



Namibia Nature Foundation

Request for Priced Quotation

(Direct Purchase >1.000, -- € up to 15.000, --€)

(Work)

Request for Priced Quotation (RPQ) – Upgrading and Modification of Namib Desert Jojoba Processing Plant at Sivara Village in Kavango West Region

Reference Number: W/RPQ/NNF-F2E/01/2026
Organisation Name: Namibia Nature Foundation (NNF),
Program/Project Name: Improving the Namibian School Feeding Program Through the Introduction of Agroforestry Systems (Farm 2 Education)
Phone: +264813916365
Requestor: Berthold Malyata
Delivery Address: 76-78 Dr Frans Indongo Street, Windhoek West
Date of Issue: 13 April 2026
Due Date for Submission: 27 April 2026 @ 14h00
Bid Opening: Internally, within 7 days after the submission deadline



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Procurement Reference Number: W/RPQ/NNF-F2E/01/2026

1. INVITATION LETTER

Dear Prospective Bidder

Request for Priced Quotations for the Upgrading and Modification of Namib Desert Jojoba Processing Plant at Sivara Village in Kavango West Region

The **Namibia Nature Foundation (NNF)**, in partnership with the **Namibia University of Science and Technology (NUST)**, is implementing the Farm2Education Project. The project aims to strengthen the Namibian School Feeding Programme through the introduction of Moringa-based agroforestry systems in school gardens and the development of local value chains.

The aim is to upgrade the existing Sivara processing facility to meet food processing standards and operational requirements, ensuring functionality of designated processing points.

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.

Please take note, a **compulsory site visit** is scheduled to take place on 17 April 2026 at 11h00, Sivara Processing plant, Kavango West Region.

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 civil construction and electrical works.
- Offers must be submitted in English
- Clarifications may be requested up to 7 days before the submission deadline.
- Offers must be submitted electronically to Procurement@nnf.org.na **in 1 PDF file** 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 60 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.
- At least the company should have 2 years of experience with work performed over N\$ 50,000.00 contract value.

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, bank credit letters or previous financial statement must be submitted as proof.
- (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.
- (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.



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- (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.

4. PROJECT BACKGROUND & OBJECTIVES

The **Namibia Nature Foundation (NNF)**, in partnership with the **Namibia University of Science and Technology (NUST)**, is implementing the Farm2Education Project. The project aims to strengthen the Namibian School Feeding Programme through the introduction of Moringa-based agroforestry systems in school gardens and the development of local value chains.

Namib Desert Jojoba (NDJ), based in Sivara Village in the Kavango West Region, is an established natural product processor with demonstrated capacity in training, processing, and marketing indigenous products.

To support the expansion of Moringa processing under the Farm2Education Project, NNF intends to upgrade the existing processing facility at Sivara to meet operational and food processing requirements.

The objective of this assignment is to upgrade the existing Sivara processing facility to meet food processing standards and operational requirements, ensuring functionality of designated processing points and compliance with Namibian building and electrical standards as per the schematic diagram provided in Annexure 1.

5. SCOPE OF WORKS

The contractor shall execute the following works:

5.1 Structural Upgrades

- Construct masonry walls: Sides 1, 3, 4, 5 with existing half-built walls ((1m) (57 m²)).
- Install 1 standard access door,
- Install 1 large access door (2.5 m × 2.5 m),
- Install 4 side-hung windows.
- Remove stairs and replace with a sloped entry ramp (2 m × 1.5 m)
- Weatherproofing of roof, walls, and entry points.

5.2 Internal Works

- Install handwashing station (tap + basin with drainage).

5.3 Electrical Works

- Install 12 plug points (6 Namibian type, 6 European type).
- Upgrade wiring, conduits, and distribution board.

5.4 Miscellaneous

- Clean and handover facility in operational condition



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- Collect and handover excess materials to Namib Desert Jojoba
- All works must comply with relevant Namibian building and electrical standards.

6. DELIVERABLES

- Completion of works as per BoQ and schematic diagram
- One-year workmanship guarantee
- Formal handover of upgraded facility.

7. TECHNICAL SPECIFICATIONS

- As per technical drawing attached.

8. EVALUATION CRITERIA

The submitted quotations 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%	Relevant Experience (20), Equipment (20), Staffing (20), Proposed work schedule/plan (10) Reference Letters/Completion Certificates (5)	70
Financial	30%	Complete Bill of Quantity – formula will be applied, where lowest bid/bid under review*0.30	30
Total	100%		100

9. QUOTATION SUBMISSION REQUIREMENTS

- Quotation/cover letter,
- Company profile, with relevant experience listed (similar projects),
- Proposed work plan/schedule,
- Staffing plan,
- Equipment list with proof of ownership/hire purchase,
- Financial proposal (priced bill of quantity),
- Statutory documentation (BIPA registration, tax certificate, social security certificate and affirmative compliance certificate – certified valid copies or original)
- References letters/completion certificates of similar works.
- Bank confirmation letter (not older than 3 months).



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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 within 21 days of contract signing, not later than 31 May 2026.

12. EXCESS MATERIALS

All excess materials (new or used) must be handed over to Namib Desert Jojoba or disposed of at an agreed location.

13. CONTACTS

For inquiries or further information, please contact:

- Mareike Voigts, Program Lead, mvoigts@nnf.org.na, +264 81 722 5378
- Berthold Malyata, SODI Project Coordinator, bmalyata@nnf.org.na, +264 81 391 6365



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ANNEX 1: BILL OF QUANTITY (BoQ)

Bill of Quantities – Sivara Processing Facility Upgrade

Site Establishment

Item No.	Description of Work/Material	Unit	Quantity	Unit Rate (N\$)	Labour Hours	Labour Rate (N\$/Hr)	Total (N\$)
1	Site establishment (temporary facilities, mobilization)	lot	1				
2	Material transportation (delivery to site)	lot	1				
	Sub-Total						-

A. Structural Upgrade

Item No.	Description of Work/Material	Unit	Quantity	Unit Rate (N\$)	Labour Hours	Labour Rate (N\$/Hr)	Total (N\$)
3	Masonry walls ((sides 1,3,4,5 with existing half-built walls (1 m))	m ²	57				
4	Standard access door (steel frame)	each	1				
5	Large access door (steel frame, 2.5m x 2.5m)	each	1				
6	Side-hung windows (1.2m x 1.2m)	each	4				
7	Sloped entry ramp (reinforced concrete, 2m x 1.5m)	m ²	1				
8	Weatherproofing of roof, walls, entry points	lot	1				
	Sub-Total						-

B. Internal Works

Item No.	Description of Work/Material	Unit	Quantity	Unit Rate (N\$)	Labour Hours	Labour Rate (N\$/Hr)	Total (N\$)
9	Handwashing station (tap + basin with drainage)	each	1				
	Sub-Total						-

C. Electrical Works

Item No.	Description of Work/Material	Unit	Quantity	Unit Rate (N\$)	Labour Hours	Labour Rate (N\$/Hr)	Total (N\$)
10	Electrical plug points (Namibian type)	each	6				
11	Electrical plug points (European type)	each	6				
12	Wiring, conduits, distribution board	lot	1				
	Sub-Total						-

D. Miscellaneous

Item No.	Description of Work/Material	Unit	Quantity	Unit Rate (N\$)	Labour Hours	Labour Rate (N\$/Hr)	Total (N\$)
13	Cleaning & site handover	lot	1				
14	Collection & handover of excess materials	lot	1				
	Sub-Total						-

	Grand Sub-Total						-
	10% Contingency						-
	Sub-Total						-
	15% VAT						-
	Tender Total Estimated Cost (N\$)						-



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ANNEX 2: VOLUNTARY UNDERTAKING FORM

Project / Tender Reference: _____

Company Name: _____

Authorized Representative: _____

Position / Title: _____

VOLUNTARY UNDERTAKING

1. Commitment to a Free, Fair and Competitive Tendering Process

We underline the importance of a free, fair and competitive tendering process that prevents any form of abuse, improper influence, or distortion of competition.

This company has never, directly or indirectly, offered, promised, or granted any unlawful advantages to public servants or any other persons in connection with its tender.

The company will not, at any stage of this tendering procedure, offer or grant any such incentives or rewards. Should the contract be awarded, the company undertakes not to offer or grant unlawful incentives during the execution of the agreement.

2. Commitment to Core Labour Standards

We emphasize the importance of complying with minimum social standards ('core labour standards') during the execution of the project.

We undertake to comply with all core labour standards ratified in Namibia, including but not limited to:

- Freedom of association and collective bargaining
- Elimination of forced or compulsory labour
- Abolition of child labour
- Elimination of discrimination in respect of employment and occupation

DECLARATION

By signing below, we confirm that the above statements are true and accurate.

Name of Authorized Signatory: _____

Position / Title: _____

Signature: _____ Date: _____

Company Stamp (if applicable):
