bidding document as issued.**
- **Certify all supporting documents by the Namibian Police / Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)).**
- **a receipt and/or proof of application will not be accepted as being in good standing on the respective requirement(s).**
- **Clarifications received after the due date for request for clarifications will not be attended to.**
- **Bid submissions received after the deadline (date and time) for submission of bids will not be accepted.**
- **Submission is NOT AT DBN HEAD OFFICE, but at:**

  Development Bank of Namibia Operations Office
  Mezzanine Floor
  Freedom Plaza 1990 Building
  Rev Michael Scott, Street
  Windhoek

  Late submissions will be rejected.

Development
Bank of Namibia
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12 Daniel Munamava Street, Windhoek • PO Box 235, Windhoek, Namibia • Tel + 264 61 290 8000 • Fax + 264 6 290 8049
E-mail info@dbn.com.na • www.dbn.com.na

Letter of Invitation

To: Prospective Bidders

Procurement Reference No.: G/RFQ/DBN-12/2026

Date: 30 October 2026

Dear Sirs/Madam

Request for Quotations for Supply of Supply and Delivery of Carpet Cleaning Equipment for the Development Bank of Namibia Head Office

The Development Bank of Namibia invites 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@dbn.com.na. Request for clarifications should be received five (5) workdays prior to the deadline set for submission of bids.

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,

Rebecca Haipinge
Head: Procurement Management Unit

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Development Bank of Namibia reserves the right:

(a) to split the contract as per the lowest evaluated cost per item, or

(b) to accept or reject any quotation; and

(c) 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 items mentioned in Section III by completing, signing and returning:

(a) the Quotation Letter in Section II with its annex for Bid Securing Declaration;

(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 one hundred and eighty (180) workdays from the date of submission deadline.

4. Eligibility Criteria

NOTE: **Examination and evaluation of bids shall be in accordance with the provisions of Public Procurement Act, 2015 (Act No. 15 of 2015), Section 52 (12), "**Where a substantial number of bids are tendered and it is not practical to evaluate all the bids, the Board or the public entity may select a sufficient number of lowest priced bids to evaluate after completing the preliminary examination."

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

a) submit a copy of a **valid certificate of business registration, substantiated by BIPA Certificate of Existence with status in Good Standing**. (This certificate validates the existence of the entity and certifies that all records (statutory and voluntary amendments) are in order and up to date and therefore places the entity in Good Standing with BIPA, (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).

b) submit an original or certified copy of a **valid Good Standing Tax Certificate, valid at the deadline of submission of bids,** (certified by a Commissioner of Oaths appointed in

terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).

c) submit an original or a certified copy of a **valid Good Standing Social Security Certificate**, **valid at the deadline of submission of bids,** (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).

d) submit a certified copy of a valid **Affirmative Action Compliance Certificate**/an exemption/ a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)).

e) submit a written undertaking as contemplated in Section 138(2) of the Labour Act, 2007 (Act No 11 of 2007).

f) submit a written undertaking in terms of the **Wage Order for Setting National Minimum Wage for Employees**, **Labor Act, 2007**, and section **50(2)(d)** of the Public Procurement Act, 2015.

g) written undertaking to promote job creation for Namibian citizens in terms of Section 2(b)(i) of the Public Procurement Act, 2015 (Act No. 15 of 2015).

h) is the bid valid for the period of one hundred and eighty (180) working days? A bid valid for a shorter period shall be rejected.

i) is the Bid, as well as all correspondences and documents relating to the bid exchanged by the Bidder in **English?**

j) bidder must operate a company registered for the Supply and Delivery or Related services (company documents, registration/founding statement submitted with the bid document, must ascertain the services provided).

k) submit company profile substantiated by at least three (3) reference letters on clients' company letter head.

l) submit a signed **Bid Securing Declaration**.

m) submit a certified copy of a certificate of SME Status (SMEs are encouraged to apply); **non-SMEs will not be disqualified.**

n) must complete the Company Shareholding Information form.

o) the bid is reserved for Namibian citizens.

p) submit a complete bidding document as issued (incomplete bidding documents will not be considered.)

q) must initialize all pages of this standard bidding document, including all supporting documents.

r) Bids from service providers appearing on the ineligibility lists of The Namibian Government, African Development Bank, and World Bank Group shall be **rejected**.

Links for checking the ineligibility lists are available at:

- Republic of Namibia, Procurement Policy Unit

https://egp2.gov.na/forms/SearchSuspendedBidders.jsf

- African Development Bank

https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures

- Asian Development Bank

http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenView&count=999

- European Bank for Reconstruction and Development

http://www.ebrd.com/pages/about/integrity/list.shtml

- Inter-American Development Bank Group

http://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals,1293.html

- World Bank Group

http://www.worldbank.org/en/projects-operations/procurement/debarred-firms

s) **The Development Bank of Namibia reserves the right to**:

- increase and/or decrease the required quantities at the same unit price/cost.
- conduct supplier due diligence prior to final award or at any time during the contract period.
- not to permit a bidder / supplier to a procurement award / contract on grounds of pending default on delivery (failure by a bidder or supplier, for any reason not excused by the applicable provisions of the award/contract to deliver);
- terminate if the supplier fails to deliver any or all the Goods within the period specified.
- not award to a bidder in default on DBN Loan repayment, on ground of direct conflict of interest.

BIDDERS' CONFLICT OF INTEREST DECLARATION

(to be completed by the bidder)

Mandatory Requirements	**Yes**	**No**
Does the bidder have a relationship with any other bidder(s), directly or through common third parties, that puts them in a position to have access to		

Mandatory Requirements	Yes	No
information about or influence on the bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process?		
Has the bidder participated in more than one bid in this bidding process? *Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one bid*		
Has the bidder (owners/shareholders) or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of this Bid?		
Has the bidder participated in the deliberations or take part in the decision-making process in relation to the bidding process.		
Is the bidder a member of the Board, Bid Evaluation Committee, Procurement Committee, an Accounting Officer or staff member of Procurement Management Unit of DBN.		

Note: Bidders found to have a conflict of interest shall be disqualified. The conflict of interest will be evaluated throughout all the stages of the evaluation process.

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be within fourteen (14) workdays after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable.

6.1. The following tests and inspections will be conducted on the goods at delivery:

- Verification of model and specifications
- Verification of quantities supplied
- Functional power-on and operational test
- Demonstration of basic operation where applicable

7. 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 and contact information at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Development Bank of Namibia SME Centre, Mezzanine Floor, Freedom Plaza 1990 building, Rev Michael Scott, Street, Windhoek, not later than 12 November 2026 @ 12h00. Quotations by post or hand

delivered should reach Development Bank of Namibia SME Centre, Mezzanine Floor, Freedom Plaza 1990 building, Rev Michael Scott, Street, Windhoek by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

NB: Bidders who fail to submit on time due to unknown reasons or who submits at the wrong location not stated within the bidding document, their quotations will not be accepted.

9. Opening of Quotations

Bids will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 above.

Online via Microsoft Teams, the link to the bid opening session will be shared to the email addresses indicated in the bid submission register, on the deadline for submission of bids.

Bid opening will take place at:

Time: 14:30 pm Namibian Time

Date: 12 November 2026

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, the Electronic Government Portal, and available to any bidder on request within three (3) working days of the Opening.

10. 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 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 quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

The applicable margins of preference applicable for **Exclusive Preferences to Local Suppliers** and their application methodology as follows:

NATURE OF	MINIMUM LOCAL CONTENT

PROCUREMENT	
Goods	40% or more of the manufacturing costs of the goods, if the goods are manufactured in Namibia or if they are grown, mined or extracted in Namibia.
Works	50% or more of the employees for the works must be Namibian citizens.
Consultancy Services	50% or more of the employees for rendering the service must be Namibian citizens.
Non-Consultancy Services	50% or more of the employees for rendering the service must be Namibian citizens.

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

Bidder applying for the Margin of Preference shall submit, evidence of:

CATEGORIES OF BIDDERS	MARGIN OF PREFERENCE	DOCUMENTARY EVIDENCE
Manufacturer	2%	-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 in Annexure 1, and as certified by an Accountant.
Micro, Small and Medium Enterprise	1%	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership.
Women-owned enterprise	1%	-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%	-IDs of all shareholders. -Founding statement/company registration indicating ownership structure/shareholder certificate. -Declaration indicating the percentage of Namibian youth ownership.
Previously DisadvantagedPerson owned enterprise	2%	-IDs of all shareholders. -Founding statement / company registration indicating ownership structure / shareholder certificates. -Declaration indicating percentage of Namibian PDPsownership.
Suppliers providing environmental protection	1%	-declaration and proof that the bidder meets the requirements set out in the bidding document

Suppliers providing employment toNamibian	1%	-declaration that the bidder employs 50% or more Namibiancitizens
TOTAL	10%	

14. 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.

15. Performance Security

Not Applicable

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:	Development Bank of Namibia
Procurement Reference Number:	G/RFQ/DBN-12/2026
Subject matter of Procurement:	Supply and Delivery of Carpet Cleaning Equipment for the Development Bank of Namibia Head Office

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 Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to disqualification on the grounds mentioned in the BD.

The validity period of the Quotation is _____ workdays *[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	

Appendix to Quotation Letter

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

Date: .....

Procurement Ref No.: .....

To: ……..

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

(a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;

(b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;

(c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or

(d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

Signed: .....
[insert signature of person whose name and capacity are shown]

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

Name: .....
[insert complete name of person signing the Bid Securing Declaration]

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

Dated on _____ day of _____, _____
[insert date of signing]

Corporate Seal (where appropriate)

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]
***delete if not applicable / appropriate**

Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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

1. EMPLOYERS DETAILS

Company Trade Name:…….....

Registration Number :…….....

Vat Number: ……

Industry/Sector: ……..……

Place of Business:……..……

Physical Address:……..…….

Tell No.:…….……

Fax No.:……..…….

Email Address:……...……..

Postal Address:……..…….

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

…….....

Email Address:……...……..

2. PROCUREMENT DETAILS

Project Name: Supply and Delivery of Carpet Cleaning Equipment for the Development Bank of Namibia Head Office

Procurement Reference Number: G/RFQ/DBN-12/2026

Anticipated Contract Duration: …….

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: ……..……..

Stamp:…….

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.*

Development
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NATIONAL MINIMUM WAGE FOR EMPLOYEES

Written undertaking in terms of WAGE ORDER FOR SETTING NATIONAL MINIMUM WAGE FOR EMPLOYEES, LABOUR ACT, 2007

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 **Wage Order for setting National Minimum Wage for Employees: Labour Act, 2007**.

With effect from 1 January 2025 the **minimum** wage for employees is N$18.00 per hour:

(a) Domestic workers are entitled to:
- N$12.00 per hour with effect from 1 January 2025;
- N$15.00 per hour with effect from 1 January 2026; and
- N$18.00 per hour with effect from 1 January 2027;

(b) Agriculture workers are entitled to:
- N$10.00 per hour with effect from 1 January 2025;
- N$14.00 per hour with effect from 1 January 2026; and
- N$18.00 per hour with effect from 1 January 2027;

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:

2. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
3. *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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Written undertaking to promote job creation for Namibian citizens in terms of Section 2(b)(i) of the Public Procurement Act, 2015 (Act No. 15 of 2015).

I …… *[insert full name]*, owner/representative

of ……..…….*[insert full name of company]*

hereby undertake in writing that my company will at all relevant times promote the object of the **Public Procurement Act, 2015 (Act No. 15 of 2015), Section 2(b)(i) to promote the job creation for Namibian citizens.**

Will the procurement award create employment to Namibians?			**Yes/No**
Estimated number of permanent jobs to be created?		**Estimated number of temporary jobs to be created?**	

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:

4. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
5. *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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COMPANY SHAREHOLDING INFORMATION FORM

PROCUREMENT REFERENCE NUMBER: G/RFQ/DBN-12/2026

List all persons who are OWNERS, PARTNERS, SOLE PROPRIETORS, TRUSTEES AND BENEFICIARIES (whichever is/are applicable) in the business/trust, who are involved in the management thereof and who exercise control over the business/trust commensurate with their degree of ownership/interest.

Name of Shareholder	Namibian (Yes/ No)	Previously Disadvantaged Namibian (Yes/ No)	Non-Namibian Citizen (Yes/ No) If not Namibian, State Nationality	Full time employed by the bidder (Yes/No)	Percentage shares owned by woman and youth	Percentage shares
						Total = 100%

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: [*to be completed by Public Entity]*……..… **Procurement Ref No. ……..…….**

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. [*To be filled by the Public Entity*]				<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/month	Country of Origin
1.	Single-disc polisher/scrubber	1	Each						
2.	Carpet spray extraction cleaner	1	Each						
3.	Carpet blower	1	Each						
4.	Wet and dry vacuum cleaner	3	Each						
					TOTAL				

NAME:	POSITION:	SIGNATURE	DATE
NAME OF BIDDER:	ADDRESS:		

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

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

1. Scope

The Development Bank of Namibia (DBN) requires the supply and delivery of commercial-grade carpet and floor cleaning equipment suitable for use across DBN Head Office facilities.

2. Equipment Requirements

2.1 Single-Disc Polisher/Scrubber

The equipment shall:

- Be a commercial-grade single-disc polisher/scrubber.
- Have a working width of approximately 430 mm or equivalent.
- Be suitable for cleaning and maintenance of hard floor surfaces.
- Be suitable for carpet cleaning applications where applicable.
- Be designed for commercial or institutional use.

2.2 Carpet Spray Extraction Cleaner

The equipment shall:

- Be a commercial carpet spray extraction cleaner.
- Have a capacity of approximately 40 litres or equivalent.
- Be suitable for deep cleaning and extraction of carpets.
- Be suitable for cleaning upholstered surfaces.
- Be designed for commercial or institutional cleaning applications.

2.3 Carpet Blower/Dryer

The equipment shall:

- Be a commercial-grade carpet blower/dryer.
- Be suitable for accelerating the drying of carpets.
- Be suitable for accelerating the drying of cleaned floor surfaces.
- Be designed for continuous commercial or institutional use.

2.4 Wet and Dry Vacuum Cleaner

The equipment shall:

- Be a commercial-grade wet and dry vacuum cleaner.
- Be suitable for wet vacuuming applications.
- Be suitable for dry vacuuming applications.
- Be suitable for carpet cleaning support activities.
- Be suitable for general facility cleaning.
- Be of robust construction suitable for institutional use.

3. Delivery Requirements

The supplier shall:

- Supply and deliver all equipment to the Development Bank of Namibia Head Office.
- Deliver all equipment in good working condition and ready for use.

4. Warranty Requirements

The supplier shall provide:

- A minimum manufacturer's or supplier's warranty period of thirty-six (36) months for all equipment supplied.

5. Maintenance Requirements

The supplier shall:

- Ensure maintenance requirements are in accordance with the manufacturer's recommendations.
- Provide documented information on recommended servicing requirements.
- Provide documented information on recommended maintenance procedures and intervals.

6. Inspection and Acceptance Requirements

Upon delivery, the supplied equipment shall be subject to inspection and verification, including:

6.1 Verification of Equipment

- Verification of the model supplied.
- Verification that the supplied equipment complies with the specified requirements.
- Verification of quantities supplied.

6.2 Functional Testing

- Functional power-on testing of all equipment.
- Operational testing to confirm equipment performance.
- Demonstration of the basic operation of each item where applicable.

6.3 Acceptance

Equipment shall be accepted upon successful completion of the inspection and testing requirements and confirmation that the supplied equipment complies with the specification.

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: _____

[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.]

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	***B****	***C***	***D***
1	**Single-disc polisher/scrubber (as per specs)**		
2	**Carpet spray extraction cleaner (as per specs)**		
3	**Carpet blower (as per specs)**		
4	**Wet and dry vacuum cleaner (as per specs)**		

* ***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. **G/RFQ-GCC** on the website of the Public Entity https://eprocurement.gov.na/documents or https://www.dbn.com.na/procurement 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: _____

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: Development Bank of Namibia
Site **GCC 1.1(m)**	The Site/final destination for delivery of the Goods is: 12 Daniel Munamava Street, Windhoek, Namibia (Development Bank of Namibia Head Office)
Incoterms Edition **GCC 4.2(b)**	Incoterms shall be governed by the rules prescribed in Incoterms 2010.

Subject and GCC clause reference	Special Conditions
Notices **GCC 8.1**	Any notice shall be sent to the following addresses: For the Development Bank of Namibia, the address and the contact name shall be: **Titus Ndove** **Chief Executive Officer (Accounting Officer)** **Development Bank of Namibia** **Email: procurement@dbn.com.na** 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: _____ _____ _____ _____
Delivery and Documents **GCC 13.1**	The Goods are to be delivered within fourteen (14) workdays 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 shall not be adjustable.
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
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 shall not be adjustable to the fluctuation in the rate of exchange.

Subject and GCC clause reference	Special Conditions
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 *[insert percentage]* 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**	No performance security is not required
Discharge of Performance Security **GCC 18.4**	Not applicable
Packing **GCC 23.2**	The packing, marking and documentation within and outside the packages shall be: In accordance with manufacturers recommendations
Insurance **GCC 24.1**	*[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation]*
Transportation **GCC 25**	The Goods shall be delivered: DDP Incoterm
Inspection and Test **GCC 26.1**	The inspection and tests shall be: • Verification of model and specifications • Verification of quantities supplied • Functional power-on and operational test • Demonstration of basic operation where applicable

Subject and GCC clause reference	Special Conditions
Location of Inspection and Tests **GCC 26.2**	The inspections and tests shall be conducted at: • Verification of model and specifications • Verification of quantities supplied • Functional power-on and operational test • Demonstration of basic operation where applicable
Liquidated Damages **GCC 27.1**	Liquidated damages for the whole contract are _____ per day. The maximum amount of liquidated damages for the whole contract is _____ of the final contract price.
Warranty **GCC 28.3**	The period of validity of the warranty shall be: a minimum of thirty-six (36) months For the purpose of the Warranty, the place(s) of the final destination(s) shall be: 12 Daniel Munamava Street, Windhoek, Namibia (Development Bank of Namibia Head Office) For item 1, the minimum period of warranty/shelf life shall be ____ For item 2, the minimum period of warranty/shelf life shall be ____ For item 3, the minimum period of warranty/shelf life shall be ____
Repair and Replacement **GCC 28.5**	The period for repair or replacement shall be: within seven (7) workdays

Attachment: Price Adjustment Formula

If in accordance with GCC 15.1, prices shall be adjustable, the following method shall be used to calculate the price adjustment:

15.2 Prices payable to the Supplier, as stated in the Contract, shall be subject to adjustment during performance of the Contract to reflect changes in the cost of labor and material components in accordance with the formula:

$$P_1 = P_0 \left[a + \frac{bL_1}{L_0} + \frac{cM_1}{M_0}\right] - P_0$$

$$a+b+c = 1$$

in which:

P_1	=	adjustment amount payable to the Supplier.
P_0	=	Contract Price (base price).
a	=	fixed element representing profits and overheads included in the Contract Price and generally in the range of five (5) to fifteen (15) percent.
b	=	estimated percentage of labor component in the Contract Price.
c	=	estimated percentage of material component in the Contract Price.
L_0, L_1	=	labor indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively.
M_0, M_1	=	material indices for the major raw material on the base date and date for adjustment, respectively, in the country of origin.

The coefficients a, b, and c as specified by the Purchaser are as follows:

a = *[insert value of coefficient]*
b= *[insert value of coefficient]*
c= *[insert value of coefficient]*

The Bidder shall indicate the source of the indices and the base date indices in its bid.

Base date = thirty (30) days prior to the deadline for submission of the bids.

Date of adjustment = *[insert number of weeks]* weeks prior to date of shipment (representing the mid-point of the period of manufacture).

The above price adjustment formula shall be invoked by either party subject to the following further conditions:

(a) No price adjustment shall be allowed beyond the original delivery dates unless specifically stated in the extension letter. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The

Purchaser will, however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment.

(b) If the currency in which the Contract Price P_0 is expressed is different from the currency of origin of the labor and material indices, a correction factor will be applied to avoid incorrect adjustments of the Contract Price. The correction factor shall correspond to the ratio of exchange rates between the two currencies on the base date and the date for adjustment as defined above.

(c) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment.

SCHEDULE 2

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

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

Local Value Added = <u>Total Cost – Cost of imported inputs</u> x 100
Total Cost

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

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.:

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
submit a signed **Bid Securing Declaration**.		
Evidences for conformity of Goods		
submit a copy of a **valid certificate of business registration, substantiated by BIPA Certificate of Existence with status in Good Standing**. (This certificate validates the existence of the entity and certifies that all records (statutory and voluntary amendments) are in order and up to date and therefore places the entity in Good Standing with BIPA, (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).		
submit an original or certified copy of a **valid Good Standing Tax Certificate, valid at the deadline of submission of bids,** (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).		
submit an original or a certified copy of a **valid Good Standing Social Security Certificate**, **valid at the deadline of submission of bids,** (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)).		
submit a certified copy of a valid **Affirmative Action Compliance Certificate**/an exemption/ a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)).		

submit a written undertaking as contemplated in Section 138(2) of the Labour Act, 2007 (Act No 11 of 2007).		
submit a written undertaking in terms of the **Wage Order for Setting National Minimum Wage for Employees**, **Labor Act, 2007**, and section **50(2)(d)** of the Public Procurement Act, 2015.		
written undertaking to promote job creation for Namibian citizens in terms of Section 2(b)(i) of the Public Procurement Act, 2015 (Act No. 15 of 2015).		
is the bid valid for the period of one hundred and eighty (180) working days? A bid valid for a shorter period shall be rejected.		
is the Bid, as well as all correspondences and documents relating to the bid exchanged by the Bidder in **English?**		
bidder must operate a company registered for the Supply and Delivery or Related services (company documents, registration/founding statement submitted with the bid document, must ascertain the services provided).		
submit a certified copy of a certificate of SME Status (SMEs are encouraged to apply); **non-SMEs will not be disqualified.**		
must complete the Company Shareholding Information form.		
the bid is reserved for Namibian citizens.		
submit a complete bidding document as issued (incomplete bidding documents will not be considered.)		
must initialize all pages of this standard bidding document, including all supporting documents.		

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.