



**NAMIBIA UNIVERSITY  
OF SCIENCE AND TECHNOLOGY**

**Office of the Bursar**

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## **REQUEST FOR SEALED QUOTATIONS**

**FOR THE PROVISION OF FUMIGATION AND PEST CONTROL SERVICES TO THE NAMIBIA UNIVERSITY OF  
SCIENCE AND TECHNOLOGY (NUST) ON A NEED-BASIS AGREEMENT FOR THREE (3) YEARS**

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**Procurement Reference No: NCS/RFQ/NUST –008/2024**

**Namibia University of Science and Technology  
13 Jackson Kaujeua Street, Private Bag 13388, Windhoek, NAMIBIA  
Telephone: +264 61 207 2020; Fax: +264 61 207 2966; Email address: [bidbox@nust.na](mailto:bidbox@nust.na)**



## **Letter of Invitation**

**Procurement Reference No: NCS/RFQ/NUST – 008/2024**

Dear Prospective Service Provider

**Request for Sealed Quotations to provide fumigation and pest control services to the Namibia University of Science and Technology (NUST) on a need-basis agreement for three (3) years**

The Namibia University of Science and Technology (NUST) invites you to submit your best quote for the services described below.

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

Any request for clarification should be forwarded in writing to Ms Rosemary Tjombonde-Kakuuui; Tel: +264 61 207 2020 Fax: +264 207 2966, email address: [bidbox@nust.na](mailto:bidbox@nust.na).

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,

Rosemary Tjombonde-Kakuuui

*Manager: Procurement Management Unit*

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

**NUST** reserves the right:

- (a) To split the Contract as per the lowest evaluated cost site, or
- (b) To accept or reject any quotation or cancel the quotation process; and
- (c) Reject all quotations at any time before contract award.

### 2. Preparation of Quotations

You are requested to quote for the services mentioned in Section III by completing, signing, and returning:

- (a) The Quotation Letter in Section II with its annex for Bid Securing Declaration;
- (b) The Price Activity Schedule in Section IV;
- (c) The Specifications and Compliance Sheet in Section V; and
- (d) Any other attachment deemed appropriate.

Before preparing your quotation, you are advised to carefully read the Request for Sealed Quotations document, including the Contract Data in Section Von. 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 **90** days from the submission deadline date.

### 4. Eligibility Criteria

To be eligible to participate in this RFQ exercise, you should attach the following **mandatory** documents:

- a) A certified copy of the Company registration, clearly indicating shareholders' and principals' contact details as registered with Business Intellectual Property Authority (BIPA) – ***Attach certified copies of all shareholders Identification documents. (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).***
- b) A valid certified copy of an original Good Standing Tax Certificate (**valid at the deadline of submission of bid**) (*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),*
- c) A valid original or valid certified copy (**valid at the deadline of submission of bid**) of Good Standing Social Security Certificate; (*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).*
- d) A valid certified copy of Affirmative Action Compliance Certificate, or 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, (**valid at the deadline of submission of bid**) or in the event that the Affirmative Action Compliance Certificate is over 12 months from the date of issue, a confirmation letter from the Employment Equity Commission indicating that the employer had submitted the report for the period following from the date when the certificate was issued (*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) A written undertaking as contemplated in Section 138(2) of Labour Act, 2007.
- f) Submit signed Bid-securing Declaration.
- g) The Bidder must attach at least three (3) references letter from various companies where similar goods were provided in the last three (3) years. The letter must be on a company letterhead indicating contact person, telephone number and email address. **(Attach three reference letters)**

**NB: Only a valid original or certified copy of an original document as 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) will be accepted.**

#### **5. Bid Securing Declaration**

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

#### **6. Contract Period for Services**

The Contract shall be on a fixed rate for **three (3)** years. Please adjust your quoted rates accordingly.

#### **7. Documents to be submitted**

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

#### **8. Sealing and Marking of Quotations**

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

#### **9. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at:

**Namibia University of Science and Technology  
13 Jackson Kaujeua Street  
Bid Box  
Administration Building, 1<sup>st</sup> Floor  
Windhoek**

**14 May 2024 (Tuesday)**

**12h00 (local time)**

Quotations by post or hand-delivered should reach Namibia University of Science and Technology by the same date and time at the latest.

**Late quotations will be rejected.**

**Quotations received by email will not be considered.**

#### **10. Opening of Quotations**

Quotations will be opened internally by the **NUST** immediately after the closing time referred to in instruction nine (9) above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, and the presence or absence of a Bid Securing Declaration will be posted on the NUST website [www.nust.na](http://www.nust.na) and available to any bidder on request within three (3) working days of the Opening.

#### **11. Evaluation of Quotations**

**NUST** shall have the right to request clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation. The Evaluation Criteria are detailed in Annexure A of this bidding document.

#### **12. Scope of Services and Performance Standards**

The Scope of Services, Specifications, and Performance standards detailed in Sections III and V are to comply.

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

Quotations shall be fixed in Namibian Dollars, and all payments will be made in this currency. Quotations shall cover all costs of labour, materials, equipment, overheads, profits, and all associated costs for performing the services and shall include all duties. The cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed included in the quoted prices.

#### **14. Labour Clause**

In order to qualify for the award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide by the sub-clause 4.6 of the General Conditions of Contract if it is awarded the contract or part thereof.

#### **15. Margin of Preference**

None

#### **16. Award of Contract**

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service, shall be selected for award of the contract. Award of the contract shall be by issuing a Purchase Order/Letter of Acceptance per the terms and conditions contained in Section VI: Contract and General Conditions of Contract.

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

**NUST** shall, after the award of the 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, **NUST** 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 Priced Activity Schedule 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 may be rejected.**]*

<b>Quotation addressed to:</b>	NUST Procurement Management Unit 13 Jackson Kaujeua Street Windhoek West
<b>Procurement Reference Number:</b>	NCS/RFQ/NUST - 008/2024
<b>The subject matter of Procurement:</b>	Request for Sealed Quotations for the provision of fumigation and pest control services to the Namibia University of Science and Technology (NUST) for three (3) years.

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: Request for Quotations.

We undertake to abide by 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 subscribed 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 BDS]*

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order, and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract if we are awarded the contract or part thereof.

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 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.

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.

The service will commence within \_\_\_\_\_ *[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within \_\_\_\_\_ *[insert number]* 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./Fax	

**Appendix to Quotation Letter**

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Procurement Ref No.: NCS/RFQ/NUST – 008/2024

**To:**  
**Namibia University of Science and Technology**  
**13 Jackson Kaujeua Street**  
**Windhoek West**

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)







**Republic Of Namibia**

**Ministry of Labour, Industrial Relations and Employment Creation**

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

**1. EMPLOYERS DETAILS**

Company Trade Name:.....  
Registration Number :.....  
Vat Number: .....  
Industry/Sector: .....  
Place of Business:.....  
Physical Address:.....  
Tell No.:.....  
Fax No.:.....  
Email Address:.....  
Postal Address:.....  
Full name of Owner/Accounting Officer:.....  
.....  
Email Address:.....

**2. PROCUREMENT DETAILS**

Procurement Reference No.:.....  
Procurement Description: .....  
.....  
.....  
Anticipated Contract Duration: .....

The location where work will be done, goods/services will be delivered: .....

.....

### **3. UNDERTAKING**

I .....[insert full name], owner/representative

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

hereby undertake in writing that my company will at all relevant times, comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the Labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

**Signature:** .....

**Date:** .....

**Seal:**.....

*Please take note:*

- 1. A labour inspector may conduct unannounced inspections to assess the level of compliance*
- 2. This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

## SECTION III: SCOPE OF SERVICES

### 1. Background

The Namibia University of Science and Technology is seeking fumigation and pest control services for its various Main Campus buildings. The University currently houses various student accommodation units, offices, boardrooms, office toilets, catering units, storage areas, parking bays, guard houses, septic tanks, and maintenance holes. The successful service provider/s will be responsible for fumigation and pest control services to all facilities and buildings, including lawns and flower beds.

### 2. Statement of purpose and objectives

The purpose of this request is to invite bidders who can provide pest control and fumigation and make a firm offer on a need basis to carry out the services at NUST buildings. The main objective is to achieve smooth operation for the facilities, all deemed necessary for the improvements/hygiene and working conditions for the University staff and students. The successful service provider is expected to deliver in accordance with the scope of work described herein.

### 3. Scope of Work

Fumigation ensures employees and students have a healthy working environment free from insects and pests. In the designated areas, the Service Provider is expected to apply chemicals appropriately and ensure no adverse effects on environment, office equipment, furniture, or human health. It is expected of the service provider to provide documentation from the chemicals manufacturers, such as brochures, that provide indications and contraindications regarding the life forms. When applying chemicals, the Ministry of Agriculture's recommendations and legal requirements must be followed. The fumigation should occur bi-annually and on a need basis. For the time between fumigation intervals, the chemicals used must be strong enough to have a long-lasting effect.

Fumigation and Pest control shall be done bi-annually with the Hostels during the June and December holidays with a follow-up a week later.

- ✓ Fumigation services twice per annum
- ✓ Spray and gel all the offices for ants, termites, mosquitoes, and cockroaches.
- ✓ Spray and gel all kitchens and cafeterias for ants, termites, and cockroaches bimonthly.
- ✓ Submit treatment report for each service.

Performance measurement will be further stipulated and agreed upon and be based on the following principles:

- ✓ Bi-monthly inspections treatment report
- ✓ Call – Outs and complaints response (*Re-active Response time to complain*)
- ✓ One free call-out between service intervals

<b>Nature of complaint</b>	<b>Response time</b>	<b>Resolution time</b>
Low Priority	24Hrs	24Hrs
Medium Priority	8Hrs	16Hrs
High Priority	4Hrs	8Hrs

Fumigation and Pest Control Services shall include, but not limited to:

<b>Applications for pests to be controlled are as follows</b>				
<b>Pests to be controlled</b>	<b>Period</b>	<b>Service required yearly</b>	<b>Specific Target Areas</b>	<b>Method</b>
Rodents	As and when required	Twice	Offices/dorms/storerooms	Approved treatment method e.g. spraying. All method to comply with the set regulations
Ants	As and when required	Twice	Offices/dorms/storerooms	Approved treatment method e.g. spraying. All method to comply with the set regulations
Cockroaches	As and when required	Twice	Offices/dorms/storerooms	Approved treatment method e.g. spraying. All method to comply with the set regulations
Termites	As and when required	Twice	Offices/dorms/storerooms	All method to comply with the set regulations
Wasps/bees	As and when required	Twice	Offices/dorms/storerooms	Approved treatment method e.g. removing. All method to comply with the set regulations
Wood worms	As and when required	Twice	Offices/dorms/storerooms	Approved treatment method e.g. spraying. All method to comply with the set regulations
Insects in storage areas	As and when required	Twice	Offices/dorms/storerooms	Approved treatment method e.g. spraying. All method to comply with the set regulations
Mosquitoes	As and when required	Twice	Offices/dorms/storerooms	Approved treatment method e.g. spraying. All method to comply with the set regulations
Biting insects	As and when required	Twice	Offices/dorms/storerooms	Approved treatment method e.g. spraying. All method to comply with the set regulations

#### **4. Facilities to be provided by NUST**

The University will avail some of its staff members from the Facilities Department to familiarise, show and escort the contractor to all areas requiring fumigation and pest control services. It will provide access to all locations and any other assistance in fulfilling this task.

#### **5. Contract duration and fees**

Duration of the initial contract – The contract is for three **(3)** years with fixed rates.

#### **6. Payment terms**

Payment will be made within 30 days after delivery of service rendered and submitted valid tax invoice, based on completion, and signed off of items listed under point 7 Deliverables.

#### **7. Deliverables**

- a) To thoroughly fumigate the NUST buildings per the conditions set out herein to protect them from cockroaches, ants, flies, and other flying and crawling insects.
- b) The Service Provider is responsible for ensuring that the fumigation chemicals will not harm any NUST furniture or equipment.
- c) If this happens, the contractor will be responsible for replacing any furniture or equipment harmed by the chemicals used.
- d) If pests or insects are discovered following a bi-annual fumigation, the contractor will re-fumigate the area at no additional expense to NUST.

#### **8. Expected standards**

- a) All work and inspections will be performed in accordance with acceptable industry standards, and best practices and Integrated Pest Management (IPM) and Control Standards, as implemented according but not limited to:
  - IFS traceable to the EU Regulation DIN EN 16636 :2015 (EN 16636 is the British and European quality standard for pest management services. BPCA Servicing Members are assessed to the British and European standard for professional pest management companies).
  - BRC - British Retail Consortium (Food Technical Standard and Protocol for food suppliers)
  - HACCP - Hazard Analysis Critical Control Points
  - ISO22000 - international standard that defines the requirements for a management system for safety and food hygiene intended for all organizations in the food chain, from producer to consumer.
  - IFS - International Food Standard- are specific standards for safety systems aimed at ensuring compliance of suppliers and demonstrate the ability of retailers in ensuring the quality and safety of food products.
  - SANS10330:2007 - Requirements for a Hazard Analysis and Critical Control Point (HACCP) system

- SANS10049 - Food safety management — Requirements for prerequisite programmes (PRPs)
- b) **Supplier must be registered with local authority/ies and Ministry of Health and Social Services.**

## **9. Expectations**

- (a) The prospective service provider is expected to undertake fumigation and pest control of NUST buildings as stipulated in **SECTION III: SCOPE OF SERVICES**, bi-annually and as the need arises and not adversely affect employee/student health or productivity during operation on Campus.
- (b) When it is necessary to perform work outside the regularly scheduled service time outlined in the Pest Control Plan, the Service Provider shall notify NUST at least a week in advance.
- (c) Service times to start on special requests, times and on an ad hoc basis
- (d) Fumigation must be undertaken at all buildings with complete reports that must be forwarded to the Head of Health, Safety and environmental, who will endorse the reports.
- (e) All pesticides, insecticides and fumigation material must comply with the Ministry of Agriculture and the Public and Environmental Health Act of 2015 standards.
- (f) Pest Control personnel deployed to NUST must be well trained and take the relevant Personal Protective Clothing when conducting the service.
- (g) The contract will be for three (3) years subject to annual reviews and NUST reserves the right to terminate the contract at any time with 30 days' written notice if the services received are not satisfactory.
- (h) The Service Provider shall provide a single point of contact for account management purposes.
- (i) The Service Provider is responsible for removing all dead rodents and insects after each treatment and disposing of them in relevant waste bins. Under no circumstances should the area where the service was rendered be untidy.

## **10. Preliminaries and Labor**

- i. Labor shall be charged as per the hourly rate stipulated in **SECTION IV: PRICED ACTIVITY SCHEDULE.**

## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/NUST –008/2024**

*[Complete the unit prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below. The total price will be determined as per the services on a need-basis.]*

**Currency of Quotation: Namibian Dollars**

Item No	Building Name	Qty.	Unit of Measure Area (m2)	Unit Price (bi-annual service) (Year 1)	Unit Price (bi-annual service) (Year 2)	Unit Price (bi-annual service) (Year 2)
A*	B*	C*	D*	F 1	F 2	F 3
<b>Erf 7941 Main Campus</b>						
1	The houses in 3, 5, 7 and 9 Brahms Street	1	1033SqM			
2	The houses in 3, 5, 7 and 9 Brahms Street	1	199SqM			
3	Container classrooms (New Wing)	1	200SqM			
4	Administration Building	1	1280SqM			
5	Student Affairs (Dean of Students)	1	639SqM			
6	Examination Office	1	275SqM			
7	Nashua Premises	1	440SqM			
8	Office Block and Lecture Block (including Kiosk and around the FNB ATM)	1	11530SqM			
9	Land Management	1	674SqM			
10	Elizabeth Haus	1	858SqM			
11	Sander Haus	1	478SqM			
12	Shangri-La Hostels (rooms excluded, but includes shower curtains, bathrooms, porches, passages, stairs)	1	577SqM			
	Oppenheimer House	1	340SqM			



	Poly Heights Driveway Emergency Stairs Lifts Lift Lobbies Parking Area Passages Refuse Areas Stairs Public Toilets Polytechnic Flats on Floor 7 (Once a week) Offices (Daily) <ul style="list-style-type: none"> <li>· Basement</li> <li>· Ground Floor</li> <li>· Floor 1</li> <li>· Floor 2</li> <li>· Floor 3</li> <li>· Floor 4</li> <li>· Floor 5</li> </ul>	1	1000Sq M			
Erf 3457	Foundation House	1	400SqM			
Erf 1942	Teacher Learning Centre	1	600SqM			
<b>Erf 1947 Lower Campus</b>			SqM			
1	Engineering building	1	9954Sq M			
2	Auditorium Building	1	2135Sq M			
3	Library	1	6502Sq M			
4	Science and Technology Building	1	6425Sq M			
5	Health and Applied Sciences Building	1	6500Sq M			
6	Architecture Building	1	4700Sq M			
7	New Engineering	1	5900Sq M			
8	HTTPS	1	16700S qM			
<b>External Buildings</b>		1	SqM			
Erf 1946	Hotel School ad Tourism School	1	3000Sq M			
2	Pre-Fab Classrooms	1	200SqM			
	Hotel School Academics	1	1000Sq M			

Erf 1935	SAIS House: 19 Brahms Street	1	600SqM			
Erf 1936	Logistics Centre	1	600SqM			
	(Container offices)	1	200SqM			
Erf 3470	Co-Operative Education	1	600SqM			
Erf 1941	GIS	1	400SqM			
	(Prefabricated classrooms)	1	200SqM			
Erf 1932	Logistics Extension	1	400SqM			
	(5 Glück Street)	1	100SqM			
Erf 1933	NBIC (3 Glück Street)	1	400SqM			
Erf 1934	NBIC (1 Glück Street)	1	400SqM			
Erf 1938	NEI, 17 Brahms Street	1	600SqM			
Erf 1940	Innovation Lab	1	600SqM			
Erf 3449	Quality Assurance	1	500SqM			
Erf 5930	Information Technology House	1	800SqM			
	New Nature Conservation House	1	600SqM			
	<b>Total Area</b>		<b>90539</b>			
		<b>Other additional costs</b>				
		<b>Subtotal per year</b>				
		<b>VAT @ %</b>				
		<b>Total</b>				

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

**Priced Activity Schedule Authorised By:**

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

## SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/NUST – 008/2024**

*[Bidders should complete columns C and D with the specifications and Performance standards of the services offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]*

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
<b>1</b>	<b>AS PER SECTION III: SCOPE OF SERVICES</b>		

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

**Specifications and Performance Standard Compliance Sheet Authorised By:**

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

## **SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT**

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC), **Ref: NCS-TB/RFQ-GCC** for the procurement of services (time-based) available on the website of the Public Entity [www.nust.com.na](http://www.nust.com.na) except where modified by the Special Conditions below.

## SECTION VII: CONTRACT DATA SHEET

**Procurement Reference Number:** NCS/RFQ/NUST – 008/2024

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

Clause	Contract Data
<b>GCC 1.1 Effectiveness of Contract</b>	The Contract <b>shall</b> come into effect as of <b>01 July 2024 or the date of last signature by both parties.</b>
<b>GCC 1.3.1 Intended Completion date</b>	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by <b>30 June 2027.</b>
<b>GCC 1.6.1 Issue of notices</b>	<p>The Authorized Representative of the <b>Employer (NUST)</b> is:</p> <p>The Vice-Chancellor  Namibia University of Science and Technology  Office of the Vice-Chancellor  <a href="mailto:vc@nust.na">vc@nust.na</a>  +264 61 207 2001</p> <p>The Authorized Representative of the <b>Service Provider</b> is:</p> <p>Name: _____</p> <p>Title: _____</p> <p>Email: _____</p> <p>Contact Number: _____</p>
<b>GCC 2.6 Insurance and liabilities to Third Party</b>	The amount of the Professional Indemnity Insurance Cover shall be at least: <b>___N\$1 000 000_____</b>
<b>GCC 2.7 Reporting Obligations</b>	<p>The Service Provider shall report to:</p> <p>Mr Jefta Ampueja  <i>Head: Health, Safety and Environmental</i>  jampueja@nust.na  +264 61 207 2764</p>
<b>GCC 4.2 Contract Price</b>	The amount payable is as per the price activity schedule.
<b>GCC 4.3 Terms of Payment</b>	Payments will be made to the Service Provider monthly <b>30 days</b> after receipt of invoice.

**GCC 4.5**  
**Price Adjustment**

Prices **shall not be** adjustable.

## SCHEDULE 3

### QUOTATION CHECKLIST SCHEDULE

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

**Procurement Reference No.: NCS/RFQ/NUST – 008/2024**

Description	Attached	Not Attached
Quotation Letter		
Priced Activity Schedule		
Performance Compliance Sheet		
Bid Securing Declaration		
Company profile, past experiences, and references where similar services have been provided		
A certified copy of the Company registration, clearly indicating shareholders' and principals' contact details as registered with Business Intellectual Property Authority (BIPA) – <b>Attach certified copies of all shareholders Identification documents.</b> (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).		
A valid certified copy of an original Good Standing Tax Certificate ( <b>valid at the deadline of submission of bid</b> ) (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),		
A valid original or valid certified copy ( <b>valid at the deadline of submission of bid</b> ) of Good Standing Social Security Certificate; (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).		
A valid certified copy of Affirmative Action Compliance Certificate, or 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, ( <b>valid at the deadline of submission of bid</b> ) or in the event that the Affirmative Action Compliance Certificate is over 12 months from the date of issue, a confirmation letter from the Employment Equity Commission indicating that the employer had submitted the report for the period following from the date when the certificate was issued (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).		
A Written undertaking in compliance with Section 138 (2) of the Labour Act, 2007		

A written 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, where applicable and that it will abide to sub-clause 6.8 of the General conditions of Contract if it is awarded the contract or part thereof; and;		
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***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.*



## ANNEXURE A

### EVALUATION CRITERIA

The following evaluation criteria shall be applied notwithstanding any other requirement in the tender documents. The bidder must meet the following mandatory requirements.

#### MANDATORY REQUIREMENTS DOCUMENT EVALUATION CRITERIA

Mandatory Documents Requirements	
Mandatory Requirements	Responsive or Not Responsive
A certified copy of the Company registration, clearly indicating shareholders' and principals' contact details as registered with Business Intellectual Property Authority (BIPA) – <b>Attach certified copies of all shareholders Identification documents.</b> (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).	
A valid certified copy of an original Good Standing Tax Certificate ( <b>valid at the deadline of submission of bid</b> ) (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),	
A valid original or valid certified copy ( <b>valid at the deadline of submission of bid</b> ) of Good Standing Social Security Certificate; (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).	
A valid certified copy of Affirmative Action Compliance Certificate, or 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, ( <b>valid at the deadline of submission of bid</b> ) or in the event that the Affirmative Action Compliance Certificate is over 12 months from the date of issue, a confirmation letter from the Employment Equity Commission indicating that the employer had submitted the report for the period following from the date when the certificate was issued (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).	
A Written undertaking in compliance with Section 138 (2) of the Labour Act, 2007	
A written 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, where applicable and that it will abide to sub-clause 6.8 of the General conditions of Contract if it is awarded the contract or part thereof; and;	

Submit signed Bid Securing Declaration	
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**NB: Only valid original or certified copy of an original document as certified by the Namibian Police or 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) will be accepted.**

**At this stage, the bidder's submission will either be responsive or non-responsive. Non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further.**

**TECHNICAL EVALUATION CRITERIA**

Details of Technical Evaluation Markings	
	Max Marks
<p><b>Pest Control Plan</b> The Service Provider shall submit a copy of the Service Provider's approved Integrated Pest Control Management Plan (IPM), that outlines the prevention, treatment, and monitoring aspects, it must include labels and Material Safety Data Sheets (MSDS) for all pesticides used in the building or site, brand names of all pest control devices and equipment used in the building and the Service Provider's service schedule for the building.</p> <ul style="list-style-type: none"> <li>• Comprehensive IPM with MSDS sheets, brand names of equipment and service schedule for each site = <b>20 points</b></li> <li>• Plan lacking substantial information on requirements stated= <b>10 points</b></li> <li>• No service plan submitted = <b>0 points</b></li> </ul>	<b>20</b>
<p><b>Provide proof of capacity to deliver the services in terms of the scope provided</b> Provide current labels and Material Safety Data Sheets for all pesticides to be used, and brand names of pesticide application equipment, pest monitoring devices and any other pest control devices used to provide the services.</p> <ul style="list-style-type: none"> <li>• Full list of equipment provided = <b>15 points</b></li> <li>• No list provided= <b>0 point</b></li> </ul>	<b>15</b>
<p><b>Provide a detailed Company Profile (Attach Profile)</b></p> <ul style="list-style-type: none"> <li>• A detailed company profile indicating the following: = <b>10 points</b></li> <li>✓ A clear description of fumigation/pesticide services rendered.</li> <li>✓ Business addresses (trading, telephone numbers, contact persons and email)</li> <li>✓ Demographics (number of employees)</li> <li>✓ Geography (operation coverage)</li> <li>✓ Physical Facilities (office space)</li> <li>• Company profile not clearly narrated = <b>5 points</b></li> <li>• No company profile attached= <b>0 point</b></li> </ul>	<b>10</b>
<p><b>Provide three (3) reference letters</b> Attach proof of (3) recent contract reference (Reference verification will be done) – These references should include the name of the entity, nature of contract, contact person and office telephone number and email address.</p> <ul style="list-style-type: none"> <li>• At most 3 references were contactable = <b>20 points</b></li> <li>• At most 2 references were contactable = <b>15 points</b></li> <li>• At most 1 reference was contactable = <b>2 points</b></li> <li>• No reference was contactable = <b>0 points</b></li> </ul>	<b>20</b>

<p><b>Qualifications of key personnel</b></p> <p>Key personnel with a minimum of three (3) years' experience in a similar industry. Provide health and safety qualifications from accredited institutions  <b>(Submission of a CV of Site Supervisor for this contract and certified copies of qualifications)</b></p> <ul style="list-style-type: none"> <li>• More than 5 years' experience with relevant qualification=<b>10 points</b></li> <li>• 3-4 years' experience= <b>5 points</b></li> <li>• Less than 3 years' experience= <b>0 points</b></li> </ul>	<b>10</b>
<p><b>Organisational chart indicating key personnel (attached chart)</b></p> <ul style="list-style-type: none"> <li>• Detailed organogram chart attached = <b>5 points</b></li> <li>• No organogram chart attached= <b>0 point</b></li> </ul>	<b>5</b>
<p><b>Record Keeping</b></p> <p><b>The Service Provider shall be responsible for maintaining a pest control logbook of files for each site.</b></p>	
<ul style="list-style-type: none"> <li>• Detailed sample report and logbook attached=<b>10 points</b></li> <li>• Sample report and logbook provided lacking substance=<b>5 points</b></li> <li>• No record-keeping sample provided = <b>0 point</b></li> </ul>	<b>10</b>
<p><b>Environmental Health &amp; Safety</b></p> <p>The Service Provider shall demonstrate a plan on using environmentally friendly chemicals that have no secondary effect on humans and the environment.</p>	<b>10</b>
<ul style="list-style-type: none"> <li>• Documentary evidence of safe products attached=<b>10 points</b></li> <li>• No documentary evidence= <b>0 points</b></li> </ul>	
<b>TOTAL MARKS-Technical</b>	<b>/100</b>

- a) Only contractors scoring 70% and more will be considered for financial evaluation.
- b) For financial evaluation, contractors will be ranked according to the price quoted (from lowest to highest)

# NUST MAIN CAMPUS MAP

## ANNEXURE B



**NAMIBIA**  
**UNIVERSITY**  
**OF SCIENCE**  
**AND TECHNOLOGY**