



Republic of Namibia  
OFFICE OF THE PRESIDENT  
NATIONAL PLANNING COMMISSION

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## **Request for Quotations for non-consultancy services**

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### **Printing and Binding of the Economic Development Report 2021**

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**Bidder Name:** \_\_\_\_\_

**Total Bid Amount:** \_\_\_\_\_

**Procurement Reference No: NCS/RFQ/26-73/2023**  
**Closing Date: 12 October 2023**  
**Time: 11:00**

National Planning Commission  
Private Bag 13356 Windhoek,  
Tel: +26461 283 4111, Fax: +26461 226 501  
Government Office Park Luther Street



Republic of Namibia

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**Letter of Invitation**

**02 October 2023**

**To: All Bidders**

**Procurement Reference Number: NCS/RFQ/26-73/2023**

Dear Sir / Madam,

**Printing and Binding of the Economic Development Report 2021**

National Planning Commission 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: [pmu@npc.gov.na](mailto:pmu@npc.gov.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 faithfully,

  
Sylvia Kaune



**SECRETARY: PROCUREMENT COMMITTEE**

## **SECTION I: INSTRUCTIONS TO BIDDERS**

### **1. Rights of Public Entity**

The National Planning Commission reserves the right:

- (a) to accept or reject any quotation; or
- (b) 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 services mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Performance Standards Compliance Sheet in Section V; and;
- (d) any other attachment as deemed appropriate.

You are advised to carefully read the complete Request for 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 bid submission deadline.

### **4. Eligibility Criteria**

To be eligible to participate in this Quotation exercise, the Bidder must submit the following documents:

- (a) A valid certified copy of the Company registration certificate/ Founding statement clearly indicating shareholders' and principals contact details (as registered with the BIPA) (Attach certified copies of identification Document of all shareholders), Printing must be among core business responsibilities
- (b) A valid original / certified copy of the company's good standing certificate from Ministry of Finance (NAMRA).
- (c) A valid original / certified copy of the company' good standing certificate from Social Security Commission.
- (d) 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) Written undertaking in terms of section 138 of the Labour Act, 2015.
- (f) Submit signed Bid-securing Declaration.
- (g) Procurement reserved in terms of the code of good practice on preferences

## **5. Bid Security/Bid Securing Declaration**

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

## **6. Services Completion Period**

The completion period for services shall be immediately after acceptance/issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable and put in writing for consideration by the Procurement Committee

## **7. Documents to be submitted**

Bidders shall submit along with their quotation's documents giving company's profile, past experience and evidence of similar services provided together with customers reference details.

## **8. 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 at the back of the envelope.

## **9. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at **National Planning Commission, Government Office Park, Block D, First floor, office #104C**, not later than **12 October 2023 by 11:00** at latest. Quotations hand delivered should reach National Planning Commission by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered.

## **10. Opening of Quotations**

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a /Bid-Securing Declaration will be available to any bidder on request within three working days of the Opening.

## **11. 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 on the basis of evaluated cost to determine the lowest evaluated quotation.

## **12. Scope of Services, Specifications and Performance Standards**

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

## **13. Prices and Currency of Payment**

Prices for the execution of services shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

**14. Margin of Preference**

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

**Not Applicable**

14.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

**Not Applicable**

**15. Award of Contract**

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the 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 and General Conditions of Contract.

**16. Notification of Award and Debriefing**

The Public Entity shall after award must 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 requests for debriefing made in writing within seven days (7) days of the unsuccessful bidders being 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 Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. **If your quotation is not authorised, it may be rejected.**]*

Quotation Addressed to:	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to provide the services detailed in the Scope of Service, 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: Request for Quotations.

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 Security/Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

The validity period of our Quotation is \_\_\_\_\_ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity 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 services will commence within \_\_\_\_\_ *[to insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within \_\_\_\_\_ *[to insert number]* days from date of issue of Purchase Order/ Letter of acceptance.

### 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	

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

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

**Procurement Ref No.:** NCS/RFQ/26-73/202

**To:** National Planning Commission

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**



**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:.....

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: SCOPE OF SERVICES

Printing and Binding of the Economic Development Report 2021 as specified in Specifications and Performance Standard Compliance Sheet

#### Requirements

- i. The bidder must have printing as one of its core business responsibilities.
- ii. The bidder must have proven experience in printing reports/ books of similar size and magnitude- attach at least three reference letters in similar work done in the past.
- iii. The bidder must attach/provide Samples of similar work done in the past.
- iv. The bidder is expected to be able to work under pressure and able to deliver within 3 to 4 days after the soft copy of the book to be printed has been issued.
- v. The bidder must only print the book locally within the country.

### SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/26-73/2023

[Complete the unit and total prices for each item listed below in Namibian dollars. Authorize the prices quoted in the signature block below.

Currency of Quotation:

I t e m  N o	Brief Description of Services	Quantity	Unit of Measure	Unit Price (N\$)	Total Price
1	Printing and Binding of the Economic Development Report 2021	200 copies of 88 pages	each		
				<b>Other additional costs</b>	
				<b>Subtotal</b>	
				<b>VAT @</b> %	
				<b>Total</b>	

*Enter 0% VAT rate if VAT exempt.*

\* Columns A to D to be completed as applicable by Public Entity

**Priced Activity Schedule Authorised By:** *[insert company seal]*

Name of signatory:		Signature:	
Position:		Date:	
Company Name:			

## SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/26-73/2023**

*[Bidders should complete columns C and D with the specifications of the services 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.]*

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	<b>Extent:</b> A4 pages cover,88 pages text		
2	<b>Final size:</b> A4 297 mm x 210 mm 420mm x 297 mm (flat size)		
3	<b>Flat size:</b> 297 mm x 420 mm		
4	<b>Print Cvr:</b> Cover:4/0 coloured CMYK		
5	<b>Print text:</b> 4/4 colored CMYK/CMYK		
6	<b>Paper:</b> Cover-Art gloss 300 gsm		
7	<b>Paper:</b> Text-art gloss 115 gsm		
8	<b>Finishing:</b> Perfect bound and trimmed to size		
7	<b>Units:</b> 200		

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

### Specifications and Performance Standard Compliance Sheet Authorised By:

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

## SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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) Ref: NCS-LS/RFQ-GCC for procurement of services (lump-sum) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

## SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/26-73/2023**

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

Subject and GCC Reference	Special Conditions
<b>Definitions</b> <b>GCC 1.1(a)</b>	Adjudicator is Not Applicable for this contract
<b>Definitions</b> <b>GCC 1.1(l)</b>	The Member is: <i>[to be inserted at contract signing]</i>
<b>Definitions</b> <b>GCC 1.1(o)</b>	The Service Provider is: <i>[to be inserted at contract signing]</i>
<b>Notices</b> <b>GCC 1.4</b>	<p>Any notice shall be sent to the following addresses: For the <b>National Planning Commission</b></p> <p><b>The Procurement Management Unit</b></p> <p><b>National Planning Commission</b></p> <p><b>Government Office Park</b></p> <p><b>Luther Street</b></p> <p><b>P/Bag 13356</b></p> <p><b>Windhoek</b></p> <p><b>Tel: +264612834006</b></p> <p><b>E-Mail: <a href="mailto:skaune@npc.gov.na">skaune@npc.gov.na</a></b></p> <p>For the [Service Provider], the address and contact name shall be <i>[to be inserted at contract signing]</i>:</p> <p>_____</p>
<b>Authorised Representatives</b> <b>GCC 1.6</b>	<p>The Authorised Representatives are:</p> <p>For the Public Entity: <i>[to be inserted at contract signing]</i></p> <p>For the Service Provider <i>[to be inserted at contract signing]</i>:</p> <p>_____</p>
<b>Effectiveness of Contract</b> <b>GCC 2.1</b>	The date on which this Contract shall come into effect is <i>[to be inserted at contract signing]</i>
<b>Starting Date</b> <b>GCC 2.2.2</b>	The intended starting date for the commencement of Services is As soon as receiving the confirmation and Purchase Order.

<b>Intended Completion Date</b> GCC 2.3	The intended completion date is _____.
<b>Prohibition</b> GCC 3.2.3(c)	List of Activities: _____.
<b>Service Provider's Actions Requiring Public Entity's Prior approval</b> GCC 3.7(c)	The other actions are _____.
<b>Documents Prepared by Service Provider to be the Property of the Public Entity</b> GCC 3.9	Restrictions on the use of documents prepared by the Service Provider are: _____
<b>Payments of Liquidated Damages</b> GCC 3.10.1	Liquidated damages for the whole contract are <i>[insert percentage of the final contract price]</i> per week. The maximum amount of liquidated damages for the whole contract is <i>[insert percentage]</i> of the final contract price.
<b>Lack of Performance Penalty</b> GCC 3.10.3	The percentage _____ to be used for the calculation of lack of Performance Penalty(ies) is _____. ( <i>Where applicable</i> )
<b>Performance Security</b> GCC 3.11	(i) No Performance Security is required*

<b>Assistance and Exemptions</b> GCC 5.1	The assistance and exemptions provided to the Service Provider are( <i>where applicable</i> ): _____
<b>Contract Price</b> GCC 6.2(a)	The amount in local currency is _____.
<b>Terms and Condition of Payment</b> GCC 6.4	Insert the payment terms in line with the GCC.

<b>Interest on Delayed Payments</b> <b>GCC 6.5</b>	Payment shall be made within 30 working days of receipt of the invoice and the relevant documents, and within 30 Working days in the case of the final payment.  The interest rate is _____.
<b>Price Adjustment</b> <b>GCC 6.6.1</b>	Price adjustment <i>is/not</i> applicable.
<b>Identifying Defects</b> <b>GCC 7.1</b>	The following inspections shall be carried out: _____  The defect liability period is: _____
<b>Dispute Settlement</b> <b>GCC 8.2</b>	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within days after one party has notified the other in writing of the dispute, then the dispute may be referred to court by either party.
<b>Dispute Settlement</b> <b>GCC 8.2.3</b>	Not Applicable
<b>Dispute Settlement</b> <b>GCC 8.2.4</b>	The arbitration procedures of _____ will be used (applicable to overseas service provider)
<b>Dispute Settlement</b> <b>GCC 8.2.5</b>	Not Applicable

**SCHEDULE 3****QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: NCS/RFQ/26-73/2023**

<b>Description</b>	<b>Indicate Attached</b>	<b>Indicate Not Attached</b>
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Valid and certified company registration certificate		
Original /Certified valid good standing tax certificate		
Original/ Certified valid good standing Social Security certificate		
Valid certified Copy of Affirmative Action Compliance		
Written undertaking as contemplated in section 138 (2) of the Labour Act, 2015		

**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.*

