



REQUEST FOR SEALED QUOTATIONS

FOR

**THE PROVISION OF THE SUPPLY, MAINTENANCE AND SERVICING OF EXISTING FIREFIGHTING EQUIPMENT
AT THE NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY (NUST) FOR THREE (3) YEARS**

Procurement Reference No: NCS/Rfq/NUST – 019/2025

DATE OF ISSUE: 03 OCTOBER 2025

CLOSING DATE AND TIME: 24 OCTOBER 2025 AT 12h00

| | | |
|---|------------------------|--|
| BIDDER'S NAME: | | |
| CONTACT DETAILS: | TELEPHONE: | |
| | CONTACT PERSON: | |
| | EMAIL ADDRESS: | |
| COMPANY PHYSICAL ADDRESS: | | |
| TOTAL COST VAT INCLUSIVE (N\$) FOR THREE (3) YEARS | | |

Disclaimer: More than one service provider may be appointed for this service.

NB: Please take note to initial all pages of the bidding document and initial all the supporting documents, including company profiles, brochures, etc. Failure to do so will result in the disqualification of the bidder. Take note to sign all relevant pages as stipulated in the bidding document.



Letter of Invitation

Dear Prospective Service Provider

Request for Sealed Quotations for the supply, maintenance, and servicing of existing Firefighting Equipment at the Namibia University of Science and Technology (NUST) 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.

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 annexe 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 V on. 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 submission deadline date.

4. Eligibility Criteria

For the participating company to be eligible, the service provider must attach the following **mandatory** documents:

Administrative compliance requirements:

| No | Document Name | Please tick |
|----|--|-------------|
| 1 | A valid certified copy of the Company registration certificate, clearly indicating shareholders' and principals' contact details (as registered with BIPA) (Attach certified copies of the Identification Document of all shareholders). | |
| 2 | A valid original or certified copy of the company's good standing Tax Certificate from the Ministry of Finance (NAMRA). | |
| 3 | An original or valid certified certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission. | |
| 4 | A valid certified copy of the Affirmative Action Compliance Certificate or proof from the Employment Equity Commissioner that a bidder is not a relevant employer or an exemption issued in terms of section 42 of the Affirmative Action Act, 1998. | |
| 5 | A written undertaking, as contemplated in Section 138(2) of the Labour Act, 2007 (complete and return with the bid) | |
| 6 | Submit a latest valid original fitness certificate from respective municipality, town council or Ministry of Health and Social Services. NB! Fitness certificate and business operations premises shall be vetted by NUST Safety, Health and Environmental (SHE) department for legitimacy. | |
| 7 | Submit a valid original or certified copy of a certificate of bidder's competence and the approval of the chief fire officer or from a reputable registered training authority, i.e. City of Windhoek, or a local authority. | |

| | | |
|----|---|--|
| 8 | Submit proof of bidder being an accredited service centre provider against the standards and requirements for fire protection, organization of services, training, and equipment as outlined in SANS 10090:2003 . | |
| 10 | Submit bidder's latest valid original fitness certificate from respective municipality, town council or Ministry of Health and Social Services. NB! Fitness certificate and business operations premises shall be vetted by NUST Safety, Health and Environmental (SHE) department for legitimacy. | |
| 11 | Submit a valid original or certified copy of a certificate of competence and the approval of the chief fire officer or from a reputable registered training authority, i.e. City of Windhoek, or a local authority. | |
| 12 | Submit proof of valid certificate as an Approved Inspection Authority (A.I.A) certificate from the Ministry of Labour. | |
| 13 | Submit proof of a valid certified copy for Fire Appliance Reconditioning Certificate | |

NB: Only a valid copy of an original document 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).

Bidders not meeting the above mandatory requirements will be disqualified at this stage.

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, 1st Floor
Windhoek**

24 October 2025 (Friday)

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

For any Technical clarifications, please contact: Mr Jefta Ampueja on telephone number: 061 207 2764.

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.

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 whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

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 issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract.

17. Notification of Award and Debriefing

NUST shall, after 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.**]*

| | |
|---|---|
| Quotation addressed to: | NUST Procurement Management Unit 13 Jackson Kaujeua Street Windhoek West |
| Procurement Reference Number: | NCS/RFQ/NUST - 019/2025 |
| The subject matter of Procurement: | Request for Sealed Quotations for the supply, maintenance and servicing of existing Fire Extinguishing Equipment at 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 – 019/2025

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:

Initial: _____

.....

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

NUST seeks the services of an **eligible and qualified service provider(s)** for the provision of the supply, maintenance and servicing of existing firefighting equipment at NUST for three (3) years.

NUST premises complies with the minimum legislative requirements of SANS 10400-part T: The application of the National Building Regulations – Fire Protection. Fire protection systems are a pre-requisite for all buildings as specified in the SANS 10400-part T.

The South Africa National Standards (SANS) 1475 Part 1 & 2, and the National Fire Protection Association (NFPA 25-2020), a Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems, are some of the standards used in Namibia for servicing firefighting equipment items such as fire extinguishers, fire hydrants, sprinklers, fire hose reels, smoke detectors and booster connections. Both standards provide a reasonable degree of protection for life and property from fire through minimum inspection, testing, and maintenance methods for water-based fire protection systems. This includes maintaining compliance with codes and standards and ensuring the system reliability.

1. Scope of services:

To uphold requirements and compliance to the Labour Act, 1992: Regulations relating to the health and safety of employees at work, related safety regulations regarding buildings safety, and Insurance compliance standards, all firefighting equipment must be maintained as per regulations standards once per annum.

The services will comprise of approximately **321** (DCP 4.5kg), **223** (DCP 9kg), **90** (CO²5kg) **34** (CO² 2kg) and **33** ((Assorted Fire extinguishers, i.e. 0.6kg, 1.5kg, 2.5kg, 6L wet chemical), **246** Fire Hose reels, **170** Fire Hydrants, **6** booster pumps, **(1)** Sprinkler system and **(7)** fire smoke detection systems.

The equipment must be serviced to the required standards with the **approved service provider who registered with SAQCC and SANS 14520 Compliant - Gaseous fire-extinguishing systems - Physical properties and system design.** Please refer to Annexure B and C for a complete schedule of requirements and specific items for the items below.

a) Annual Inspection, testing and Maintenance: Fire Extinguishers

It is expected that all servicing of fire extinguisher equipment should include the following services,

- Checking of DCP discharge hose
- Checking of DCP stop head
- DCP O-ring, safety pin, Plunger
- DCP Gauge, Powder and refills
- Physical damage to the cylinder, hose, and nozzle.

b) Annual Inspection, testing and Maintenance: Fire Hose Reels/Hydrant Replacement Parts

It is equally important that an annual service ensures that the below mentioned equipment are in good working condition.

- Stop Valves

- 30m pvc hose
- Reef
- Hydrants Head Lug
- Gland Packing
- PVC Nozzle

c) Annual Inspection, testing and Maintenance: Testing Sprinklers

It is expected that Inspection, testing and maintenance of the sprinkler system is done as follows;

Annual Inspection: A comprehensive review of the entire fire alarm system, including smoke detectors, to ensure proper functionality and compliance with fire safety standards.

Functional Testing: Monthly testing to ensure the smoke sensor, power supply, and/or battery are working correctly. This involves pressing the test button and confirming the alarm sounds.

Sensitivity Testing: Performed initially (within a year of installation) and periodically (every other year, or every five years if within listed sensitivity) to ensure the detector responds to a specific amount of smoke, according to the National Fire Protection Association (NFPA).

Maintenance: Includes tasks like cleaning the smoke detector with a vacuum cleaner to remove dust and replacing the battery, according to Fire System Services. Smoke alarms should be replaced after 10 years inspection.

They should be inspected **at least twice a year**.

d) Annual Inspection, testing and Maintenance: Testing Sprinklers

This involves a thorough review of the fire alarm system, including smoke detectors, to ensure proper functionality and compliance with fire safety standards.

It is expected that Inspection, testing and maintenance of the **Sprinklers** system is done as follows;

Inspection. A visual examination of a system or portion thereof to verify that it appears to be in operating condition and is free of physical damage.

Testing. To determine the operational status of a component/system by conducting physical checks; water-flow tests, fire pump tests, alarm tests and trip tests of dry pipe, deluge/pre-action valves.

Maintenance. In water-based fire protection systems, work performed to keep equipment operable.

2. Facilities to be provided by NUST

The University will avail some of its staff members from the Facilities team to familiarise, show and escort the contractor to all areas having the firefighting equipment, will provide access to all areas and any other assistance in fulfilling this task.

3. Contract duration and fees

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

4. Payment terms

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

5. Deliverables

The end goal of this project is to conduct successfully and efficiently all monthly, quarterly, bi-annual, and annual inspection, testing, and maintenance requirements for ALL NUST fire protection system on timelines specified in this agreement.

After successfully completion of the servicing of fire equipment, NUST shall receive a fire equipment servicing certificate of compliance (COC).

In addition to receiving our COC for the firefighting equipment servicing, NUST must also receive;

- 1) competent team to do regular fire equipment inspections
- 2) a firefighting equipment monthly check sheet, which will assist our fire wardens and health and safety representatives in completing their monthly check sheets,
- 3) an updated firefighting equipment register, listing all equipment in terms of:
 - type and size of firefighting equipment,
 - location of the fire equipment, including unique numbering system of the equipment
 - last servicing date and
 - next servicing date.

a. Expected standards

- All work and inspections will be performed in accordance with the standards documented under ANNEXURE C.
- The term "Inspect, Test and Service firefighting equipment is limited to an inspection service only and does not include alterations, repairs or replacements. Such alterations, repairs and replacements shall only be made upon the authority of the University's representative and at the rates to be quoted in bid detail (ANNEXURE D) under repair rates.
- If a firefighting equipment is deemed out of order or unserviceable during an inspection, the contractor shall provide a temporary replacement while the original equipment is being repaired or replaced.
- All firefighting equipment and supplies are to be picked up and/or delivered at no added cost to the University. Prior written approval must be received from the University for any additional costs for repairs and replacement parts.

b. Expectations

- It is expected that the Contractor maintains a permanent place of business with a minimum of five (5) years' experience providing inspections and maintenance services of firefighting equipment.
- The Contractor shall provide all labour, equipment, tools, services, skills, etc., required to inspect and maintain firefighting equipment.
- The Contractor is required to be accredited, licensed, and registered by an acceptable and recognized certification bodies.
- The Contractor and its' employees are required to be trained in appropriate safety procedures. Proof of qualifications and certification is expected to be provided.
- **The contractor is required to update the list under Annexure B, as more fire equipment is updated.**
- The contractor is expected to advise NUST as to the need to either increase or decrease the amount of firefighting equipment (i.e. fire extinguishers), to ensure a proper coverage of all facilities.

- It is expected that a RISK ASSESSMENT is conducted before servicing any firefighting equipment.
- **Servicing of all Firefighting Equipment to be completed at least one month before the expiry of the current servicing schedule/certification.**

The inspection, testing, and maintenance criteria for all items are listed below, with associated standard(s) to be complied with, (i.e. NFPA 10, NFPA 25 and SANS 1475 1&2).

6. Eligibility Criteria

a. **TECHNICAL REQUIREMENTS:**

The bidder shall meet the following technical requirements:

1. Technical Requirements:

| No. | Description | Comply (Yes/No) |
|-----|---|-----------------|
| 1 | The experience required to be demonstrated by the bidder should include as a minimum five (5) years in servicing, supply, delivery and installation of firefighting systems, equipment or similar. The bidder must submit a minimum of three (3) reference letters from clients for the similar service, not older than five (5) years at the time of bid submission(2021-2025) . | |
| 2 | The bidder must have qualified technicians with a minimum of two (2) years' experience in maintaining, servicing or installation of firefighting equipment/systems, supported by at least two (2) contactable reference letters and detailed Curriculum Vitae (CV). Evidence of service certificates, and reference letters and proof of qualifications for the technicians should be attached. | |
| 3 | The bidder must provide proof of certifications of staff assigned to the project on: <ul style="list-style-type: none"> • Training on the maintenance of firefighting equipment (Fire extinguishers, Fire hose reels, Fire hydrants) • The bidder must submit certified copies of the certifications in SANS 1475/1-2 | |
| 4 | The bidder must provide proof of supervisory key personnel to be assigned to this project with a minimum of five (5) years and above work experience in the servicing of firefighting equipment with comprehensive CV and copy of their certificates. | |
| 5 | The bidder must provide a detailed company profile providing a portfolio describing the nature of the business, the field of expertise, licenses, certifications, and accreditations. Any relevant and related work and assignments delivered by the bidder related to the bid. Business addresses (trading, telephone numbers, contact persons, and email), demographics information such as employees and physical facilities such as offices should be clearly outlined. | |

GLOSSARY AND TERMINOLOGY

| | |
|--|---|
| AIA | Approved Inspection Authority |
| COC | Certificate of compliance, a document which certifies that the goods or services supplied meet the required standards. |
| Contractor / Service Provider | Hereby an entity that is a certified and well versed in terms of the noted regulations. |
| Fire protection system | Is an engineered set of components, working together to detect a fire, alert occupants, and extinguish the fire before extensive damage occurs. |
| Inspection, Testing, and Preventive Maintenance | Scheduled proactive maintenance activities intended to (1) assess the current condition and/or rate of degradation of equipment, (2) test the operation/functionality of equipment, and/or (3) prevent equipment failure by restoring equipment condition. |
| Maintenance/Service | Combination of all technical and administrative activities including supervisory actions, intended to retain a fire equipment in, or restore it to, a state of full and effective operational readiness. |
| NFPA 10 | Standard for Portable Fire Extinguishers |
| NFPA 25-2020 | National Fire Protection Association, a Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems. |
| NUST | Namibian University of Science and Technology. |
| SABS | The South African Bureau of Standard. |
| SANAS - | The South African National Accreditation System (SANAS). The national body responsible for carrying out accreditations in respect of conformity assessment, as mandated through the Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice Act (Act 19 of 2006). |
| SANS 10400 – T:2011 | South African National Standard); The application of the National Building Regulations, Part T: Fire protection |
| Site | An Erf/Property with several Buildings such as the Main or Lower Campus. |

ANNEXURE B

List of Firefighting equipment at NUST main campus

| BUILDING NAME | DCP 4.5 kg | DCP 9 KG | CO2 2KG | CO2 5KG | OTHER (specify) | HOSE REEL (30m) | HYDRANTS | BOOSTER PUMP | SPRINKLER SYSTEMS | FIRE SMOKE DETECTOR SYSTEMS |
|------------------------------------|-------------------|-----------------|----------------|----------------|------------------------|------------------------|-----------------|---------------------|--------------------------|------------------------------------|
| A1 – Elisabeth House | | 6 | | | | 3 | | | | YES |
| A2 – Sander Haus | | 2 | | | | 1 | | | | |
| A3 - Administration building | 9 | 9 | 2 | | | 6 | | | | YES |
| A4 - Land Management | 1 | | 1 | 4 | | 1 | | | | |
| A5 - COLL Centre | 3 | | | | | 1 | | | | |
| S1 - Poly-Heights | | 18 | | | | 23 | 11 | 1 | | |
| A6 - Student Kitchen | 1 | 6 | 4 | 1 | | 2 | | | | |
| A7 - Mon-Resa male Residence | 9 | | | 1 | | 8 | | | | |
| A8 - Hopker Female Residence | | 7 | | | | 6 | 4 | | | |
| A9 - Shangri-la Residence | 1 | 16 | | | | 15 | 7 | | | |
| A10 - Clinic | 2 | | 1 | | | | | | | |
| A11 – Vocational Training Building | 3 | | | | | 2 | | | | |
| A12 – Oppenheimer House | 3 | 1 | 9 | | | | | | | |
| A13 - Dawakos | 4 | | 1 | | | | | | | |
| A14 – Old CED Building | 4 | | 1 | | | | | | | |

| | | | | | | | | | | |
|---|----|----|----|----|---------------------------------|----|----|---|-----|-----|
| A15 - Lecture Building | 8 | 7 | | | | 6 | 3 | | | |
| A16 – Information Centre/Kiosk/Campus Control | | | 1 | 2 | | | | | | |
| A17 - Office Building (Incl. examinations, Nashua) | 16 | 22 | 16 | 8 | | 17 | 14 | | | |
| B1 – Quality Assurance Unit | | 2 | | | | | | | | |
| B2 – House No.8 (Elephant House) | | 3 | | | | | | | | |
| C1 – Foundation House | 1 | | | | | | | | | |
| D1 – Library & Info Syst. | 40 | | | | | 18 | 16 | | | Yes |
| D2 - Engineering building (Incl. Basement & Lab 12) | 27 | 22 | 2 | 14 | 1X 0.6kg Fire Extinguisher | 20 | 13 | | Yes | YES |
| D3 - Auditorium Building | | 9 | | | | 6 | 3 | | | Yes |
| D4 - Science & Tech. | 3 | 27 | | 2 | | 12 | 8 | | | Yes |
| E1 – Faculty of Health & Applied Science | 44 | 2 | | 2 | | 18 | 6 | | | Yes |
| E2 - Mining Engineering | 11 | | 2 | | | 6 | 6 | | | |
| E3 - Civil Engineering | 11 | | | | | 5 | 5 | | | |
| E4 - Architecture building | 16 | | | | | 8 | 4 | | | |
| E5 – HTTPS and parking | 63 | | | | | 27 | 19 | | | Yes |
| F1 - Hotel school | 16 | 21 | 5 | | 1X 6L Wet chemical Extinguisher | 6 | 4 | 1 | | Yes |

| | | | | | | | | | | |
|---|------------|------------|-----------|-----------|--|------------|------------|----------|----------|----------|
| J1 - Teaching and Learning Unit | 2 | | 1 | | | | | | | |
| J4 – Namibia Energy Institute | 4 | | 1 | | 1X 1.5kg Fire Extinguisher | | | | | |
| J5 (NBII Village) Incl. No.3 Gluck Street, Brahms Street 19 | 8 | | 14 | | | 2 | | | | |
| J6 – Namibia German Institute for Logistics | | | 1 | | 1X 1.5kg Fire Extinguisher | | | | | |
| J7 - Gluck Street no. 5 | | | 1 | | 3X 1.5kg Fire Extinguisher | | | | | |
| K1 – Cooperative Education Unit | | 3 | 2 | | | 1 | | | | |
| L1 – Computing and Informatics | 2 | 2 | | | | | | | | |
| O1 - Kleines Heim | 1 | 7 | 3 | | | | | | | |
| S1- Poly Heights | 3 | 25 | | | | 25 | 14 | 3 | | |
| S2 – Logistics | | | | | 1X 1.5kg Fire Exti 5X 2.5kg Fire Exti | | | | | |
| Agriculture House | | 2 | 1 | | | | | | | |
| INCEIT | | 3 | 1 | | | 1 | | | | |
| NUST Vehicles (Parked at Poly Heights) | 5 | 1 | 20 | | 10X 1.5kg Fire Ext 10X 2.5kg Fire Ext | | | | | |
| Main Campus Yard | | | | | | | 17 | | | |
| Lower Campus Yard | | | | | | | 16 | 1 | | |
| TOTAL AMOUNT | <u>321</u> | <u>223</u> | <u>90</u> | <u>34</u> | <u>33</u> | <u>246</u> | <u>170</u> | <u>6</u> | <u>3</u> | <u>2</u> |

SUMMARY OF FIRE EQUIPMENT INSPECTION, TESTING AND MAINTENANCE

Fire Extinguishers

| <i>Item</i> | <i>Frequency</i> | <i>Reference</i> |
|--|------------------|---------------------------------------|
| <u>Inspection</u> | | |
| <p>Visually inspect thoroughly examine all mechanical parts and ensure the extinguisher is fully pressurized and in good physical condition. Inspect brackets for damage, corrosion by;</p> <ul style="list-style-type: none"> • Ensure the extinguisher is in its designated location, visible, and not obstructed. • Check for any visible damage, such as dents, rust, or corrosion. • If equipped with a gauge, ensure it's in the green "charged" zone. • Verify that the tamper seal is intact. • Check for any blockages or damage to the nozzle. • Check that the operating instructions on the extinguisher are clear and legible • Check that the extinguisher has not been used, by checking the following: <ul style="list-style-type: none"> ○ Safety pin and tamper seal are in place ○ Pressure gauge reading (indicating needle should be in the green area) | Annual | SANS 1475-1:2010 & NPFA 10 |
| <u>Testing</u> | | |
| <ul style="list-style-type: none"> • Hydrostatic testing - which evaluates the structural integrity of the cylinder • Conduct a pressure and leakage test • Weigh the extinguisher and record on the service label. If there is more than a 10% weight loss, investigate and recharge. | Annual | SANS 1475-1:2010 & NPFA 10 |
| <u>Maintenance</u> | | |
| <ul style="list-style-type: none"> • Recharging: If an extinguisher is used, it must be recharged. • Replacement: If an extinguisher is damaged, needs recharging, or is beyond its service life, it must be replaced. | Annual | SANS 1475-1:2010 & NPFA 10 |
| <p>Pressure & Service labels: Record legibly and indelibly and on an acceptable, waterproof, adhesive label that is firmly fixed to the extinguisher, the following information:</p> <ol style="list-style-type: none"> a) name, physical address, and contact number of the servicing organization. b) registration number of the registered competent person. c) date of service & pressure test d) next service due date; and e) actual mass & test pressure | Annual | |

Table. 1. Summary of Fire Extinguisher Inspection, testing and maintenance (NPFA 10, SANS 1475-1:2010)

Fire Hose Reels

| Item | Frequency | Reference |
|--|-----------|--|
| Inspection | | |
| Fire hose reel maintenance requires regular visual inspections, annual flow and pressure tests, and a pressure test every five years. These checks ensure the reel is in good condition, water-tight, and delivers the necessary water flow and pressure for fire fighting | Annual | SANS 1475-2 NFPA 25 - 2017 |
| Conduct a visual inspection of the hose and all the fittings (cabinet, control valves, gauges, hose, hose connections, hose nozzle, piping & pressure-regulating devices) | Annual | |
| Conduct other visual checks; a) check for any obvious defects, corrosion, leaks, or damage to the hose, reel, and fittings. b) Verifying that the hose reel delivers water at the correct flow rate c) Ensuring the hose can withstand the necessary pressure during firefighting operations. d) Testing the hose reel's ability to run out and rewind the hose, and that the nozzle and valve are functioning correctly. e) Ensure the nozzle can be opened and adjusted easily and that the reel unwinds smoothly f) Ensuring the hose reel is in the correct place and is unobstructed. g) Verifying that the reel is clearly marked and displays the correct signage. | | |
| Testing | | |
| Conduct a water flow test (Pressure tested to ensure the integrity of the unit should it be used in an emergency) | Annual | SANS 1475-2 NFPA 25 – 2017 SANS 10105-Part2 |
| Check whether the water pressure to the hose reel and above-ground hydrant is at least 300Kpa | | |
| Hydrostatic test | Annual | NFPA 25 - 2017 |
| Main drain test, pressure control valve, pressure-reducing valve, supervisory signal device, valve status test, waterflow alarm devices | Annually | |
| Maintenance | | |
| test equipment which allows us to pressurize each hose to its maximum working pressure (Maximum working pressure 12 bar, Test pressure 18 bar Typical). a) Hose connections b) Hose valves c) Valves (all types) | Annually | SANS 1475-2 NFPA 25 - 2017 |

Table. 2. Summary of Hose Reels Inspection, testing and maintenance (**SANS 1475-2**; **NFPA 25 – 2017** & **SANS 10105-Part2**)

Fire Hydrants

| Item | Frequency | Reference |
|--|-----------|--------------------|
| Inspection | | |
| visual inspection to ensure the hydrants are in good working order, ready for use in a fire emergency, and compliant with standards. | Annual | SANS 1475-2 |
| Conduct a visual inspection of the hose and all the fittings such that; a) Inspect for physical damage, including rust, leaks, and obstructions around the hydrant. b) Check for proper paint colour and condition c) Ensure nozzle caps are clean, lubricated, and easily removable d) Check chains and ensure they allow for easy cap rotation e) Inspect the hydrant's status f) Take a static pressure reading and record the date and time g) Verify that the hydrant is facing the correct direction with adequate clearance. h) Signage is in place | Annual | SANS 1475-2 |
| Testing | | |
| Conduct a water flow test | Annual | SANS 1475-2 |
| Conduct flushing and lubrication | | |
| Pressure tested to ensure the integrity of the unit should it be used in an emergency | Annual | |
| Maintenance | | |
| Regular inspections are crucial to ensure hydrants operate properly in emergencies, guaranteeing their reliability and effectiveness when needed most. | Annual | SANS 1475-2 |

Table. 3. Summary of Hydrants Inspection, testing and maintenance (**SANS 1475-2**)

Fire Booster pumps

| <i>Item</i> | <i>Frequency</i> | <i>Reference</i> |
|---|------------------|--------------------|
| <u>Inspection</u> | | |
| Conduct visual inspection to ensure the fire booster pumps functions reliably in an emergency. This includes checking gauges, lubricating moving parts, inspecting the impeller, and ensuring secure electrical connections. | Annual | SANS 1475-2 |
| Conduct a visual inspection of the boosters and connectors; <ul style="list-style-type: none"> a) Check any visual pipe work leading off the booster b) Gauge and Meter Calibration: Ensure accurate readings on pressure gauges and flow meters. c) Lubrication: Apply appropriate lubricants to moving parts to maintain smooth operation. d) Impeller Inspection: Check the impeller for wear and tear. e) Electrical Connections: For electric pumps, ensure all connections are secure and functional. f) Check if the Stop cock Open and Closes Freely. g) Check if the gauge is readable, h) Check if the booster has damages to the coupling lips, and visually check the seal for damages i) Check all protective parts for dust/moisture cap and chain | Annual | SANS 1475-2 |
| <u>Testing</u> | | |
| Conduct a water flow test. Pressure tested to ensure the integrity of the unit should it be used in an emergency Alarm Tests: Test pump alarms for running, power failure, and valve tamper every quarter Flow Test: Operate the pump with water flow, testing at different capacities and checking pressures. Full Operational Testing: Simulate real fire conditions by operating the pump at full capacity. | Annual | SANS 1475-2 |
| <u>Maintenance</u> | | |
| Preventive maintenance to be conducted to keep the fire pump system in top condition. This includes regularly checking and replacing worn or damaged parts, such as bearings, seals, and impellers. It also involves lubricating moving parts, adjusting belts, and ensuring that the pump's motor is functioning correctly. | Annual | SANS 1475-2 |

Table. 4. Summary of Fire Boosters Inspection, testing and maintenance (**SANS 1475-2***)

Sprinkler system

| Item | Frequency | Reference |
|---|-----------|--------------|
| <u>Inspection</u> | | |
| Visually inspect: a) all sprinkler system components, including sprinkler heads, piping, valves, and control panels, for signs of damage, corrosion, or leaks. b) Check for proper orientation, unobstructed spray patterns, and correct temperature ratings. | Annually | NFPA 25:2010 |
| <u>Testing</u> | | |
| Main Drain Test: Conduct main drain tests to verify control valves are open and the system is receiving adequate water pressure and flow. Alarm Devices: Ensure mechanical and electronic alarm devices are functioning correctly. Flow Tests: Perform flow tests on the system and pumps to verify their performance. Dry Pipe, Pre-action, and Deluge Valves: Conduct trip tests on these valves to ensure proper operation. Backflow Preventers: Test backflow prevention devices to protect water quality. | Annually | |
| <u>Maintenance</u> | | |
| Run the entire sprinkler system; • Check for damage to sprinkler heads or piping which could have occurred over the winter. Repair and replace as needed. • Check for accurate spray patterns. • Make sure sprinkler heads aren't blocked by plants or other materials. | Annually | NFPA 25:2010 |
| Address any identified issues promptly, including replacing damaged or malfunctioning components. Schedule for regular maintenance tasks, including lubrication, seal replacement, and component adjustments. | | |

Table. 5. Summary of sprinkler systems Inspection, testing and maintenance (NFPA 25:2010)

Fire smoke detection system

| Item | Frequency | Reference |
|--|------------|--------------|
| <u>Inspection</u> | | |
| Visually inspect: a) the entire fire alarm system, b) smoke detectors, to ensure proper functionality and compliance with fire safety standards. | Bi- Annual | NFPA 25:2010 |
| <u>Testing</u> | | |
| Functional Testing: Monthly testing to ensure the smoke sensor, power supply, and/or battery are working correctly. This involves pressing the test button and confirming the alarm sounds. | Bi- Annual | |
| Sensitivity Testing: Performed initially (within a year of installation) and periodically (every other year, or every five years if within listed sensitivity) to ensure the detector responds to a specific amount of smoke, according to the National Fire Protection Association (NFPA). | Bi- Annual | |
| <u>Maintenance</u> | | |
| Cleaning the smoke detector with a vacuum cleaner to remove dust | Annual | NFPA 25:2010 |
| Replacing the battery, according to Fire System Services. | | |
| Smoke alarms should be replaced where necessary | | |

Table. 6. Summary of fire smoke detector Systems Inspection, testing and maintenance (NFPA 25:2010)

ANNEXURE D

BID DETAIL

| <u>Item</u> | <u>Description</u> | <u>Unit Price</u> | <u>Quantity</u> | <u>Total Price</u> |
|---|---|-------------------|-----------------|--------------------|
| 1 | Inspect & maintain dry chemical extinguishers | | | |
| | • 4,5kg DCP | | | |
| | • 9kg DCP | | | |
| 2 | Inspect & Maintain CO ² extinguishers | | | |
| | • 1.5kg CO ² | | | |
| | • 2 kg CO ² | | | |
| | • 2.5kg CO ² | | | |
| | • 5kg CO ² | | | |
| | • Other, (Refer to Annexure B) | | | |
| 3 | Inspect & maintain Wet chemical extinguisher | | | |
| | • 6L | | | |
| 4 | Inspect & maintain hose reels | | | |
| 5 | Hydrants Inspection, testing and maintenance | | | |
| 6 | Fire Boosters Inspection, testing and maintenance | | | |
| 7 | Sprinkler Systems Inspection, testing and maintenance | | | |
| 8 | Fire smoke detector Systems Inspection, testing and maintenance | | | |
| TOTAL COST OF SERVICING, N\$ (VAT INCLUSIVE) | | | | |

Alterations, repairs and replacements (Only with authority of the University's representative)

[illegible]

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/NUST – 019/2025

[Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be redesigned and customized as per the type of services required].

Currency of Quotation: Namibian Dollars

| Item No | Brief Description of Services | Quantity | Unit of Measure | Unit Price | Total Price (Year 1) | Total Price (Year 2) | Total Price (Year 3) |
|-------------------------------|---|----------|-----------------|------------|----------------------|----------------------|----------------------|
| A* | B* | C* | D* | E | F 1 | F 2 | F 3 |
| 1 | Inspect & Maintain dry chemical extinguishers | | Each | | | | |
| | • 4,5kg DCP | 321 | Each | | | | |
| | • 9kg DCP | 223 | Each | | | | |
| 2 | Inspect & Maintain CO ² extinguishers | | Each | | | | |
| | • 2kg CO ² | 90 | Each | | | | |
| | • 5kg CO ² | 34 | Each | | | | |
| | • Other (refer to Annexure B) | 33 | Each | | | | |
| 3 | Inspect & maintain hose reels | 246 | Each | | | | |
| 4 | Hydrants Inspection, testing and maintenance | 170 | Each | | | | |
| 5 | Fire Boosters Inspection, testing and maintenance | 6 | Each | | | | |
| 6 | Sprinkler Systems Inspection, testing and maintenance | 1 | Each | | | | |
| 7 | Fire smoke detection system | 7 | Each | | | | |
| Other additional costs | | | | | | | |
| Subtotal | | | | | | | |
| VAT @ % | | | | | | | |
| Total | | | | | | | |

Enter 0% VAT rate if VAT exempt.

ALTERATIONS, REPAIRS AND REPLACEMENT PRICE SCHEDULE*

| Item No | Brief Description of Services | Unit of Measure | Unit Price |
|---------|---|-----------------|------------|
| A* | B* | D* | E |
| 1 | Inspect & Maintain dry chemical extinguishers | Each | |
| | • 4,5kg DCP | Each | |
| | • 9kg DCP | Each | |
| 2 | Inspect & Maintain CO ² extinguishers | Each | |
| | • 2kg CO ² | Each | |
| | • 5kg CO ² | Each | |
| | • Other (refer to Annexure B) | Each | |
| 3 | Inspect & maintain hose reels | Each | |
| 4 | Hydrants Inspection, testing and maintenance | Each | |
| 5 | Fire Boosters Inspection, testing and maintenance | Each | |
| 6 | Sprinkler Systems Inspection, testing and maintenance | Each | |
| 7 | Fire smoke detection system | Each | |

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

*Alterations, repairs and replacement will only be done with the authority of NUST representative

Priced Activity Schedule Authorised By:

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

We, the undersigned, hereby accept in full the NUST General Terms and Conditions, and hereby offer bid for servicing of firefighting equipment, in conformity with the requirements of NUST as per RFQ.

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/NUST – 019/2025

[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) |
|---------|---|--|--|
| A* | B* | C | D |
| 1 | Inspect & Maintain dry chemical extinguishers | | |
| | • 4,5kg DCP | | |
| | • 9kg DCP | | |
| 2 | Inspect & Maintain CO ² extinguishers | | |
| | • 2kg CO ² | | |
| | • 5kg CO ² | | |
| | • Other (refer to Annexure B) | | |
| 3 | Inspect & maintain hose reels | | |
| 4 | Hydrants Inspection, testing and maintenance | | |
| 5 | Fire Boosters Inspection, testing and maintenance | | |
| 6 | Sprinkler Systems Inspection, testing and maintenance | | |
| 7 | Fire smoke detection system | | |

* 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 except where modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: NCS/RFQ/NUST – 019/2025

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 |
|---|---|
| GCC 1.1 Effectiveness of Contract | The Contract shall come into effect as from 01 February 2026 or date of last signature by both parties. |
| GCC 1.3.1 Intended Completion date | Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by 31 January 2029. |
| GCC 1.6.1 Issue of notices | <p>The Authorized Representative of the Employer (NUST) is :</p> <p>The Vice-Chancellor Namibia University of Science and Technology Office of the Vice-Chancellor vc@nust.na +264 61 207 2001</p> <p>The Authorized Representative of the Service Provider is:</p> <p>Name: _____</p> <p>Title: _____</p> <p>Email: _____</p> <p>Contact Number: _____</p> |
| GCC 2.6 Insurance and liabilities to Third Party | The amount of the Professional Indemnity Insurance Cover shall be at least: N\$5 000 000 _____ |
| GCC 2.7 Reporting Obligations | <p>The Service Provider shall report to:</p> <p>Mr Jefta Ampueja <i>Head: Health, Safety and Environmental</i> Department of Facilities</p> |

| | |
|-------------------------------------|---|
| | jampueja@nust.na +264 83 207 2764 |
| GCC 4.2 Contract Price | The amount payable is as per price activity schedule. |
| GCC 4.3 Terms of Payment | Payments will be made to the Service Provider on a monthly basis 30 days after receipt of invoice. |
| GCC 4.5 Price Adjustment | Prices shall be adjustable. |

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 – 019/2025

| Description | Attached | Not Attached |
|--|----------|--------------|
| Quotation Letter | | |
| Priced Activity Schedule | | |
| Performance Compliance Sheet | | |
| Bid Securing Declaration | | |
| Company profile, past experience and references where similar services have been provided | | |
| A valid original or certified copy of the Company registration certificate, clearly indicating shareholders and principals' contact details <i>as registered with Business and Intellectual Property Authority (BIPA)</i> (attach certified copies of all the shareholders/members' identification documents) | | |
| A valid original or certified copy of the company's good standing Tax Certificate (<i>Ministry of Finance Inland Revenue</i>). | | |
| A valid original or certified copy of the company's good standing Social Security Certificate (<i>Social Security Commissioner</i>). | | |
| A valid original or 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 | | |
| Submit signed Bid Submission Form (complete and return with the bid) | | |
| A written undertaking as contemplated in Section 138(2) of Labour Act, 2007. | | |
| A valid original or certified copy of acceptable and recognised certification bodies. | | |
| A valid original or certified copy of the registration certificate Fire Industry. | | |
| Valid certified copy for Fire Appliance Reconditioning Certificate | | |
| Three (3) reference letters of similar service provided (not older than 5years). | | |
| Qualified technician servicing firefighting equipment with a minimum of three (3) years of experience. Attach comprehensive Curriculum Vitae (CV) of the Service Technician and a copy of their certificates. | | |

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.

EVALUATION AND QUALIFICATION CRITERIA

BIDDING EVALUATION PROCESS

The bids will be evaluated in three stages, namely, stages one, two and three, respectively, by the Bid Evaluation Committee (BEC) appointed by the Accounting Officer and subsequently submitted to the Procurement Committee for recommendation of award to the successful bidder/s.

STAGE 1: MANDATORY DOCUMENTATION AND ELIGIBILITY CRITERIA (PASS/FAIL)

The following are mandatory documents to be submitted by bidders; non-submission of documents outlined below is an automatic disqualification, the bidder cannot be evaluated for Stage 2 Technical.

MANDATORY REQUIREMENTS DOCUMENT EVALUATION CRITERIA

| No | Document Name | Yes/No |
|----|---|--------|
| 1 | A valid certified copy of the Company registration certificate, clearly indicating shareholders' and principals' contact details (as registered with BIPA) (Attach certified copies of the Identification Document of all shareholders). | |
| 2 | A valid original or certified copy of the company's good standing Tax Certificate from the Ministry of Finance (NAMRA). | |
| 3 | An original or valid certified certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission. | |
| 4 | A valid certified copy of the Affirmative Action Compliance Certificate or proof from the Employment Equity Commissioner that a bidder is not a relevant employer or an exemption issued in terms of section 42 of the Affirmative Action Act, 1998. | |
| 5 | A written undertaking, as contemplated in Section 138(2) of the Labour Act, 2007 (complete and return with the bid) | |
| 6 | Submit a latest valid original fitness certificate from respective municipality, town council or Ministry of Health and Social Services. NB! Fitness certificate and business operations premises shall be vetted by NUST Safety, Health and Environmental (SHE) department for legitimacy. | |
| 7 | Submit a valid original or certified copy of a certificate of bidder's competence and the approval of the chief fire officer or from a reputable registered training authority, i.e. City of Windhoek, or a local authority. | |
| 8 | Submit proof of bidder being an accredited service centre provider against the standards and requirements for fire protection, organization of services, training, and equipment as outlined in SANS 10090:2003 . | |
| 9 | Submit bidder's latest valid original fitness certificate from respective municipality, town council or Ministry of Health and Social Services. NB! Fitness certificate and business operations premises shall be vetted by NUST Safety, Health and Environmental (SHE) department for legitimacy. | |
| 10 | Submit a valid original or certified copy of a certificate of competence and the approval of the chief fire officer or from a reputable registered training authority, i.e. City of Windhoek, or a local authority. | |
| 11 | Submit proof of valid certificate as an Approved Inspection Authority (A.I.A) certificate from the Ministry of Labour. | |

| | | |
|----|--|--|
| 12 | Submit proof of a valid certified copy for Fire Appliance Reconditioning Certificate | |
| 13 | Submit proof of a valid certified copy from SAQCC (South African Qualification and Certification Committee) , SABS 1475 or SANS 10400 permit or Equivalent | |
| 14 | Submit proof of Professional Indemnity Insurance Cover of at least: N\$5 million for this bid. | |

NB: Only a valid certified copy of an original document 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.

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

STAGE 2: TECHNICAL EVALUATION (100 MARKS)

TECHNICAL EVALUATION CRITERIA AND SCORING

| Criteria | Sub-criteria | Sub-scores | Total score |
|--|---|------------|-------------|
| Company Profile in the servicing of firefighting equipment a) A detailed company profile providing a portfolio describing the nature of the business, the field of expertise, licenses, certifications, and accreditations . Any relevant and related work and assignments delivered by the bidder related to the bid. b) Business addresses (trading, telephone numbers, contact persons, and email), demographics information such as employees and physical facilities such as offices. | Detailed company profile attached detailing expertise, licenses, certifications and accreditations as per bid document requirements | 15 | 15 |
| | The company profile is not detailed or no relevant documents attached. | 5 | |
| | Invalid or no proof provided | 0 | |
| Reference letters Experience of the bidder in the Supply, Maintenance and servicing of Firefighting equipment Provide proof of at least three (3) authentic reference letters of award for similar firefighting service experience, particularly experience in servicing, refilling and maintenance. An outline of recent experience on comparable projects executed during the last five years (2021-2025) proving the successful experience of a minimum of three (3) years in similar work. (Attach three (3) letters of reference indicating the contract amount, the date when the project was carried and the contact person). | Company experience of at least five (5) years of experience and above substantiated by three reference (3) letters of contract award. | 25 | 25 |
| | Company experience of at least three (3) years of experience substantiated by two (2) or less reference letters (s) contract award. | 10 | |
| | Company experience of at least two (2) years substantiated | 0 | |

| | | | |
|---|--|-------------|----|
| Any copies of reference letters to be attached must be certified by <i>a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)</i> will be accepted. | by 1 reference letter(s) | | |
| Experience: Key personnel Key personnel, particularly with experience in firefighting servicing. CVs, testimonials and/or reference letters for key staff to be attached. Qualified technicians servicing firefighting equipment with a minimum of two (2) years of experience. Attach comprehensive Curriculum Vitae (CV) of the Service Technician and a copy of their certificates. Experience: Key personnel (Technicians) (Minimum 3 technicians) | Two (2) years and above work experience in the servicing of firefighting equipment with comprehensive CV and copy of their certificates. Less than two (2) years of work experience in firefighting equipment and no valid documentation submitted as per requirement stated. | 20 0 | 20 |
| Training of Technicians The bidder must provide proof of certifications of staff assigned to the project on: <ul style="list-style-type: none"> • Training on the maintenance of firefighting equipment (Fire extinguishers, Fire hose reels, Fire hydrants) • The bidder must submit certified copies of the certifications in SANS 1475/1-2 | Proof of certifications of staff assigned to the project on specified trainings No proof of certifications of staff or invalid certifications provided | 10 0 | |
| Experience: Key personnel (Supervisors) | More than 5 years Five (5) years and above work experience in the servicing of firefighting | 20 | |

| | | | |
|--|---|---|--|
| | equipment with comprehensive CV and copy of their certificates. | | |
| | Less than five (5) years of work experience in firefighting equipment and no valid documentation submitted as per requirement stated. | 0 | |

a) Bidders scoring 70% and more will be considered for financial evaluation.

Financial Evaluation

The lowest response bid meeting all requirements will be considered for award.

Only Service Providers scoring 70% or more will be considered for financial evaluation.

STAGE 3: PRICE EVALUATION

The bidder, having submitted the lowest evaluated responsive bid price and qualified to perform the task, shall be selected for the contract award.

Bidders applying for the Margin of Preference shall submit, upon request, evidence of:

MARGIN OF PREFERENCE

| No. | Category | Documentary Evidence | Margin of preference |
|------------|------------------------------------|---|-----------------------------|
| 1 | Manufacturer | <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 in Annexure 1, and as certified by an Accountant | 2% |
| 2 | Micro, Small and Medium Enterprise | <ul style="list-style-type: none"> - SME registration certificate - Declaration indicating the percentage of Namibian MSME ownership | 1% |
| 3 | Women owned enterprise | <ul style="list-style-type: none"> - ID's of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - Declaration indicating the percentage of Namibian female ownership | 1% |
| 4 | Youth owned enterprise | <ul style="list-style-type: none"> - ID's of all shareholders | 2% |

| | | | |
|----------|--|---|-----------|
| | | <ul style="list-style-type: none"> - Founding statement/company registration indicating ownership structure/shareholder certificate - Declaration indicating the percentage of Namibian youth ownership | |
| 5 | Previously Disadvantaged Person Owned enterprise | <ul style="list-style-type: none"> - ID's of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - Declaration indicating the percentage of Namibian PDP's ownership | 2% |
| 6 | Suppliers providing environment protection | <ul style="list-style-type: none"> - Declaration and proof that the bidder meets the requirements set out in the bidding document | 1% |
| 7 | Suppliers providing employment to Namibians | <ul style="list-style-type: none"> - Declaration that the bidder employs 50% or more Namibian citizens | 1% |

a) For procurement of non-consultancy services:

i) Namibian Shareholding

3% - if the bidder meets any of the qualification criteria under section 71 (3) of the Act;

ii) Services to be rendered by Namibian citizens:

(aa) 1% - if between 50% - 60% of the key employees to render the service inclusive of management are Namibian citizens;

OR

(bb) 2% - if more than 60% of the key employees render the service inclusive of management are Namibian citizens;

(cc) 3% - if 100% semi-skilled labour are Namibian citizens;

iii) Materials:

2% If the bidder has signed a declaration that 50% of the total value of goods or materials to be used for the services are manufactured, grown, mined or extracted in Namibia.

b) For procurement of consultancy services

(i) Namibian shareholding:

3% - if the bidder meets any of the qualification criteria under section 71(3) of the Act;

(ii) Services to be rendered by Namibian citizens:

- (aa) 4%- if the Team leader is a Namibian citizen;
- (bb) 1% - if between 50% - 60% of the employees to render the service are Namibian citizens;

OR

- (cc) 3% - if more than 60% of the employees to render the service are Namibian citizens.

c) For procurement of consultancy services (Individual):

5% - if an individual consultant is a Namibian citizen

NUST MAIN CAMPUS MAP



FIRE FIGHTING EQUIPMENT



FIRE
HYDRANTS



FIRE SPRINKLER SYSTEM



HOSE REEL



CO² EXTINGUISHER



SMOKE DETECTION



DCP EXTINGUISHER



BOOSTER PUMP