



NATIONAL ASSEMBLY

REQUEST FOR SEALED QUOTATIONS

**1 THE PROVISION OF THE SUPPLY, MAINTENANCE AND
SERVICING OF EXISTING FIREFIGHTING EQUIPMENT AT
THE NATIONAL ASSEMBLY(NA) FOR THREE (3) YEARS**

Procurement Reference No: NCS/RFQ/03-11/25/26

DATE OF ISSUE: 10 OCTOBER 2025

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

CLOSING DATE AND TIME: 27 NOVEMBER 2025 AT 10h00



NATIONAL ASSEMBLY

2 Letter of Invitation

Dear Prospective Service Provider

**THE PROVISION OF THE SUPPLY, MAINTENANCE AND SERVICING OF
EXISTING FIREFIGHTING EQUIPMENT AT THE NATIONAL ASSEMBLY(NA) FOR
THREE (3) YEARS**

The National Assembly 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 Emeritha Mofuka;
email address: procurement.na@parliament.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,


.....
Emilia Alweendo
Head: Procurement Management Unit



SECTION I: INSTRUCTIONS TO BIDDERS

1.1 Rights of Public Entity

National Assembly reserve

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.

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

1.2 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.

1.3 Validity of Quotations

The Quotation validity period shall be **180** days from the submission deadline date.

1.4 Eligibility Criteria

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

1. A valid certified copy of the Company registration certificate, clearly indicating shareholders' and principals' contact details (as registered with BIPA) OR NCAQS.
2. Good standing Certificate in the case of sole proprietors (Attach certified copies of the Identification Document of all shareholders).
3. A valid original or certified copy of professional registration and a letter of good standing from the Namibian Council of Architects and Quantity Surveyors (NCAQS)
4. A valid original or certified copy of professional registration and a letter of good standing from the Namibia Institute of Architecture (NIA).
5. A valid original or certified copy of the company's good standing Tax Certificate from the Ministry of Finance (NAMRA).
6. A valid original or certified copy of the company's good standing certificate from the Social Security Commission. Not older than 30 days at the time of submission.
7. 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. A written undertaking, as contemplated in Section 138(2) of the Labour Act, 2007 (complete and return with the bid).

8. A valid original or certified copy of A valid original or certified copy of a firefighting training certificate issued by the Chief Fire Officer of a reputable registered training authority, i.e. City of Windhoek.
9. A valid original or certified copy of SABS or any other acceptable and recognised certification bodies
10. A valid original or certified copy of SANAS approval for the CO2 pressure test
11. Valid certified copy by the Namibian Police of a proof of registration in Namibia as an Approved Inspection Authority (AIA).
12. Valid certified copy by the Namibian Police for Fire Appliance Reconditioning Certificate
13. Public Liability insurance (This is a disqualifying criterion if not met) The service provider must provide proof of public liability cover of a minimum of N\$ 5 Million.
14. The bidder must be an accredited service centre provider in both SANAS and SABS Provide accreditation certificate for SANAS and SABS approval

1.5 Bid Securing Declaration

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

1.6 Contract Period for Services

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

1.7 Documents to be submitted

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

1.8 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.

1.9 Submission of Quotations

- Quotations should be deposited in the Quotation Bid Box located at National Assembly, ground floor not later than Friday, 31 October 2025 at 10H00, Quotations by post or hand delivered should reach Parliament- National Assembly, Private Bag 13323, Windhoek by the same date and time. Late quotations will be rejected.
- Quotations by post or hand-delivered should reach National Assembly by the same date and time at the latest.

Late quotations will be rejected.

Quotations received by email will not be considered.

1.10 Opening of Quotations

- Quotations will be opened internally by the National Assembly immediately after the closing time referred to in instruction subsection 1.9 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 Parliament website www.parliament.na and available to any bidder on request within three (3) working days of the Opening.

For any Technical clarifications, please contact: Mr Petrus Tjiramba on telephone number: 0811602717

1.11 Evaluation of Quotations

- National Assembly 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.

1.12 Scope of Services and Performance Standards

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

1.13 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.

1.14 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.

1.15 Margin of Preference

- None

1.16 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.

1.17 Notification of Award and Debriefing

National Assembly 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, National Assembly shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

3 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:	National Assembly Procurement Management Unit Parliament Building Office No: 18
Procurement Reference Number:	NCS/RFQ/03-11/25/26
The subject matter of Procurement:	Request for Sealed Quotations for the supply, maintenance and servicing of existing Fire Extinguishing Equipment at the National Assembly 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	

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

Date: _____ / _____ / _____

Procurement Ref No.: NCS/RFQ/03-11/25/26

To:

National Assembly

Parliament of Namibia

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: _____

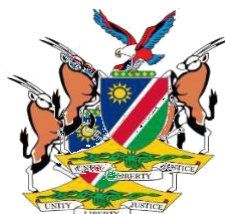
[Insert complete name of person signing the Bid Securing Declaration]

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

4.1 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:.....

4.2 PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description:

.....

.....

Anticipated Contract Duration:

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

.....

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/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.*

5 SECTION III: SCOPE OF SERVICES

National Assembly 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 National Assembly for three (3) years.

National Assembly 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.

5.1 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 1 and 2 for a complete schedule of requirements and specific items for the items below.

5.1.1 Bi-Annual Inspection, testing and Maintenance: Fire Extinguishers

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

- Inspect, service, and recharge all extinguishers in accordance with SANS 1475-1/2.
- Verify unit accessibility and correct wall mounting height.
- Check body for corrosion, dents, or mechanical damage.
- Confirm pressure gauge is in the green zone (for stored-pressure types).
- Ensure safety pin and tamper seal are intact.
- Verify legibility of operating instructions and inspection tag.
- Remove discharge hose; inspect for obstruction, corrosion, and damaged threads. Replace “O-rings” as required.
- Weigh extinguisher; record weight on service label.
 - If weight loss > 10 %, investigate, test, and recharge.
- For powder units, check powder condition; replace if discoloured or caked.
- Repaint or clean cylinder exterior and wipe down before reinstallation.
- Mount all previously unmounted extinguishers.
- Verify correct extinguisher type and capacity for each hazard class.

- Tag and isolate condemned or unserviceable units; issue replacement quotation.
- Register and record quantity, type, and serial number per location.

5.1.2 Bi-Annual Inspection, testing and Maintenance: Fire Hose Reels

- Service all hose reels, valves, and associated fittings.
- Confirm accessibility; remove obstructions around cabinet or reel.
- Inspect cabinet glazing for cracks, cloudiness, or breakage.
- Check that cabinet door opens freely and closes securely.
- Verify cabinet labelling (“FIRE HOSE REEL”) and identification signage.
- Remove hose; unroll fully to inspect for cuts, abrasions, or blistering.
- Pressure-test hose to manufacturer rating; drain completely after test.
- Re-rack hose neatly over guide pins and confirm nozzle clip function.
- Inspect and lubricate shut-off valve spindles; operate fully open/close.
- Examine cabinet metalwork for rust; treat or repaint if necessary.
- Replace damaged clips, hinges, or hose where required (notify procurement).
- Register and record number, location, and condition of all hose reels and cabinets.

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

5.1.3 Fire Hydrants

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

- Inspect hydrant body, cap, and valve for corrosion, leaks, or mechanical damage.
- Ensure pit or cabinet is clean, drained, and accessible.
- Check operation of blank caps and chains.
- Grease stem and spindle; verify smooth operation.
- Flow-test hydrant using pressure gauge and pitot; record static and residual pressure.
- Verify signage and marking visibility (hydrant number and direction).
- Replace worn washers, gaskets, or seals as required.
- Flush line until water runs clear; close slowly to avoid surge.
- Record test readings and maintenance performed.
- Register and record total number and condition per premises.

5.1.4 Bi-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**.

5.1.5 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.

5.1.6 Facilities to be provided by National Assembly

- The National Assembly will avail some of its staff members from the Security and Risk Management division 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.

5.1.7 Contract duration and fees

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

: _____

5.1.8 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 items listed under point 5.1.9 **(Deliverables)**.

5.1.9 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 National Assembly fire protection and suppression systems on timelines specified in this agreement.
- **After successfully completion of the servicing of fire equipment,** National Assembly **shall receive a fire equipment servicing certificate of compliance (COC).**

5.1.9.1 In addition to receiving our COC for the firefighting equipment servicing, National Assembly must also receive:

- Competent team to do regular fire equipment inspections.
- A firefighting equipment monthly check sheet, which will assist our fire wardens and health and safety representatives in completing their monthly check sheets.

5.1.9.2 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.

5.2 Expected standards

- 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 National Assembly’s representative and at the rates to be quoted in bid detail 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 National Assembly. Prior written approval must be received from the National Assembly for any additional costs for repairs and replacement parts.

5.3 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 the South African Qualification & Certification Committee (SAQCC) or any other 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 of all fire equipment whenever updated.**
- The contractor is expected to advise National Assembly 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

6.1 MANDATORY REQUIREMENTS:

A vendor will be disqualified if they do not fully comply with all mandatory requirements. If a response to a question has been indicated as comply but not elaborated upon or substantiated it shall be regarded as mandatory non-compliance and the bidder shall be disqualified:

- Competence certificate issued by the Chief Fire Officer, i.e. City of Windhoek
- Valid certified copy of SANAS approval for CO² pressure test
- Certified copy of SABS, or any other acceptable and recognized certification bodies
- Valid certified copy of registration certificate of South African Qualification and Committee for Fire Industry (SAQCC)
- Valid certified copy of SANAS approval for CO² pressure test
- Three reference letters of similar service provided not older than 5 years, i.e. 2020
- Qualified technician in servicing firefighting equipment with a minimum 3 years' experience, attach comprehensive CV of the service technicians, and a copy of their SAQCC certificates.

7 GLOSSARY AND TERMINOLOGY

AIA	<i>Approved Inspection Authority</i>
COC	<i>Certificate of compliance, a document which certifies that the goods or services supplied meet the required standards.</i>
Contractor / Service Provider	<i>Hereby an entity that is a certified and well versed in terms of the noted regulations.</i>
Fire protection system	<i>Is an engineered set of components, working together to detect a fire, alert occupants, and extinguish the fire before extensive damage occurs.</i>
Inspection, Testing, and Preventive Maintenance	<i>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.</i>
Maintenance/Service	<i>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.</i>
NFPA 10	<i>Standard for Portable Fire Extinguishers</i>
NFPA 25-2020	<i>National Fire Protection Association, a Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems.</i>
SABS	<i>The South African Bureau of Standard.</i>
SANAS -	<i>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).</i>
SANS 10400 – T:2011	<i>South African National Standard); The application of the National Building Regulations, Part T: Fire protection</i>
SAQCC	<i>The South African Qualification & Certification Committee for Fire and Gas</i>
Site	<i>An Erf/Property with several Buildings such as the Main or Lower Campus.</i>

8 SCOPE OF SERVICES TABLE

8.1 FIRE EXTINGUISHERS

ITEM	FREQUENCY	REFERENCE
• Inspect, service, and recharge all extinguishers in accordance with SANS 1475-1/2. • Verify unit accessibility and correct wall mounting height. • Check body for corrosion, dents, or mechanical damage. • Confirm pressure gauge is in the green zone (for stored-pressure types). • Ensure safety pin and tamper seal are intact. • Verify legibility of operating instructions and inspection tag. • Remove discharge hose; inspect for obstruction, corrosion, and damaged threads. Replace “O-rings” as required. • Weigh extinguisher; record weight on service label. • If weight loss > 10 %, investigate, test, and recharge. • For powder units, check powder condition; replace if discoloured or caked. • Repaint or clean cylinder exterior and wipe down before reinstallation. • Mount all previously unmounted extinguishers • Verify correct extinguisher type and capacity for each hazard class. • Tag and isolate condemned or unserviceable units; issue replacement quotation. • Register and record quantity, type, and serial number per location.	Bi- Annual	SANS 1475-1/2.

8.2 FIRE HYDRANTS

ITEM	FREQUENCY	REFERENCE
• Inspect hydrant body, cap, and valve for corrosion, leaks, or mechanical damage. • Ensure pit or cabinet is clean, drained, and accessible. • Check operation of blank caps and chains. • Grease stem and spindle; verify smooth operation. • Flow-test hydrant using pressure gauge and pitot; record static and residual pressure. • Verify signage and marking visibility (hydrant number and direction). • Replace worn washers, gaskets, or seals as required. • Flush line until water runs clear; close slowly to avoid surge. • Record test readings and maintenance performed. • Register and record total number and condition per premises. • Verify that the hydrant is facing the correct direction with adequate clearance. • Check for proper paint colour and condition and ensure nozzle caps are clean, lubricated, and easily removable • Conduct a water flow test • Test pressure for integrity should equipment be used in an emergency	Bi- Annual	SANS 1475-1/2.

8.3 FIRE BOOSTER PUMPS

ITEM	FREQUENCY	REFERENCE
• Inspect hydrant body, cap, and valve for corrosion, leaks, or mechanical damage. • Ensure pit or cabinet is clean, drained, and accessible. • Check operation of blank caps and chains. • Grease stem and spindle; verify smooth operation. • Flow-test hydrant using pressure gauge and pitot; record static and residual pressure. • Verify signage and marking visibility (hydrant number and direction). • Replace worn washers, gaskets, or seals as required. • Flush line until water runs clear; close slowly to avoid surge. • Record test readings and maintenance performed. • Register and record total number and condition per premises. • Verify that the hydrant is facing the correct direction with adequate clearance. • Check for proper paint colour and condition and ensure nozzle caps are clean, lubricated, and easily removable • Conduct a water flow test • Test pressure for integrity should equipment be used in an emergency	Bi- Annual	SANS 1475-1/2.

Fire Booster pumps

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

8.4 FIRE BOOSTER PUMPS

ITEM	FREQUENCY	REFERENCE
• Perform inspection, testing, and maintenance in accordance with NFPA 25, SANS 10287, and manufacturer specifications. • Visually inspect pump casing, coupling, and foundation for corrosion, leaks, or vibration damage. • Check alignment between pump and driver; inspect flexible coupling and replace if worn. • Verify tightness of all foundation bolts and ensure coupling guard is secure. • Lubricate bearings with approved grease and record lubrication date. Inspect mechanical seal or packing gland for leakage; adjust or replace as required. • Ensure suction and discharge valves are fully open and operate smoothly. • Inspect non-return (check) and isolating valves for corrosion or blockage. • For electric-driven pumps, test motor insulation resistance, contactors, and overload relays. • Confirm automatic and manual start/stop functions operate correctly. • Verify control-panel indicators, alarms, and pressure switches are functional. • For diesel-driven pumps, check fuel, oil, and coolant levels; inspect belts and filters. • Start engine, run under load, and record temperature, oil pressure, and RPM. • Measure suction, discharge, and differential pressures; compare with rated performance. • Test jockey pump to confirm it maintains pressure within design range.	Bi- Annual	SANS 1475-1/2.

• Inspect suction strainers, flexible joints, and anti-vibration mounts for integrity. • Check pressure gauges for accuracy; replace if defective. Flush drain and test lines to ensure free flow and remove sediment. • Inspect pump room for cleanliness, adequate lighting, ventilation, and clear access. • Verify all safety and identification signage is in place and legible. • Document static, start, and stop pressures, record amperage, flow rates, and any defects. • Tag faulty components and report recommended corrective actions. Register and record number, location, and condition of all fire booster pumps per premises.		
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8.5 SPRINKLER SYSTEMS

ITEM	FREQUENCY	REFERENCE
• Perform inspection and testing per NFPA 25 and SANS 10287. • Visually inspect sprinkler heads for corrosion, paint contamination, or obstruction. • Confirm heads are oriented correctly and coverage area unobstructed. • Inspect branch lines, valves, and hangers for leaks or mechanical damage. • Test alarm valve operation and water-motor gong functionality. • Check pressure gauges for correct readings; replace faulty gauges. • Test flow through inspector's test valve; verify water motor alarm activation. • Inspect and test jockey, duty, and standby pumps: • Record start/stop pressures. • Test automatic and manual start functions. • Inspect pump room cleanliness and signage.	Bi- Annual	SANS 1475-1/2.

• Drain test and record static, residual, and flow pressures. • Document all readings and maintenance actions performed. • Register and record number of sprinkler zones and pumps per premises.		
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8.6 FIRE SMOKE DETECTION SYSTEM

ITEM	FREQUENCY	REFERENCE
• Conduct servicing in accordance with SANS 10105 and NFPA 72. • Visually inspect all detectors, manual call points, and sounders for contamination or obstruction. • Clean smoke detectors using approved vacuum or aerosol method; do not blow compressed air. • Function-test each detector and verify activation at control panel. • Check all indicator LEDs and sounder circuits. • Confirm alarm audibility and visual beacon operation. • Test battery backup capacity; replace weak batteries. • Review event log for faults; clear and document all findings. • Verify all zones correctly labelled and functional. • Record number of devices tested, and any replacements made.	Bi- Annual	SANS 1475-1/2.

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

9 BID DETAILS

10 SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/03 – 04/25/26

[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 (<i>refer to Annexure B</i>)	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.

11 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 (<i>refer to Annexure B</i>)	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 National Assembly 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 National Assembly General Terms and Conditions, and hereby offer bid for servicing of firefighting equipment, in conformity with the requirements of National Assembly per RFQ.

12 SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/03 – 04/25/26

[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 Required and Performance	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	

13 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.NationalAssembly.com.na except where modified by the Special Conditions below.

13.1 CONTRACT DATA SHEET

Procurement Reference Number: NCS/RFQ/03 – 04/25/26

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 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 after 36 months after inception.
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer National Assembly) is : Emilia Alweendo National Assembly Parliament Building The Authorized Representative of the Service Provider is: Name: _____ Title: _____ Email: _____ Contact Number: _____
GCC 2.6 Insurance and liabilities to Third Party	The amount of the Professional Indemnity Insurance Cover shall be at least: NS\$ 5 000 000 _____

GCC 2.7 Reporting Obligations	The Service Provider shall report to: Mr Peter Tjioramba <i>Head: Security and Risk management</i>		
	p.tjioramba@parliament.na +264 811602717	p.tjioramba@parliament.na +264 811602717	
GCC 4.2 Contract Price	The amount payable is as per price activity schedule.	The amount payable is as per price activity schedule.	
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider on the monthly basis. GCC 4.3 Terms of Payment	Payments will be made to the Service Provider on the monthly basis. after receipt of invoice.	monthly basis
GCC 4.5 Price Adjustment	Prices shall be adjustable. GCC 4.5 Price Adjustment	Prices shall be adjustable.	

SCHEDULE 3

14 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/03 – 04/25/26

Description	Attached	Not Attached
Quotation Letter		
Performance Compliance Sheet		
Priced Activity Schedule		
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 as registered with Business and Intellectual Property Authority (BIPA) (attach certified copies of all the shareholders/members' identification documents)		
A valid original or certified copy of the company's good standing Tax Certificate (Ministry of Finance Inland Revenue).		
A valid original or certified copy of the company's good standing Social Security Certificate (Social Security Commissioner).		
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 SABS or any other acceptable and recognised certification bodies		
A valid original or certified copy of the registration certificate of the South African Qualification and Committee for Fire Industry (SAQCC)		
A valid original or certified copy of SANAS approval for the CO2 pressure test.		
Three (3) reference letters of similar service provided (not older than 12 months).		
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 SAQCC certificates.		

15 EVALUATION AND QUALIFICATION CRITERIA

15.1 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.

15.1.1 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).	
4	A valid original or certified copy of the company's good standing Tax Certificate from the Ministry of Finance (NAMRA).	
5	A valid original or certified copy of the company's good standing certificate from the Social Security Commission. <i>Not older than 30 days at the time of submission.</i>	
6	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.	
7	A written undertaking, as contemplated in Section 138(2) of the Labour Act, 2007 (complete and return with the bid)	
8	A valid original or certified copy of A valid original or certified copy of a firefighting training certificate issued by the Chief Fire Officer of a reputable registered training authority, i.e. City of Windhoek.	
9	A valid original or certified copy of SABS or any other acceptable and recognised certification bodies.	
10	A valid original or certified copy of SANAS approval for the CO2 pressure test	

11	Valid certified copy by the Namibian Police of a proof of registration in Namibia as an Approved Inspection Authority (AIA).	
12	Valid certified copy by the Namibian Police for Fire Appliance Reconditioning Certificate	
13	Public Liability insurance (This is a disqualifying criterion if not met) The service provider must provide proof of public liability cover of a minimum of N\$ 5 Million	
14	The bidder must be an accredited service centre provider in both SANAS and SABS Provide accreditation certificate for SANAS and SABS.	

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

15.2 STAGE 2: TECHNICAL EVALUATION (100 MARKS)

15.2.1 TECHNICAL EVALUATION CRITERIA AND SCORING

Criteria		Sub-scores	Total score
Company Profile in the servicing of firefighting equipment a) A detailed company profile provides 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. c) a minimum of five (5) years of extensive experience and expertise in providing and maintaining firefighting equipment for State-Owned Enterprises and the public and private sector.	Detailed company profile attached	15	15
	The company profile is not detailed attached.	5	
	Invalid or no proof provided	0	
Company Experience 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 of 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) proves the successful experience of a minimum of three (3)	Valid five (5) years of experience and above substantiated letter(s) by) contract award.	25	25
	Valid three (3) years of experience substantiated reference letters contract award.	10	
	2 of less years	0	

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). 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.	substantiated by reference letter(s)		
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Experience: Key personnel Key personnel, particularly with experience in firefighting servicing. This refers to additional key staff that will complement the workshop foreman on the project. CVs, testimonials and/or reference letters for key staff to be attached. Qualified technicians 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 SAQCC certificates. Experience: Key personnel (Technicians) (Minimum 3 technicians)			20
	Three (3) years and above work experience in the servicing of fire fighting equipment with comprehensive CV and copy of their SAQCC certificates.	20	
	Less than three (3) years of work experience in fire fighting equipment and no valid documentation submitted as per requirement stated.	0	
Experience: Key personnel (Supervisors)	More than 5 years	20	
	Five (5) years and above work experience in the servicing of fire fighting equipment with comprehensive CV and copy of their SAQCC certificates.		
	Less than five (5) years of work experience in fire fighting equipment and no valid documentation submitted as per requirement stated.	0	
Valid certified copy of a proof of registration in Namibia as an Approved Inspection Authority (AIA)	Valid certificates provided	10	10
	No valid certificates provided	0	

Valid certified copy for Fire Appliance Reconditioning Certificate	Valid certificates provided	10	10
	No valid certificates provided	0	
Public Liability insurance (This is a disqualifying criterion if not met) The service provider must provide proof of public liability cover of a minimum of N\$ 5 Million.	Mandatory		
Bidder’s Qualifications: (This is a disqualifying criterion if not met) The bidder must be an accredited service centre provider in both SANAS and SABS Provide accreditation certificate for SANAS and SABS approval.	Mandatory		
Bidder’s Staff Qualification (This is a disqualifying criterion if not met) The bidder must provide proof of certifications of staff assigned to the project on: • Training on the maintenance of firefighting equipment (Fire extinguishers, Fire hose reels, Fire hydrants) • Training, and maintenance of breathing apparatus • Training on maintenance of Firefighting PPC and PPE • The bidder must submit certified copies of the certifications in SANS 1475/1-2 Compressed Gas cylinders and operations, Hydrostatic testing of Fire Extinguisher and Breathing apparatus cylinders.	Mandatory		

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.

15.2.2 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	- Certificate of registration from a registering authority - Declaration by the bidder that the manufactured goods meet the local content.	2%
2	Micro, Small and Medium Enterprise	- SME registration certificate - Declaration indicating the percentage of Namibian MSME ownership	1%
3	Women owned enterprise	- 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	- ID's of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - Declaration indicating the percentage of Namibian youth ownership	2%
5	Previously Disadvantaged Person Owned enterprise	- 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	- Declaration and proof that the bidder meets the requirements set out in the bidding document	1%
7	Suppliers providing employment to Namibians	- 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

16 FIRE FIGHTING EQUIPMENT ANEXTURE



FIRE
HYDRANTS



HOSE REEL



CO² EXTINGUISHER



DCP EXTINGUISHER



FIRE SPRINKLER SYSTEM



SMOKE DETECTION



BOOSTER PUMP