



# Namibia Nature Foundation

## Request for Priced Quotation

(Work)

**Request for Priced Quotation (RPQ) – Upgrading and Installation of Solar Powered Borehole Pumps at Katjendje, Tonxel and Mutjiku Boreholes at Plot F in the Zambezi and Kavango East Region**

<b>Reference Number:</b> RPQ/NNF-BNP/01/2026
<b>Organisation Name:</b> Namibia Nature Foundation (NNF),
<b>Program/Project Name:</b> Improving the food security of the BNP residents
<b>Phone:</b> +264814118290
<b>Requestor:</b> Robert Mukuya
<b>Delivery Address:</b> 76-78 Dr Frans Indongo Street, Windhoek West
<b>Date of Issue:</b> 19 December 2025
<b>Due Date for Submission:</b> 19 January 2026 @ 14h00
<b>Bid Opening:</b> Internally, within 7 days after the submission deadline



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**Procurement Reference Number: RPQ/NNF-BNP/01/2026**

## 1. INVITATION LETTER

Dear Prospective Bidder

### **Request for Priced Quotations for the Upgrading and Installation of Solar Powered Borehole Pumps at Katjendje, Tonxel and Mutjiku Boreholes at Plot F in the Zambezi and Kavango East Region**

The Namibia Nature Foundation (NNF), in collaboration with Integrated Rural Development and Nature Conservation (IRDNC) and funding support from the World Wildlife Fund (WWF), invites qualified contractors to submit quotations for the upgrading and installation of solar-powered borehole pumps at Katjendje, Tonxel, and Mutjiku Plot F in the Zambezi and Kavango East Regions.

This initiative aims to improve water access for sustainable agriculture and community livelihoods in Bwabwata National Park.

All procurement activities are carried out in adherence to the highest professional, ethical, moral and legal standards, as per the donor procurement rules and procedures, ensuring that no situation of compromise arise.

Therefore, please prepare and submit your best quotation for the works described hereunder and inform the undersigned if you will be submitting a quotation.

Sincerely,

Mareike Voigts  
Program Lead



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## 2. INSTRUCTIONS TO BIDDERS

- Eligible bidders must demonstrate proven experience in borehole drilling, rehabilitations, and solar pump installations.
- Proposals must be submitted in English
- Clarifications may be requested up to 7 days before the submission deadline.
- Proposals must be submitted electronically to [Procurement@nnf.org.na](mailto:Procurement@nnf.org.na) in 1 PDF with the procurement reference number and description as the subject line.
- Late submissions will be rejected.
- The Procurement Committee reserves the right to accept or reject any quotation and is not bound to accept the lowest or any offer.
- Hold your quotation valid for 30 days from the deadline for submission of quotations during which period you will maintain without change, your proposed price and service. The NNF will make its best efforts to finalize the agreement within this period.
- Incomplete or non-compliant submissions will be disqualified and not considered for evaluation by the NNF Procurement Committee.

## 3. GENERAL REQUIREMENTS

- (a) A firm/contractor that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission and thereafter shall be disqualified.
- (b) The application to provide evidence of financial and technical capabilities to execute the work. Where possible, CVs of key personnel that will work on the project.
- (c) Bidders should submit a statement on past and present declaration of ineligibility, if any, by any local/international agency or any termination of contract for unsuccessful completion of assignment, giving adequate details to enable a fair assessment.



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- (d) Bidders shall bear all costs associated with the preparation and submission of their quotation and the NNF will not be responsible or liable for those costs regardless of the conduct or outcome of the process.
- (e) By way of responding to the request for quotation, the applicant accepts that all answers to be provided are legally binding and should the need arise, may be used as evidence in a court of law. Also, the NNF reserves the right to verify the accuracy of any answers provided herein. Any information provided that is not correct shall lead to disqualification of the applicant.
- (f) Have a valid certified copy of a Good Standing Certificate with Inland Revenue.
- (g) Have a valid certified copy of a Good Standing Certificate with the Social Security Commission.
- (h) Have a valid certified copy of Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or an exemption issued in terms of Section 42 of the Affirmative Action Act, 1998.
- (i) Enclosed technical proposal and detailed cost breakdown.
- (j) You will be expected to take up/commence with the assignment as soon as the contract is issued.

## 4. PROJECT BACKGROUND & OBJECTIVES

The Namibia Nature Foundation (NNF) is collaborating with farmers in Bwabwata National Park (BNP) to enhance lives through sustainable agriculture. However, access to water remains a major challenge. It is against this background that the NNF, together with Integrated Rural Development and Nature Conservation (IRDNC), with support from World Wildlife Fund (WWF) through the "Improving the food security of the BNP residents" project, funded by the Swiss Development Cooperation (SDC), seeks the services of a service provider to provide borehole upgrades to increase water delivery of existing boreholes. The boreholes were drilled through the Kyaramacan Association.



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Eight boreholes were upgraded already through other funding sources, which allowed establishment of gardens and reliable water access for community members and livestock. Under this call another 3 boreholes will be upgraded. The current situation and scope of what needs to be done will be discussed below for each borehole.

The work is based on a technical report of an assessment for the upgrade of 3 selected boreholes and their associated infrastructure at 3 villages in Bwabwata National Park. We seek a contractor to install respective infrastructure in order to supply sufficient water and enhance the livelihoods of the community in Katjendje, Tonxel and Mutjiku plot F through sustainable agriculture.

## 5. SCOPE OF WORKS

### A. MUTJIKU Plot F

#### **Status:**

There is a handpump fitted to the 44.9m borehole.

#### **What needs to be done:**

1. Supply and install 1 X 5000 L water tank complete with a 40 mm steel ring to secure it to tank stand.
2. Construct 1 x 3m high steel tank stand with concrete bases for the uprights.
3. Install 1 x solar pump (capacity: 5000 L at 50mWh, depth 40m).
4. Construct 1 x 4m high solar stand on 4 uprights to support solar array.
5. Install anti-theft measures on the solar array (riveted panels to frame, welded lip channel).
6. Provide weatherproof steel DB board, lockable with isolator.
7. Lay 50m x 32 mm HDPE pipe, cable and 5mm stainless steel cable to connect pump to surface. Between borehole and solar DB board to use armored cable buried 500 mm deep.
8. Weld 2 x 60x60x8 mm anti-theft angle iron brackets to borehole top. This welding must be done in such a way that it can easily be cut off with an angle grinder for maintenance.



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9. Construct 1 x tap stand with 2 x brass taps in a concrete column. This should be installed 10m away from the borehole on high ground. This tap will be connected to the tank outlet pipe.
10. Paint all steelwork with 2 coats industrial aluminium paint.
11. Strap cables and pipes with stainless steel strapping.
12. Ensure overflow pipes and outlets are clear from tank to point of use.

## **B. KATJENDJE (Pump is broken, not pumping now)**

### **Status:**

Site consists of a working solar pump – make: Ceva, model: 100st5514 with 2 Panels on a 3m stand and a 3000 L tank on the ground.

### **What needs to be done**

1. Construct 1 x 3m high tank stand for an existing 3000 L water tank.
2. Install tank and connect piping/electrical connections made as per Mutjiku borehole scope above (items 5 to 12).

## **C. TONXEL**

### **Status:**

The site has a small pump that is not sufficient, so we need an upgrade.

### **What needs to be done**

1. Install 1x solar pump to deliver (capacity: 5000 L at 60mWh, depth: 50m).
2. Construct tank stand and solar stand as per Mutjiku scope.
3. Apply items 4-12 from Mutjiku scope

## **6. GENERAL DELIVERABLES**

- Provide operation and maintenance manual (3 copies, including pump curves).
- Conduct one extra site visit with client representative for final inspection and handover.
- Provide one-year guarantee on pump, control box, panels steelwork.
- Submit proof of bank account (confirmation letter not older than 3 months).
- Provide detailed work schedule and references of similar past projects.



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- Provide proof of completion (at least 3 completion certificates).

## 7. TECHNICAL SPECIFICATIONS

- Borehole depths: 40m (Mutjiku), 50m (Tonxel).
- Pump capacity: 5000 L at specified head.
- Solar panels: durable, anti-theft secured.
- Tank stands: 3m steel construction with concrete bases.
- Compliance with Namibian water and energy standards/procedures/regulations.

## 8. EVALUATION CRITERIA

The submitted proposals will be evaluated against the proposed methodology, equipment availability, proposed staff complement and overall experience of staff and company. The technical evaluation contributes 70 percent, whereas the financial evaluation contributes 30 percent. To pass the technical evaluation, the bidder must at least obtain 49/70 points to qualify for financial evaluation. The table below shows the point distribution per evaluation criteria:

Proposal	Weight	Criteria	Max points
Technical	70%	Methodology (20), Equipment (15), Staffing (15), Experience (20)	70
Financial	30%	Price competitiveness (20), Cost Breakdown Clarity (10)	30
<b>Total</b>	<b>100%</b>		<b>100</b>

## 9. PROPOSAL SUBMISSION REQUIREMENTS

- Cover letter.
- Company profile.
- Relevant experience (similar projects).
- Technical proposal (methodology, work plan/schedule, staffing plan and equipment list with proof of ownership/hire purchase).



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- Financial proposal (detailed cost breakdown, payment schedule).
- Statutory documentation (BIPA registration, tax certificate, social security certificate and affirmative compliance certificate – certified valid copies)
- References of previous similar works (attach completion certificates).
- Bank confirmation letter (not older than 3 months).

## 10. CONTRACTUAL TERMS AND CONDITIONS

### 10.1. PAYMENT TERMS

- Payment will be disbursed as follows.
- 50% deposit upon contract signing.
- 40 % upon completion of all sites.
- 10 % upon inspection and handover of all sites.

### 10.2. REPORTING AND SUPERVISION

The contractor shall report to the Project Manager Mareike Voigts or the representative as may be delegated from time to time. If any discrepancies in the scope of work are found after commencement, the contractor must inform the project manager and obtain approval in writing for any additional work outside the approved scope of work under this agreement whether it carries financial implications or not.

## 11. DURATION OF ASSIGNMENT

The contractor is expected to complete the work by 20 February 2026.

## 12. EXCESS MATERIALS

All excess materials and old materials must be collected and handover to the client representative Mr. Mukuya Robert or as directed at the place to be agreed.

## 13. CONTACTS

- For inquiries or further information, please contact:
- Mareike Voigts, Program Lead, [mvoigts@nnf.org.na](mailto:mvoigts@nnf.org.na), 081 7225378
- Mukuya Robert, SDC Field Coordinator Bwabwata, [rmukuya@nnf.org.na](mailto:rmukuya@nnf.org.na), 081 4118290



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