

A BRIGHTER OPPORTUNITY FOR YOUR TOMORROW

TENDERS



TENDER ENQUIRY NO. E085-ND-2021

INVITATION TO SUBMIT COMPANY DOCUMENTS FOR PRE-SCREENING FOR THE PROVISION OF CLEANING SERVICES, INCLUDING COVID 19 HYGIENE MANAGEMENT REQUIREMENTS

Namdeb hereby invites reputable and qualified service providers to submit their company documents for pre-screening for the provision of Cleaning Services at our Head Office in Windhoek.

SUBMISSIONS TO INCLUDE:

- Company profile, including:
 - Organogram – depicting Management structure & Key Personnel, years experience with Commercial Cleaning, and references (including contact details);
- HSSE Certifications, e.g. Working at Heights and years experience using a Gondola lift;
- Cleaning Strategy, including Implementation Plan;
- List of Cleaning Equipment and Tools;
- Cleaning Materials Data Sheet;
- Confirmation of:
 - Insurance, particularly:
 - Employer's Liability Insurance;
 - General Third Party Liability Insurance; and
 - Third Party and Passenger Liability Insurance
 - Staff Transport.
- CV & Qualifications of Account manager, to be assigned to the Company account, in the event of award.
- Most recent Audited Financial Statements
- Company Registration Documents
- Good standing certificates with:
 - Ministry of Finance;
 - Social Security Commission (MSD & ECF); and
 - Employment Equity Commission.
- **Preference will be given to companies that submit an NPPC certificate confirming BEE status.**

ENQUIRIES

Interested parties may contact, Ms. Venessa Isaacs, at the below details:

Email: venessa.isaacs@namdeb.com
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CLOSING DATE

The closing date for submission is **16h00 on Wednesday, 23 June 2021.**

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