

EXTERNAL ADVERT:
REQUEST FOR SEALED QUOTATIONS: PROVISION OF CLEANING AND GARDENING SERVICES – PROCUREMENT REFERENCE: SOSCVN-RFQ001/2025

SOS Children's Villages Namibia Office is a non-governmental organization specializing in providing childcare and child protection services in line with the Child Care and Protection Act of Namibia (Act 3 of 2015) and the SOS International program service regulations.

We are hereby inviting qualified prospective bidders to submit a proposal for the provision of cleaning and grounds maintenance services.

1. PLACE OF ASSIGNMENT

The services are required at the following four (4) duty points:

- 1.1 SOS National Office in Windhoek, Klein Windhoek: **1 x Cleaner and 1 x Grounds Maintenance person**
- 1.2 SOS Children's Village in Tsumeb: **1 x Cleaner 1 x Grounds Maintenance person**
- 1.3 SOS Children's Village in Khomasdal Windhoek: **1 x Cleaner 1 x Grounds Maintenance person**
- 1.4 SOS Children's Village in Ondangwa: **1 x Cleaner 1 x Grounds Maintenance person**

2. ELIGIBILITY OF THE SERVICE PROVIDER

To be eligible to participate in this RFQ, the bidder shall submit with this bid document:

- 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) 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).
 - e) 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).
- 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.

3. SUBMISSION REQUIREMENTS

- 3.1 Detailed Technical Proposal**
- 3.2 Financial Proposal**
- 3.3 Company Registration and profile**
- 3.4 All Relevant Statutory Registrations and Proof of Compliance**

4. DURATION OF THE ASSIGNMENT:

- 4.1 The assignment will be on a 12-month contract and renewable subject to performance and financial sustainability of the scope of services.

4.2 SOS Children's Village Namibia reserves the right to award a whole or portion of the bid (Based on Duty Points) to one or more service providers depending on the responsiveness and financial viability of the bids received.

5. Publication Date: 10 April 2025

Closing Date: 22 April 2025

Sealed expressions of interest marked "RFQ – Provision of Cleaning and Gardening Services," must be submitted by **22 April 2025**.

6. Submission Address:

RFQ bid document can be downloaded from the opportunities page on our official website: www.sos-namibia.org.na

Hard Copies of Sealed Bids are to be Hand delivered at:

SOS Children's Villages Namibia

31 Heinitzburg Street, Klein Windhoek, Namibia

P.O Box 23134 Windhoek,

Attention: National Procurement Committee

Enquiries can be directed to: procurement@sos-namibia.org or info@sos-namibia.org

For more information contact: Tel +264 61 222 457

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 position involves working with an INGO 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 candidates' ability to perform the duties of the post, the selection process will also delve into the candidate's motivation and approach towards safeguarding.

END

RFQ Document
Instructions to Bidders

Bidding Forms

Hard Copies of Sealed Bids are to be Hand delivered at:

SOS Children's Villages Namibia
National Office – 31 Heinitzburg Street, Klein Windhoek, Namibia
Attention: National Procurement Committee

Enquiries can be directed to:

procurement@sos-namibia.org or info@sos-namibia.org

For more information contact: Tel +264 61 222 457

REQUEST FOR QUOTATIONS

SEALED QUOTATION for SERVICES

PROVISION OF CLEANING AND GARDENING SERVICES
PROCUREMENT REFERENCE: SOSCVN-RFQ001/2025

BID SUBMISSION FORM**FORM 1**

This is a hard copy request, and responses must be submitted in the Bid Box located at
SOS Children's Villages Namibia, National Office, 31 Heinitzburg Street, Klein Windhoek

Bid Quotation Submission must be submitted before the closing date and time.
Closing Date and Time of Bids: Friday, 20 March 2025 @ 16h00

Bidders must register their bids in the bid submission register at
National Office Reception before submitting their bids in the bid box.

National Procurement Committee

**SOS Children's Villages Namibia
National Office
31 Heinitzburg Street, Klein Windhoek
P O Box 23134, Windhoek
Tel: +264 61 222 457**

Name of Bidder: _____

Email address: _____

Contact Number: _____

	AMOUNT PER MONTH (N\$)	AMOUNT PER YEAR (N\$)
BID AMOUNT EXCL. VAT		
VAT		
TOTAL BID AMOUNT INCLUSIVE VAT		

1. PERFORMANCE STANDARD AND PRICING OF WORK SCHEDULE

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

- 1.1.1. Monday to Friday, 5 days a week - SOS Office Hours: Cleaner X1
- 1.1.2. Monday to Friday – 3 days a week - SOS Office Hours: 1 x Grounds Maintenance person

1.1.3. Minimum Standard of Performance - Cleaning Work Schedule

Frequency	Timelines	Tasks
DAILY	07h30 – 08h00	Empty bins (first round)
DAILY	08h00 – 10h00	Clean reception area, boardroom, kitchen, and toilets
DAILY	10h30 – 12h00	Rotate through office cleaning (each office cleaned at least twice a week)
DAILY	12h30 – 13h00	Empty bins (second round)
DAILY	13h00 – 14h00	Lunch Break
DAILY	14h00– 15h30	Continue rotating office cleaning
DAILY	15h30 – 16h00	General tidying and final check
DAILY	16:30	End of Shift

- (Adjustments can be made based on specific needs that might arise)
- **Please note that you are required to clean:**
 - Reception, boardroom, toilets and kitchens every working day.
 - Clean each office at least 2 times a week
 - Wash Windows at least once a week

1.1.4. Gardening Responsibilities

Twice a week	07h30, 15h30	Watering plans
Bi-weekly		Cutting grass and pruning of trees
Twice a week	07h30 – 16h30	Cleaning Yard
Once a Week		Taking out Municipal Wastebins for disposal

1.1.5. Pricing guideline (illustrative):

Duty Point Number: 1.1

Duty Point Description: SOS National Office (Head Office) – 31 Heiniztburg, Klein Windhoek

Service Type	Rate per day	Rate per month	Rate Per Year
Cleaner			
Grounds Maintenance person			
Cleaning Material & Consumables			
Total			

Duty Point Number: 1.2

Duty Point Description: SOS Children’s Village in Tsumeb Ilse Schatz Road

Service Type	Rate per day	Rate per month	Rate Per Year
Cleaner			
Grounds Maintenance person			
Cleaning Material & Consumables			
Total			

Duty Point Number: 1.3

Duty Point Description: SOS Children’s Village in Khomasdal, Kornalyn Street, Windhoek

Service Type	Rate per day	Rate per month	Rate Per Year
Cleaner			
Grounds Maintenance person			
Cleaning Material & Consumables			
Total			

Duty Point Number: 4

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

Service Type	Rate per day	Rate per month	Rate Per Year
1 x Cleaner			
1 x Grounds Maintenance person			
Cleaning Material & Consumables			
Total			

ENVELOPE COVER

**PROVISION OF CLEANING AND GARDENING SERVICES
PROCUREMENT REFERENCE: SOSCVN-RFQ001/2025**

DELIVERY ADDRESS FOR:

**SOS Children’s Villages Namibia
National Office
31 Heintzburg Street, Klein Windhoek
P O Box 23134, Windhoek
Tel: +264 61 222 457
Closing date: Friday, 31 May 2024 @ 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.]



**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: _____