P.O. Box 90890, Klein Windhoek
NAMIBIA
Tel. +264 61 287 1500
Email: info@nche.org.na
www.nche.org.na

SECRETARIAT

National Council for Higher Education

Ref: G/RFQ/*NCHE-06/2026/27*

Request for Sealed Quotations (Goods)

Request for Quotations: SUPPLY AND DELIVERY OF CLEANING MATERIALS TO NATIONAL COUNCIL FOR HIGHER EDUCATION (NCHE) FOR A PERIOD OF 36 MONTHS

Date Issued: 17 November 2026

Bid Closing Date: 02 December 2026

Time: 11H00

Procurement Management Unit
National Council for Higher Education
Dr. Zedekia J Ngavirue
C/o Hoogenhout and Haddy Streets
PO Box 90890
Windhoek, Namibia

Tel: +264 61 287 1500
|Website: www.nche.org.na

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SECRETARIAT

Letter of Invitation

Procurement Reference Number: **G/RFQ/NCHE-06/2026/27**

17 November 2026

Dear Sir/Madam,

Request for Quotations for Supply and Delivery of Cleaning Materials to National Council for Higher Education (NCHE) for a Period of 36 months

The **National Council for Higher Education** invites you to submit your best quote for the items described in detail hereunder.

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

Queries, if any, should be addressed to **Procurement Management Unit**, 061–287 1500 procurement@nche.org.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 sincerely,

Salomon Ilovu
Procurement Management Unit

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The National Council for Higher Education reserves the right:

(a) to split the contract as per the lowest evaluated cost per item, or

(b) to accept or reject any quotation; and

(c) to cancel the quotation process and reject all quotations at any time prior to contract award.

2. Preparation of Quotations

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

(a) the Quotation Letter in Section II with its annex for *Bid Securing Declaration*

(b) the List of Goods and Price Schedule Section III;

(c) the Specifications and Compliance Sheet in Section V; and

(d) any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion, but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

The Quotation validity period shall be *30* days from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should:

(a) have a valid company Registration Certificate;

(b) have an original valid good Standing Tax Certificate;

(c) have an original valid good Standing Social Security Certificate;

(d) have a valid 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;

(e) Submit signed Bid-securing Declaration.

(f) Sign and submit the attached Written Undertaking in terms of Section 138 of the of the Labour Act, 2007 and Section 50(2)(d) of the Public Procurement Act, 2015

5. Bid Security/Bid Securing Declaration

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

6. Delivery

Delivery shall be *5 days* after acceptance/issue of Purchase Order. Deviation in delivery period *shall be considered if such deviation is reasonable*.

6.1. The following tests and inspections will be conducted on the goods at delivery:

Verification according to specifications as well as the quality and quantity as outlined in the specifications & performance standards compliance sheet.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the **Procurement Reference Number**, addressed to the **National Council for Higher Education (NCHE), The Procurement Committee Secretary, P.O. Box 90890, Klein Windhoek,** with the Bidder's name and contact information at the back of the envelope.

8. Submission of Quotations

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

National Council for Higher Education (NCHE) ERF 6445
Dr. Zedekia J Ngavirue
Corner of Hoogenhout and Haddy Streets, Windhoek West
NAMIBIA

By 02 December 2026, 11H00.

Bids by post should reach the National Council for Higher Education by the same date and time at the latest. Envelopes should be clearly marked with the procurement activity and the procurement reference number.
Late quotations will be rejected.

Bids received by e-mail or fax will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 above. **A record of the Bid Opening stating the name of the bidders, the amount quoted, and the presence or absence of a Bid Security/Bid Securing Declaration** will be posted on the website of the NCHE and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared based on the evaluated cost to determine the lowest evaluated quotation.

11. Technical Compliance

The Specifications, Performance Requirements and Compliance Sheet detail the minimum specifications of the goods/items to be supplied. The specifications must be met but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

The Yearly escalation will be applied based on the Consumer Price Index (CPI) as regulated by the Bank of Namibia**.** Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

13.1. The applicable margins of preference and their application methodology are as follows:

Not Applicable

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

15. Performance Security

Not applicable

16. Notification of Award and Debriefing

The Public Entity 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, the Public Entity shall attend to all written requests for debriefing within seven (7) days after the unsuccessful bidders are informed of the award.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

[Complete this form with all the requested details and submit it as the first page of your quotation with the Price list 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 will be rejected****.]*

Quotation addressed to*:*	**National Council for Higher Education**
Procurement Reference Number:	**G/RFQ/NCHE-06/2026/27**
Subject matter of Procurement:	**Supply and Delivery of Cleaning Materials to National Council for Higher Education (NCHE) for a Period of 36 months**

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: Instruction to Bidders.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the *Bid Securing Declaration* (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to *disqualification on the grounds mentioned in the BD*.

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 List of Goods and Price 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.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./Fax	

Appendix to Quotation Letter

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

Date: .....*[Day|month|year]*

Procurement Ref No.: ***G/RFQ/NCHE-06/2026/27***

To: ***National Council for Higher Education, PO Box 90890, Klein Windhoek, 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)

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all 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 of 2007, and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:……

Registration Number :……..

Vat Number: ……

Industry/Sector: ……

Place of Business:……..

Physical Address:……..

Tell No.:……

Fax No.:…….

Email Address:……..

Postal Address:……..

Full name of Owner/Accounting Officer:……..

……

Email Address:……..

2. PROCUREMENT DETAILS

Procurement Reference No.:……..

Procurement Description: ……..

……

……

Anticipated Contract Duration: …….

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

……

3. UNDERTAKING

I …… *[insert full name]*, owner/representative

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

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

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

Signature: ……..

Date: ……..

Seal:…….

Please take note:

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

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Supply and Delivery of Cleaning Materials to National Council for Higher Education (NCHE) for a Period of 36 months

Procurement Ref No. G/RFQ/NCHE-06/2026/27

A	B	C	D	E	F	H	I
Item no.	**Description of Goods**	**Quantity required**	**Unit of measures**	**Price per unit NAD[1]**	**Total price without VAT NAD**	**VAT: NAD**	**Delivery weeks) (days/month**
1	Handy Andy	1	750 ml				
2	Pine gel	1	5L				
3	Floor cleaner lavender	1	5L				
4	Dish washing liquid	1	5L				
5	Hand wash soap	1	5L				
6	Air freshener	1	300 ml				
7	Air freshener	1	180 ml				
8	Blue death powder	1	100g				
9	Waste bin liner plastic bags	1	Medium				
10	Hand liquid sanitizer	1	5L				
11	Black refuse plastic bags	1	Large				
12	Kitchen towel cloth	1					
13	Paper towel rolls	1	(4×585) 205 mm wide				
14	Toilet paper 2ply	1	Pack consisting of 48 rolls				
17	Disinfection spray	1	750				
18	Mr. Min furniture spray (blossom	1	750 ml				

	fruit flavour only)						
19	Big refuse / dust bin	1					
20	Hand lotion	1	200 ml				
21	Jik	1	5 L				
22	Scale remover	1	750				
23	Deo blocks (assorted)	1	200g				
24	Urinal remover	1	1 L				
26	Complete wed broom set	1					
27	Wet broom handle stick	1					
28	Wet mop refill	1					
29	Complete wet mop handle stick	1					
30	Normal brooms	1					
31	Cleaning hand gloves	1	Large				
32	Cleaning hand gloves	1	Medium				
33	Safety hand gloves H/D	1	Large				
34	Safety hand gloves H/D	1	Medium				
35	Kitchen swabs	1					
36	36 Microfiber cleaning cloth 1 Different colours	1					
37	Round bin liner plastic bags	1	Medium				
38	Empty spray bottle	1	250 ml				
39	Scale remover	1	1L				
40	Small round bin	1					
41	Bleach	1	5 L				
42	Bucket Galvanized 305	1					
43	Dish washing cloth 100% cotton	1	Big				
44	Dust feather	1	1840m mm				
45	Dust cloth yellow	1	55 cm × 55				
46	Dustpan and brush set	1					
47	Floor stripper	1	5 L				

48	Caution wet floor sign	1					
49	Hand towel 1ply, single fold per box	1					
50	Leather treatment	1					
51	Mop complete set	1					
52	Mop trolley	1					
53	Micro fibre glass cleaning towels	2 pck					
54	Wood polish (Spray)	1	180 ml				
55	Toilet Bowl clean	1	5 L				
56	Tile cleaner	1	5 L				
57	Toilet brush set	1					
58	Window squeegee with handle	1					
59	Citro Shine (Glass window cleaner)	1	750 ml				
60	Washing powder, Hand	1	2 kg				
61	Domestos	1	750 ml				
62	Hand Soap	1	5 L				
63	Mask Dust	1					
64	Mop Clip-on	1	500G				
65	Refuse Bag Green	1					
66	Scourgers Pot Wire	1					
67	Drain cleaner	1	5 L				
68	Dustbin steel pedal	1	5 L				
69	Proshine	1	25 L				
70	Granulated drain cleaner	1	5 Kg				
71	Zoom wash Ammonia	1	5 L				
72	Vim (Scouring Powder)	1	750ml				
73	Dust bin (Galvanized)	1	85 L				
74	Dust bin (rubber)	1	85 L				
75	Universal Cleaner	1	5 L				
76	Hose pipe	1	15m				
77	Folding Ladder aluminium	1	3m				

				TOTAL			
NAME:		POSITION:	SIGNATURE			DATE	
NAME OF BIDDER:		ADDRESS:					

NB: Price shall be treated as firm in Namibian Dollars for all intents and purposes.

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

This section sets out the specifications and performance requirements applicable to this procurement.

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/NCHE-06/2026/27**

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
1	Handy Andy		
2	Pine gel		
3	Floor cleaner lavender		
4	Dish washing liquid		
5	Hand wash soap		
6	Air freshener		
7	Air freshener		
8	Blue death powder		
9	Waste bin liner plastic bags		
10	Hand liquid sanitizer		
11	Black refuse plastic bags		
12	Kitchen towel cloth		
13	Paper towel rolls		
14	Toilet paper 2ply		
17	Disinfection spray		

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
18	Mr. Min furniture spray (blossom fruit flavour only)		
19	Big refuse / dust bin		
20	Hand lotion		
21	Jik		
22	Scale remover		
23	Deo blocks (assorted)		
24	Urinal remover		
26	Complete wed broom set		
27	Wet broom handle stick		
28	Wet mop refill		
29	Complete wet mop handle stick		
30	Normal brooms		
31	Cleaning hand gloves		
32	Cleaning hand gloves		
33	Safety hand gloves H/D		
34	Safety hand gloves H/D		
35	Kitchen swabs		
36	36 Microfiber cleaning cloth 1 Different colours		
37	Round bin liner plastic bags		
38	Empty spray bottle		
39	Scale remover		

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
40	Small round bin		
41	Bleach		
42	Bucket Galvanized 305		
43	Dish washing cloth 100% cotton		
44	Dust feather		
45	Dust cloth yellow		
46	Dustpan and brush set		
47	Floor stripper		
48	Caution wet floor sign		
49	Hand towel 1ply, single fold per box		
50	Leather treatment		
51	Mop complete set		
52	Mop trolley		
53	Micro fibre glass cleaning towels		
54	Wood polish (Spray)		
55	Toilet Bowl clean		
56	Tile cleaner		
57	Toilet brush set		
58	Window squeegee with handle		
59	Citro Shine (Glass window cleaner)		
60	Washing powder, Hand		

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
61	Domestos		
62	Hand Soap		
63	Mask Dust		
64	Mop Clip-on		
65	Refuse Bag Green		
66	Scourgers Pot Wire		
67	Drain cleaner		
68	Dustbin steel pedal		
69	Proshine		
70	Granulated drain cleaner		
71	Zoom wash Ammonia		
72	Vim (Scouring Powder)		
73	Dust bin (Galvanized)		
74	Dust bin (rubber)		
75	Universal Cleaner		
76	Hose pipe		
77	Folding Ladder aluminium		

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	

Authorised for and on behalf of:	Company	

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

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) for the Procurement of Goods - Ref. **G/RFQ/NCHE-06/2026/27** on the website of the NCHE Secretariat: ***www.nche.org.na***

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/NCHE-06/2026/27**

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser **GCC 1.1(h)**	The purchaser is: **National Council for Higher Education**
Site **GCC 1.1(m)**	The Site/final destination for delivery of the Goods is **Dr. Zedekia J Ngavirue C/o Hoogenhout and Haddy Street, Windhoek West.**
Incoterms Edition **GCC 4.2(b)**	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices **GCC 8.1**	Any notice shall be sent to the following addresses: For the **NCHE,** the address and the contact's name shall be: **Salomon Ilovu** at **procurement@nche.org.na** For the Supplier, the address and contact name shall be: _____
Disputes **GCC 10.2**	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____
Delivery and Documents **GCC 13.1**	The Goods are to be delivered within **5 days** from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: **(a) signed delivery note;**

Subject and GCC clause reference	Special Conditions
Price Adjustment **GCC 15.1**	The price charge for the Goods supplied and the related Services performed ***shall not*** be adjustable. If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used
Terms of Payment **GCC 16.1**	The structure of payments shall be full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment **GCC 16.3**	Payments shall be made not later than **30 days** after submission of an invoice and its certification by the Purchaser.
Terms of Payment **GCC 16.4 (a)**	The price *"shall" "shall not be"* adjustable to the fluctuation in the rate of exchange.
Payment Period **GCC 16.5**	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) **On Acceptance:** The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.
Performance Security **GCC 18.1**	(i) No performance security is required
Transportation **GCC 25**	The Goods shall be delivered: Delivery duty paid.

SCHEDULE 1

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/NCHE-06/2026/27

Description	**Attached (please tick if submitted and cross if not)**
Quotation Letter	
Priced Activity Schedule	
Performance Compliance Sheet	
Signed Bid Securing Declaration	
Certified copy of Valid Company Registration Certificate	
Valid original or certified copy of a good Standing Tax Certificate	
Valid original or certified copy of a good standing Social Security Certificate	
Valid certified copy 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	
Signed written undertaking as contemplated in Section 138(2) of the Labour Act, 2007	

Disclaimer: *The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.*