



Request for Sealed Quotations for Goods

Supply and Delivery of a Vibration Analyser

Procurement Reference No: G/RFQ/NW-014/2027

Name of Bidder		
Contact Person		
E-mail Address		
Postal Address		
Total Amount (Excl. VAT)		
Contact Phone number	Work:	Mobile:

Documents must be posted / delivered to:

The Quotation/Bid Box

Att: Procurement Management Unit (+264 61 71 2081, bids@namwater.com.na)

Namibia Water Corporation Ltd.
Private Bag 13389
176 Iscor Street, Aigams Building
Windhoek

Closing Date: Thursday, 30 April 2026 at 11h00
NO LATE BIDS WILL BE ACCEPTED!

Initials.....

NOTICE TO BIDDERS

- Please take note of initializing all pages of the standard bidding document and initial all the supporting documents including company profiles, brochures, etc.**
- Take note to sign all relevant pages as stipulated in the bidding standard document.**
- Copies of documents not 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 not be accepted.**



Namibia Water Corporation Ltd.
Private Bag 13389, Windhoek, Namibia
Tel: +264 61 71 2066
Fax: +264 61 21 0741

Letter of Invitation

Name and Address of Bidder _____

Procurement Reference Number: G/RFQ/NW-014/2027

15 April 2026

Dear Bidder,

Supply and Delivery of a Vibration Analyser

NamWater 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 (E-mail:

bids@namwater.com.na) Private Bag 13389 Windhoek, Namibia.

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

Procurement Management Unit

Initials.....

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

NamWater 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 **90 days** from the date of submission deadline.

4. Eligibility Criteria

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

- (a) Have a certified copy (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)), of a full valid company Registration Document;
- (b) Have an original or a certified copy (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)), of a valid Good Standing Tax Certificate, as certified by the Commissioner of Oath;
- (c) Have a valid good Standing Social Security Certificate;
- (d) Have a valid certified copy (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)), 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 or a valid certified copy of the original document, as certified by the Commissioner of Oath;
- (e) Submit signed Bid-securing Declaration.
- (f) **Failure to complete column C of the Technical Admissibility Sheet shall result in disqualification.**
- (g) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order,

Initials.....

and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;

(h) Supporting information / literature for all the items offered to substantiate compliance, where applicable. These documents must be from the manufacturer or an authorised manufacturer's representative. Representatives must provide an authorised letter from the manufacturer confirming their status.

Bids from service providers appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.

Links for checking the ineligibility lists are available at:

- Republic of Namibia, Procurement Policy Unit
<https://egp2.gov.na/forms/SearchSuspendedBidders.jsf>
- African Development Bank
<https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures>
- Asian Development Bank
<http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenView&count=999>
- European Bank for Reconstruction and Development
<http://www.ebrd.com/pages/about/integrity/list.shtml>
- Inter-American Development Bank Group
<http://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals,1293.html>
- World Bank Group
<http://www.worldbank.org/en/projects-operations/procurement/debarred-firms>

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

7. 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.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Namibia Water Corporation Ltd Head office, Private Bag 13389, 176 Iscor Street, Aigams Building,

Initials.....

Windhoek, not later than **30 April 2026 at 11h00**. Offers by post or hand delivered should reach Private Bag 13389 by the same date and time at latest. Late Offers will be rejected. Quotations received by e-mail 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 Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security/Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

NamWater shall have the right to request for clarifications in writing during evaluation. Substantially responsive offers shall be compared according to lifecycle cost to establish the lowest evaluated offer.

11. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

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

12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

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.

NamWater may consider partially awarding of offers as per Items or Lots.

15. Notification of Award and Debriefing

The Public Entity shall after award of 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 days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within 7 days of the unsuccessful bidders being informed of the award.

Initials.....

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:	NamWater
Procurement Reference Number:	G/RFQ/NW-014/2027
Subject matter of Procurement:	Supply and Delivery of a Vibration Analyser

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 BSD.

The validity period of the Quotation isdays 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	

Initials.....

Appendix to Quotation Letter

BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(5) and 56(2))

Date:

Procurement Ref No.:.....

To:

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.]

**delete if not applicable / appropriate*

Initials.....



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

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number:.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tel No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

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

.....

Email Address:.....

Initials.....

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.*

Initials.....

SECTION V: SCOPE OF WORK, PERFORMANCE REQUIREMENTS AND SPECIFICATIONS

SCOPE OF WORK

The contractor shall supply, deliver, commission, and provide training for a **portable vibration analyser with wireless sensors** suitable for condition monitoring and diagnostics of rotating machinery installed at pumping stations, water treatment plants, and related mechanical infrastructure.

The system shall be capable of detecting and analysing vibration conditions of equipment such as:

- Pumps
- Electric motors
- Gearboxes
- Fans
- Compressors
- Bearings and couplings

The scope shall include, but not be limited to:

- Supply of a **portable vibration analyser with wireless vibration sensors (WLS)**.
- Supply of all accessories required for vibration measurement and diagnostics.
- Installation and configuration of the vibration monitoring system.
- Provision of vibration analysis software for diagnostics and reporting.
- Commissioning and functional testing of the equipment.
- Training of maintenance personnel.
- Provision of warranty (no less than 12 months) and technical support.

Scope of Supply	
Item	Included
Display Unit	Graphic colour touchscreen Vibration Analyser
Wireless Sensor	WLS tri-axial sensor
Power Supply	Charger for unit and sensor
Cables	USB & charging cables
Accessories	Magnetic base/mounting tools
Software	Diagnostic and balancing software
Documentation	User manual and calibration certificate

PERFORMANCE REQUIREMENT

The vibration analyser shall, but not limited to:

- Provide accurate vibration measurements for rotating machinery.
- Detect early-stage mechanical faults.
- Enable predictive maintenance and reduce equipment failure.

Initials.....

- Support condition monitoring programs for pumps and motors.
- Provide repeatable and reliable measurements.
- Operate effectively in industrial field environments.

TECHNICAL SPECIFICATIONS

General Requirements

The vibration analyser shall:

- Be portable and suitable for **field condition monitoring**.
- Include **wireless vibration sensors** for remote measurement.
- Be capable of **multi-parameter vibration analysis**.
- Support **predictive maintenance programs** for rotating equipment.
- Be suitable for use in **industrial environments such as pump stations and mechanical plants**.

Technical Specifications

Technical Specifications	
Category	Specification
Functionality	Vibration analysis, dynamic balancing, machine diagnostics, stroboscope, infrared temperature
Sensor Type	Wireless Tri-axial Sensor (WLS)
Measurement Axes	X, Y, Z (simultaneous)
Sampling Frequency	Up to 51.2 kHz
ADC Resolution	24-bit
Data Memory	3.5 GB internal or superior
Display	7" colour touchscreen, 800 × 480 pixels or superior
Built-in Camera	Resolution: 640x480 Autofocus
Vibration Inputs	Up to 4 analogue channels (IEPE compatible)
Tacho Input	Yes
Stroboscope Range	30 – 15,000 RPM
	Automatic setting to machine speed
Infrared Temperature	0 – 200 °C, ±3 °C accuracy
Communication	<ul style="list-style-type: none"> • USB • Ethernet • Wi-Fi
Connectivity	USB 2.0 (A & B), Ethernet, Wi-Fi, Wireless sensor
Battery Type	<ul style="list-style-type: none"> • Rechargeable Li-Ion • 10 hours minimum under continuous operation

Initials.....

Ingress Protection	IP65 or superior
Operating Temperature	-10 °C to +55 °C
Humidity	Up to 95% non-condensing
Data Export	USB / Network / PC software
Standards Compliance	Industrial EMC compliant (IEC)
Training Requirements	
Item	Description
Operator Training	Minimum 16 hours on-site training for up to 6 personnel spread out over 3 – 4 days
Training Content	Basic vibration theory, equipment operation, data collection, and report interpretation
Training Material	Printed and electronic manuals
Certification	Training attendance certificates
Post-Training Support	Remote technical support

Software and Data Management

The system shall include vibration analysis software capable of:

- Detailed vibration diagnostics
- Trend monitoring
- Data storage and historical tracking
- Automatic fault detection
- Report generation

Reports shall be exportable in formats such as:

- PDF
- Excel

The unit shall allow **data transfer via USB or wireless communication.**

Deliverables

The supplier shall provide the following, but not to be limited to:

- Portable vibration analyser unit
- Wireless vibration sensors
- Mounting accessories
- Charger and rechargeable batteries
- Rugged carrying case
- Vibration analysis software
- Data communication cables
- Calibration certificate
- Operating and maintenance manual – 1x hand copy and soft copy in PDF format

Initials.....

Warranty and After-Sale support

The supplier shall provide:

- **Minimum 12–24 months warranty**
- Technical support during the warranty period
- Access to spare parts and servicing
- Software updates where applicable

Compliance Requirement

The equipment shall comply with applicable international standards, including:

- ISO standards for vibration monitoring of rotating machinery
- Electrical safety standards
- Industrial instrumentation standards

Initials.....

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Ref No. G/RFQ/NW-014/2027

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered		Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C		D
1	Functionality			
2	Sensor Type			
3	Measurement Axes			
4	Sampling Frequency			
5	ADC Resolution			
6	Data Memory			
7	Display			
8	Built-in Camera			
9	Vibration Inputs			
10	Tacho Input			
11	Stroboscope Range			
12	Infrared Temperature			
13	Communication			
14	Connectivity			
15	Battery Type			
16	Ingress Protection			
17	Operating Temperature			
18	Humidity			
19	Data Export			

Initials.....

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered		Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C		D
20	Standards Compliance			
21	Software and Data Management as detailed			
22	Offer training as specified and detailed in the bidding document			
23	Warranty: more than 12 months			
24	Data/technical specifications submitted			

* Columns A and B to be completed by Public Entity.

[Bidders should complete columns C and D with the specification of the goods 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.]

* Columns A and B to be completed by Public Entity.

All bids should be accompanied with detailed supporting literature for the Vibration Machine to enable NamWater Ltd to evaluate the conformity to specification and include additional features.

NOTE:

Bidder will be disqualified if this information is not included in the bid documents. Only original documentation is acceptable and faxed copies of literature are unacceptable. Information supplied in an electronic format will be accepted if in PDF format on a USB.

Specifications and Compliance Sheet Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

Initials.....

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-GCC**) *(available at public entities physical address/website: https://eprocurement.gov.na/documents/-/document_library/ycvk/view/53613 except where modified by the Special Conditions below.*

SECTION VI: 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 except where modified by the Special Conditions below.

Initials.....

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Ref No. G/RFQ/NW-014/2027

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

Subject and GCC clause reference	Special Conditions
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is Windhoek
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 NamWater Ltd the address and the contact name shall be: Procurement Management Unit (Tel: +264 61 71 2081), E-mail: bids@namwater.com.na Private Bag 13389 Windhoek, Namibia For the Supplier, the address and contact name shall be: _____
Delivery and Documents GCC 13.1	The Goods are to be delivered within 8 weeks from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note and Invoice
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following complete 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 thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4	The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of Requirements.
Performance Security GCC 18	Not Applicable

Initials.....

Subject and GCC clause reference	Special Conditions
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: G/RFQ/NW-014/2027 Supply and Delivery of a Vibration Analyser Aigams Building Northern Industrial Area Windhoek
Insurance GCC 24	The insurance should be covered as described in Delivery Duty Paid (DDP)
Transportation GCC 25	The Goods shall be delivered: Delivery Duty Paid (DDP)
Inspection and Tests GCC 26.	NamWater will inspect all items upon delivery to ascertain Technical compliance and specification compliance verification.
Liquidated Damages GCC 27	Liquidated damages for the whole contract are 1/14% per day. The maximum amount of liquidated damages for the whole contract is 14% of the final contract price.
Warranty GCC 28.3	The period of validity of the warranty shall be: As per manufacture specifications (12 months minimum)
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 30 days upon receipt of notice of defect of goods.

Initials.....

SCHEDULE 3: QUOTATION CHECKLIST SCHEDULE

Procurement Ref No. G/RFQ/NW-014/2027

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specifications Compliance Sheet		
Evidences for conformity of Goods		
valid copy of company registration / founding statement. (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))		
Original or certified copy of valid good Standing TAX Certificate; (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))		
Valid good Standing Social Security Certificate;		
A certified copy of a valid Affirmative Action Compliance Certificate, or 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; (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))		
Submit signed Bid-securing Declaration.		
An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and		
Supporting information / literature for all the items offered to substantiate compliance, where applicable. These documents must be from the manufacturer or an authorised manufacturer's representative. Representatives must provide an authorised letter from the manufacturer confirming their status.		

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.*

Initials.....