



SOS Children's Villages Namibia
National Office
31 Heinitzburg Street
Klein Windhoek, Namibia

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**STANDARD BID DOCUMENT
FOR SECURITY SERVICES**

**SMALL CONTRACTING ASSIGNMENTS
- TIME/MILESTONE BASED PAYMENTS**

**BID No.:
SOSCVN-RFQ/004/2025**



BID SUBMISSION FORM

FORM 1

BID DOCUMENT
PROCUREMENT NO: **SOSCVN-RFQ/004/2025**

PROVISION OF GUARDING SECURITY SERVICES AT THE 4 PREMISES OF SOS CHILDREN'S VILLAGES NAMIBIA IN WINDHOEK, TSUMEB AND ONDANGWA

Last date for Submission of Tender:
Friday, 31st October 2025 at 16h00 PM (Late submissions will not be accepted)

Place of Submission of Tender Document:
Documents should be submitted in hardcopy to the address provided below:
SOS CV National Office, 31, Heinitzburg Street, Klein Windhoek, Windhoek, Namibia.

Contact Person:
Anna-Liisa Mbundu (Secretary – National Procurement Committee)
procurement@sos-namibia.org ; Telephone: +264 61 222 457

Details of Tenderer/Bidder:

Business Registration Number			
Tax Identification Number			
Registered Business Name			
Trading name (If different)			
Business Physical Address			
Business Postal Address			
Business Email Address			
Business Contact Number			
Authorized Representative Name			
Authorized Rep. Contact Number			
	Per Month (NAD)	Per Year (NAD)	For 2 years (NAD)
Bid Sum (Subtotal – Excl. VAT)			
VAT Amount			
Total Bid Amount (Incl. VAT)			



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1. SCOPE

1.1 The objective is to appoint an accredited company to provide security guarding services for **SOS Children's Villages Namibia** buildings and premises as indicated in **ANNEXURE A: SPECIFICATIONS IN RESPECT OF SERVICES AND PRODUCTS**. The provision of a high-quality service at a reasonable fee is a critical success factor.

1.2 Selection of suitable suppliers will be based on the following criteria:

- a) Company profile and resources availability (Background, company size, workforce, organizational chart, active years, critical assets list and proof of ownership)
- b) Proposal quality in terms of Bid requirements.
- c) Proof of financial stability (Official latest financial statement and good standing with the organization)
- d) Most recent references (Minimum of 3 reference letters, must be on a company letterhead), the references must relate to security guarding services rendered to clients in Namibia and must not be older than the last 3 years.
- e) Pricing (refer to **Annexure B**)

2. SIGNATURE AND LODGEMENT OF TENDER

This tender document must be signed and initialed by the tenderer and will be automatically disqualified if this provision is not complied with. Tender submissions must be done in hard copy and an excel format of Annexure B via email, and the subject should be:

BID SUBMISSION: SOSCVN-RFQ/004/2025 - 01 – PROVISION OF SECURITY SERVICES – AT (insert number) SOS PREMISES LOCATED AT _____, _____, _____, _____ AREA(S)

Your files should be clearly split and marked as follows;

- a) Signed Tender Document
- b) Detailed Technical Proposal (with clear Value Proposition)
- c) Corporate profile
- d) Company Registration documents and
- e) Company documents - refer to section 5.
- f) Financial documents – refer to section 5.
- g) Financial Proposal
 - (i) Annexure B (Hardcopy stamped)
 - (ii) Annexure B (Microsoft excel)
- h) References
 - (i) Minimum of 3 valid and authentic Reference Letters - not older than 3 years
- i) All relevant statutory registrations and proof of Compliance/Good standing

3. INSTRUCTIONS FOR SUPPLYING PRICING

You are requested to complete **Annexure B**, by inserting your prices. The Annexure should be submitted in both PDF as well as excel format. We will use all information to assist us in choosing SUPPLIER(S), so a complete response by your company is imperative. Excel format of Annexure B must be submitted via email to **procurement@sos-namibia.org** before the Bid Closing Date stipulated herein.



4. NOTIFICATION TO TENDERERS

- a) All general enquiries regarding the tender are to be addressed to the contact person in writing via e-mail on or before Friday, 31st November 2025.
- b) Submissions of the proposal shall be in Hardcopy. No documents shall be returned to Bidders.

5. ELIGIBLE TENDERERS

This is an **Open RFQ**.

The following documentation and proof must accompany the Bidder's response to the RFQ:

- a) A certified copy of a valid company Registration Certificate.
- b) An original or certified copy of a valid good Standing Tax Certificate; (Valid at the deadline of submission of bid).
- c) An original or certified copy of a valid good Standing Social Security Certificate; (Valid at the deadline of submission of bid).
- d) BEE Status report or NPPC Certification;
- e) Business Continuity Plan/Disaster Recovery Plan;
- f) Limit of Liability - Professional Indemnity Insurance
- g) 2 years Annual Financial Statements and financial good standing from a banking institution.
- h) A certified copy of a valid Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that the 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).
- i) A certified copy of a valid "Fitness Certificate" from a Local Authority Health & Safety Department or Ministry of Health & Social Services. (Valid at the deadline of submission of bid).
 - i. Requested certified copies of documents shall only be considered if (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).

All bids that do not comply with the eligibility criteria or any other requirement in this document will be disqualified.

6. PRE-SUBMISSION SITE VISITS

- 6.1 A pre-submission site visit/inspection may be held at the duty points specified under **Annexure B** of the tender documents upon arrangement in writing via e-mail directed to the contact person. Bidders interested in doing a pre-submission site visit(s) must arrange by **Friday, 31 October 2025** and do so not later than **07 November 2025**.
- 6.2 The pre-submission site visits will be limited to two days, Monday **03 November 2025** and Friday, **07 November 2025** only. No site visits will be arranged after these dates.
- 6.3 The purpose is to provide Bidders an opportunity to familiarize themselves with the SOS Children's Villages Namibia Premises to be guarded.
- 6.4 For the avoidance of doubt, a Bidder is, unless authorized in writing, specifically prohibited from taking any photographic/video images of any area subject to the site visit.



7. ACCEPTANCE OF AND FINALITY OF AWARD

SOS CHILDREN'S VILLAGES NAMIBIA will not be bound to accept the lowest or any tender, furthermore the Organization has the discretion to decide, evaluate, award, contract or reject any or all tenders without providing any reason therefore, and is not bound to request clarification on any information provided in the tender or any other documents submitted by the tenderer. The decision regarding the award of the tender made by SOS CHILDREN'S VILLAGES NAMIBIA will be final and the Organization will not be compelled to provide any reasons for such decision.

8. VALIDITY OF PROPOSAL

Proposals shall remain valid for a period of 6 (six) months from the closing date of the submission of proposals, during this period they may not be amended or withdrawn unless a written request is made by the Organization for additional information.

9. PARTIAL AWARD

SOS CHILDREN'S VILLAGES NAMIBIA reserves the right to split the award and will not be compelled to provide reasons for any such act.

10. SERVICE LEVEL AGREEMENT

10.1 A Service Level Agreement ("SLA") will be signed with the successful service provider(s).

10.2 The SLA will be valid for a period of three (3) years from commencement date.

11. TERMINATION FOR DEFAULT

SOS CHILDREN'S VILLAGES NAMIBIA may, without prejudice to any other remedy for breach of the SLA, by written notice of default sent to the tenderer, terminate the SLA in whole or in part if:

- a) The tenderer fails to deliver any or all of the obligations within the time period(s) specified in the SLA, or any extension thereof granted by SOS CHILDREN'S VILLAGES NAMIBIA.
- b) The tenderer fails to perform any other obligation(s) under the SLA.

12. TERMINATION FOR INSOLVENCY

SOS CHILDREN'S VILLAGES NAMIBIA may at any time terminate the SLA by giving written notice to the tenderer without compensation to the tenderer, if the tenderer becomes bankrupt or otherwise insolvent.

13. INAPPROPRIATE BEHAVIOUR

13.1 SOS CHILDREN'S VILLAGES NAMIBIA reserves the right to exclude tenderers, for a fixed period, from participating in SOS CHILDREN'S VILLAGES NAMIBIA tenders as well as to cancel existing tenders or SLAs in the following instances:

- a) Poor performance by the tenderer.
- b) Bribery by the tenderer of any employee of SOS Children's Villages Namibia and/or any of its affiliates in relation to the obtaining or execution of the SLA.
- c) Acting fraudulently or in bad faith towards either SOS CHILDREN'S VILLAGES NAMIBIA or any other public body.

13.2 Any restrictions imposed on the tenderer by SOS CHILDREN'S VILLAGES NAMIBIA shall also apply to any other enterprises, with which the tenderer is actively associated.



14. BREACH

In the event that the tenderer:

- a) Withdraws the tender after the due date as advertised,
- b) fails to sign an SLA within the period stipulated in the tender, after receipt of notification of acceptance of the specific tender and subsequent request to do so, or
- c) fails to fulfill terms of the SLA after being called upon to do so, clause 15 will apply.

15. PENALTIES

In addition to any other remedies SOS CHILDREN'S VILLAGES NAMIBIA may have, it may also impose the following penalties on the tenderer:

- a) Withdraw the tender or cancel the SLA that may have been entered into between the tenderer and SOS CHILDREN'S VILLAGES NAMIBIA.
- b) Hold the tenderer liable for any expenses incurred in respect of such withdrawal or cancellation or in respect of having to accept any less favorable tender.
- c) Hold the tenderer liable for any costs incurred by inviting new tenderers.

16. DELIVERIES

It is required that the successful tenderer must deliver and maintain all services in terms of this tender. SOS CHILDREN'S VILLAGES NAMIBIA will evaluate service delivery periodically, to ensure that the agreed standards are always met during the contractual period.

17. ARRANGEMENT FOR PAYMENT

Payment by SOS CHILDREN'S VILLAGES NAMIBIA will be made within 30 (Thirty) days after satisfactory delivery and receipt of invoice.

18. AMENDMENT OF PRICES

All prices as provided must remain firm for the duration of the SLA. In the event that the appointed supplier(s) is not in the position, for whatever reason, to provide the supplies at said fixed prices, quotations will be obtained from appointed and independent suppliers alike where after SOS CHILDREN'S VILLAGES NAMIBIA may select any of the quotations provided, after due consideration of the criteria stipulated in paragraph 1.2 hereof.

19. NEGOTIATION

SOS Children's Villages Namibia has the prerogative to enter price negotiations with the shortlisted tenderers, during the process of selection, in order to ensure the most economical prices. An amended **Annexure B** may then be requested, if so required.

20. UNCONDITIONAL TENDERING

- a) Tenders shall be submitted unconditionally. Any tender qualified by the tenderer's own condition shall not be accepted.
- b) All tenders are subject to the conditions contained herein and as such, the tenderer's own conditions shall not be accepted.



21. AMENDMENT OF TENDERS

- a) At any time up to the last date for receipt of bids, SOS CHILDREN'S VILLAGES NAMIBIA may for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, modify the tender document by an amendment.
- b) The amendment will be communicated in writing, by mail, to the prospective tenderer's who have received the tender documents and will be binding on them.
- c) In order to afford prospective tenderers reasonable time or otherwise for any other reason, in which to take the amendment into account in preparing their bids, SOS CHILDREN'S VILLAGES NAMIBIA may, at its discretion, extend the last date for the receipt of bids.

22. LITIGATION

SOS CHILDREN'S VILLAGES NAMIBIA shall at its discretion be entitled to institute any proceedings arising out of this document in any magistrate Court having jurisdiction over the tenderer whether or not the amount claimed in any dispute exceeds the jurisdiction of such court. Notwithstanding the foregoing, SOS CHILDREN'S VILLAGES NAMIBIA shall be further entitled to institute any proceedings arising out of this document in the High Court of Namibia. The tenderer hereby consents and submits to the jurisdiction of that Court. All notices and processes to be issued or served in terms of this document shall be deemed to be valid and served if delivered or posted by registered post to the address set out on the front page hereof.

23. CONFIDENTIALITY

23.1 All information provided by SOS CHILDREN'S VILLAGES NAMIBIA will be treated as Confidential Information, including information that has not been expressly identified as being confidential, including but not limited to: information disclosed verbally, in writing or by any other means, exchanged as part of the tender or any analysis, compilation, study, summary, extract or in a document of any description, developed by SOS CHILDREN'S VILLAGES NAMIBIA, relating to any of the information previously mentioned.

23.2 Pursuant to this tender document, the signatory agrees to:

- a. Only use the information for the purpose for which it was intended i.e. for the development and submission of their bid and the rendering of services in the event that the SLA is awarded to them.
- b. Limit, as much as possible, the number of people who will have access to the information, whether or not it has been identified as being confidential.
- c. Take responsibility before SOS CHILDREN'S VILLAGES NAMIBIA for the use of the information for any other purpose than that for which it was intended and for any persons given access to the information, taking responsibility for any liquidated damages incurred as a result of the failure to meet this obligation.
- d. Not reproduce or modify the information or, in general, to use it for any reason other than that for which it was obtained or provided. e) Maintain the secrecy of all of the information and not to reveal it, in part or in its totality, to any physical or legal persons apart from those managers, employees and advisors participating in the bid actively and directly, appointed by the bidder.
- e. To not disclose anything by any means of any form of communication nor to publish any of the information obtained as a consequence of rendering services, without the written consent of SOS CHILDREN'S VILLAGES NAMIBIA, issued in advance, unless required to do so by court order or legal obligation, in which case SOS CHILDREN'S VILLAGES NAMIBIA should be notified immediately of the cessation and revelations that have taken place.



- 23.3 All obligations established in this tender document will remain valid throughout the duration of the bid and, in the event of them being awarded the SLA, throughout the period during which the bidder renders their services.
- 23.4 The bidder is responsible for all liquidated damages that may arise as a result of the partial or total breach of any of the obligations established in this tender document.

24. SUBSEQUENT AGREEMENT

Subsequent to the acceptance of the applicable tenders and appointment of suppliers as envisaged in terms of paragraph 1 hereof an agreement will be entered into between SOS Children's Villages Namibia and the appointed suppliers within one month from said appointment. Failure on the part of the suppliers to sign said agreement after having being called upon to do so constitutes a breach of this agreement.

25. AGREEMENT

I/We hereby tender for the supply of the **service** as indicated in **Annexure A & B** subject to the conditions as indicated in this document with which I/we acknowledge myself/ourselves to be fully acquainted.

SIGNATURE OF BIDDER: _____

CAPACITY OF SIGNATORY: _____

NAME OF SIGNATORY: _____

DATE: _____



ANNEXURE A - SPECIFICATIONS IN RESPECT OF SERVICES AND PRODUCTS

1. Introduction

SOS CHILDREN'S VILLAGES NAMIBIA (the Organization) is seeking to contract with a service provider, to provide security guarding services daily to its Buildings and premises, located in Windhoek, Tsumeb and Ondangwa areas. The services required includes provision of trained and competent Security Guards on a 12-hour shift to all the locations as specified in Annexure B.

2. Scope of services

The scope of service shall include but not limited to the following:

2.1 The successful service provider shall;

- 2.1.1 do all such things which are reasonably necessary for or incidental to or connected with the carrying out of its obligations when providing security services (Guarding);
- 2.1.2 be responsible for the protection of facilities and assets in the building/branch/agency;
- 2.1.3 carry out and perform all such duties and exercises all such functions as may be permitted by law and as may be necessary or desirable for the proper conduct of the service;
- 2.1.4 patrol the properties to ensure proper random coverage of the entire property including basement and sidewalks;
- 2.1.5 control the access at all entrances of the buildings;
- 2.1.6 record all incoming and outgoing vehicles, people and prevent any unauthorized access of vehicles and egress of people from entering the building to safeguard the facility;
- 2.1.7 relieve any of the other guards for body breaks (short periods), if required, to ensure all posts are always manned.

2.2 The guards at the control gates must:

- 2.2.1 obtain clearance for and register every vehicle in the vehicle register;
- 2.2.2 obtain clearance for all pedestrian visitors or direct them to the relevant entrance office;
- 2.2.3 obtain clearance for any property leaving the premises at any given time;
- 2.2.4 always be visible and in close proximity to the main entrance points;
- 2.2.5 be customer-focused, patient, and polite and always remain professional in the execution of their duties.

3. Additional requirements

3.1 The service provider:

- 3.1.1 should provide the security guards with uniform and identification badges which they will be required to always put on while on duty. should have thorough knowledge of employees' background and must provide a list of valid certificates of good conduct regarding its employees;
- 3.1.2 is expected to comply with the highest industry standards in carrying out and performing the services as required;
- 3.1.3 is expected to always have adequate reserve guards for replacement on unsatisfactory performance, sickness, absence, or any other reason.

3.2 Where the service provider uses Guard dogs to protect the premises and property therein, such Guard dogs shall have adequately been trained and vaccinated before deployment of the assignment.

3.3 The guards are expected to be customer service-focused, value and treat all clients and visitors with respect.

3.4 Age of guards should be 21 years and above but not more than 55 years.



3.5 Any addition or omission to the number of existing locations in the signed SLA shall be agreed upon with the service provider before service can be extended or reduced beyond the existing locations in the SLA.

4. Meeting with the Procurement Committee

The shortlisted tenderers might be required to attend a clarification session with the Procurement Committee. Should this be the case, the tenderer will be notified prior to the meeting the focus point of the meeting and a calendar invitation will be sent to the tenderer to confirm the invitation.

NB:

SOS Children's Villages has zero tolerance neither for sexual exploitation, harassment, and abuse nor for fraud and corruption, amongst other safeguarding aspects. We also provide equal employment opportunities to all employees & qualified applicants without regard to race, colour, religion, gender, national origin, age, disability, marital status, or class. SOS Children's Villages complies with all applicable laws governing non-discrimination in employment."

This BID involves working with an NGO committed to children and human rights and is subject to strict safer recruitment checks. The successful candidate will be required to complete safer recruitment checks including police and reference checks to help verify their suitability to work for SOS CV. In addition to Bidders' ability to perform the duties of the SLA, the selection process will also delve into the Bidders' motivation and approach towards child and adult safeguarding and health & safety policy/practices.

END



ANNEXURE B: PERFORMANCE STANDARD AND PRICING OF WORK SCHEDULE

1. Works should be priced per Duty Point according to the following work cycle:

- 1.1. Monday to Friday, 5 days a week - SOS Office Hours
- 1.2. Saturday/Sunday and Public Holidays

1.3. Minimum Standard of Performance:

1.3.1. Guarding Schedule Day Shifts

Frequency	Timelines	Tasks
DAILY	07h30	Day Shift Begins
DAILY	13h00 - 14h00	Lunch Break
DAILY	16:30-17h00	Day Shift Ends

(Adjustments can be made based on specific needs that might arise, provided they are made in written communication with the authorized personnel)

1.3.2 Guarding Schedule Night Shifts

Frequency	Timelines	Tasks
DAILY	16h30-17h00	Night Shift Begins
DAILY	07h30	Night Shift Ends

(Adjustments can be made based on specific needs that might arise, provided they are made in written communication with the authorized personnel)

1.3.3 Pricing guidelines (illustrative):

1.3.1.1. Guarding and Security Site - Duty Point Number: 1

Duty Point Description:

SOS National Office (Head Office) - 31 Heiniztburg, Klein Windhoek

1.3.1.2. Guarding and Security Site - Duty Point Number: 2

Duty Point Description:

SOS Children's Village in Tsumeb - Ilse Schatz Road

1.3.1.3. Guarding and Security Site - Duty Point Number: 3

Duty Point Description:

SOS Children's Village in Windhoek - Khomasdal, Kornalyn Street, Windhoek

1.3.1.4. Guarding and Security Site - Duty Point Number: 4

Duty Point Description: SOS Children's Village in Ondangwa, 14 Don and Shirley Green Street, Omashaka Area.



1.3.4 ANNEXURE B : PRICING SCHEDULE

NB: Bidders shall not be allowed to quote an Hourly rate for Security Guard lower than the applicable and legal minimum wage rate. The Successful Bidder(s) will be required to provide proof of Salary payments made to Security Guards throughout the contract duration of this Bid and ensure that Guards salaries are not below the applicable and legal minimum wage rate.

Duty Point	Schedule	Shift	Hours Per Shift	Number of Guards Per Shift	Guard Salary N\$ Rate Per Hour	Guard Salary N\$ Rate Per Shift (Hourly rate x Total Hours per Shift)	Guard Salary N\$ Rate Per Month (Daily rate x Total Days per Month)	Mark Up (Overhead Costs) per month	Total Fee Security Services Per Month (B x E) + F	Total Fee for 2 years (24 months) (G x 24 months)
			A	B	C	D	E	F	G	H
1 National Office	Monday to Friday (16h30 - 07h30)	Night	12	x 1						
	Saturday - Sunday (07h30 - 16h30)	Day	12	X 1						
	Saturday – Sunday (07h30 - 16h30)	Night	12	x 1						
2 Tsumeb (A+B) (Village + FSP)	Monday to Friday (07h30 - 17h00)	Day	12	x 1						
	Monday to Friday (17h00 - 07h30)	Night	12	x 1						
	Saturday – Sunday (07h30 - 17h00)	Day	12	x 2						
	Saturday – Sunday (17h00 - 07h30)	Night	12	x 2						
3 Windhoek (A+B) (Village + Commercial Area)	Monday to Friday (07h30 - 17h00)	Day	12	x 1						
	Monday to Friday (17h00 - 07h30)	Night	12	x 3						
	Saturday – Sunday (07h30 - 17h00)	Day	12	x 1						
	Saturday – Sunday (17h00 - 07h30)	Night	12	x 3						
4 Ondangwa (A & B) (Village + FSP)	Monday to Friday (07h30 - 17h00)	Day	12	x 1						
	Monday to Friday (17h00 - 07h30)	Night	12	x 1						
	Saturday – Sunday (07h30 - 17h00)	Day	12	x 2						
	Saturday – Sunday (17h00 - 07h30)	Night	12	x 2						



ENVELOPE COVER

PROVISION OF GUARDING & SECURITY SERVICES

PROCUREMENT REFERENCE: SOSCVN-RFQ004/2025

DELIVERY ADDRESS FOR:

SOS Children's Villages Namibia
National Office
31 Heinitzburg Street, Klein Windhoek
P O Box 23134, Windhoek
Tel: +264 61 222 457
Closing date: Friday, 14 November 2025 @ 16h00

FROM:

COMPANYNAME : _____

CONTACT PERSON : _____

P. O. BOX : _____

CONTACT NUMBER : _____

EMAIL : _____



BID SUBMISSION FORM

FORM 4

Appendix to BID SUBMISSION FORM

BID SECURING DECLARATION

Date: _____.

Procurement Ref No.: _____

To: _____

I/We _____

understand that an entity must include in the bidding requirements the requirement for a declaration as an alternative form of bid security.

I/We _____ accept that under 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. (b) refusal by a bidder to accept a correction of an error appearing on the face of a bid.
- c. (c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be the successful bidder; or
- d. (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: _____

In the Capacity of: _____

Name: _____

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

Dated on _____ day of _____, _____

Corporate Seal

[NB: In case of a joint venture, the bid securing declaration must be in the name of all the partners to the joint venture that submits the bid.]



BID SUBMISSION FORM



FORM 5

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 : _____
 Email Address : _____

Accounting Officer : _____
 Email Address : _____

2. PROCUREMENT DETAILS

Procurement Reference of. : _____

Procurement Description : _____

Anticipated Contract Duration : _____

Location where work will be done, good/services will be delivered:

1. _____
2. _____
3. _____
4. _____

3. UNDERTAKING

I, _____ [insert full name], owner/representative of _____ [insert full name of company] hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

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

Signature: _____

Date: _____

Company Stamp /Seal: _____