



NAMIBIA STATISTICS AGENCY

Request for Sealed Quotations For Goods

Supply and delivery of various promotional materials.

Procurement Reference No: G/RFQ/NSA-02/2024

Bidder's Name: _____

Physical Address: _____

Tel/Cell No: _____

Contact person: _____

E-mail: _____

*Issued Date: 15 Feb 2024
Closing Date: 5 March 2024*

BID TOTAL AMOUNT-VAT INCLUSIVE: _____

To be deposited in the

*Tel: +26461 431 3293 Fax: +26461 431 3253 P.O. Box.2133 Windhoek, FGI House, Post Street
Mall*



NAMIBIA STATISTICS AGENCY

Letter of Invitation

Name and Address of Bidder:.....

Procurement Reference Number; G/RFQ/NSA-02/2024

15 February 2023

Dear Sir/Madam,

RE: Supply and delivery of various promotional materials.

Namibia Statistics Agency 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@nsa.org.na*, **Namibia Statistics Agency**.

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,

.....

Ms. R. Paulus

Secretary to Procurement Committee

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

Namibia Statistics Agency reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, and
- (b) to accept or reject any quotation or 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 valid certified copy of the company founding statement.
- b) have a valid original or certified copy of a Good Standing Tax Certificate.
- c) have a valid original or certified copy of a Good Standing Social Security Certificate.
- d) have a valid certified copy of BIPA Good Standing.
- e) have a valid certified copy of Affirmative Action Compliance Certificate 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.
- f) have a certificate indicating SME Status
- g) have completed and signed Bid-Securing Declaration.
- h) have a valid certified copy of Good Standing BIPA certificate.
- i) have completed and signed a written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015.
- j) provide documentary evidence as listed under the margin of preferences.
- k) initial all pages and supporting documents.
- l) have a certified copy of Identification Documents (ID's)

5. Bid Security/Bid Securing Declaration

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

6. Delivery

Delivery shall be **30 Days** after acceptance/issue of the Purchase Order. Deviation in the delivery period shall be accepted provided that approval is granted by Namibia Statistics Agency.

6.1. The following tests and inspections will be carried out on the goods at the delivery date;

The goods will be inspected by the user department on the delivery date.

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 Statistics Agency, FGI House, Post street mall, Ground Floor at Reception area**, not later than **5th March 2024, 11h00**. Quotations by hand delivered should reach **Namibia Statistics Agency**, by the same date and time at latest. Late quotations 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 Securing Declaration, available to any bidder on request within four working days of the Opening.

10. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation. Substantially responsive offers shall be compared based on price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

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

12.1 Payments shall be made promptly by the Purchaser, but in no case later than **thirty (30) days** after submission of an invoice or request for payment by the Supplier, and after the purchaser has accepted it.

12.2 Prices shall be fixed in Namibian Dollars.

12.3 The currencies in which payments shall be made to the Supplier under this Contract shall be made subject to the following general principle:

(a) Payment will be made in the currency or currencies in which the bid price is expressed.

(b) Local bidders will be paid in fixed Namibian dollars or Namibian Dollars adjusted to the fluctuation in the rate exchange at the time of delivery.

13. Margin of Preference

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

Refer to 13.2

13.2 Bidders applying for the Margin of Preference shall submit evidence of:

Refer to the Margin of exclusive preference in table 4

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.

15. Performance Security

Not applicable

16. Notification of Award and Debriefing

The Public Entity shall after the award of the 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 NSA shall attend to all requests for debriefing made in writing within **30 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 Price list and documents requested above. A signature and authorization on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorized, it will be rejected.**]*

Quotation addressed to:	Namibia Statistics Agency
Procurement Reference Number:	G/RFQ/NSA-02/2024
Subject matter of Procurement:	Supply and delivery of various promotional materials.

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 by 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 BDS.**

The validity period of the Quotation is **90 days** 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	

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

Date:

Procurement Ref No.: G/RFQ/NSA-02/2024

To: Namibia Statistics Agency, FGI House, Post Street Mall

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.
- (e) Failure to present single printed letter head to management for approval

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]

Company stamp.....



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.*

	blue								
	NSA branded sleeveless body warmer jackets	50	Each						
	NSA branded key holders	700	Each						
	NSA branded stainless steel vacuum water bottles: white, cream and gold	300	Each						
	Engraved NSA branded corporate gifts	250	Each						
	NSA branded multi-purpose knives	200	Each						
	NSA branded bags: Blue	250	Each						
	NSA branded bags Grey	150	Each						
	NSA Branded sleeveless body warmer jackets.	200	Each						
						TOTAL			
NAME:		POSITION:		SIGNATURE			DATE		
NAME OF BIDDER:		ADDRESS:							

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency : Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

[the Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.]

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/NSA- 02/2024**

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.

Lots No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	1x Branded Tablecloth: Royal Blue. Ovation Spandex stretch slipover tablecloth. Tailored to fit a standard table (1.83x0.76x0.75) Branding screen print with NDSI logo (artwork will be provided).		
a)	1x A-frame banner: White Standard A-frame Banner with PVC print, Size 2m x 1m. The frame must have 1x aluminium frame, polyester carry bag (129x 23cm). Branding: Display with NSDI logo.		
b)	100x Visibility stationery set: Blue The stationery set includes a matching color ball pen, pencil, plastic ruler 15 cm, Plastic sharpener. Poach size: 18cm (L)x5.5cm (W) Branded with NSDI logo in white (artwork will be given)		
c)	80x Water bottles: Blue Hydrate plastic water bottle 750ml with handle. Branded with NSDI logo in white (artwork will be given)		
d)	80x Drawstring bags: Black Drawstring non-woven polypropylene (34cm x 42cm). Branded with NSDI logo in white (artwork will be given)		

f)	<p>120x Round neck T-shirts: white Unisex Active round neck T-shirt, 110g. 100% polyester, short sleeve</p> <p>Branding: T-shirt front: branded with NSDI logo. T-shirt back: worded with “building a spatially enabling enabled nation”. Artwork will be provided. Sizes: S-40, M-30, L-30 and XL-20.</p>		
g)	<p>60x A5 hard cover Notebooks: Blue A5 Notebook size in cm: 21(L) x 14(W) x 1.4 (H) Paper lined with not less than 80 sheets. Gradient color effect on the cover Elasticated closure Branding: screen print NSA & NSDI logo in white (artwork to be provided).</p>		
h)	<p>60x Ballpoint pens: blue Sickle ball pens Ink: Black Material: Plastic Branding: Branded with NSDI logo in white (artwork will be given)</p>		
LOT 2			
2. a)	<p>50x Sleeveless body warmer Jackets Colour: Navy blue Description & code: Men and ladies Bodywarmer Funnel neck collar with binding finish Welt pockets Lightweight padded jacket Fully lined Diamond quilted. Bound finishing of armholes Feminine cut Concealed front zip with a woven zip puller 100g 100% Brushed Polyester Branded with NSA logo</p> <p>Sizes: Men S- 5 M- 5 L- 5 XL-4 2XL-3 3XL-3</p> <p>Sizes: ladies XS-4</p>		

	S- 5 M- 5 L- 5 XL-4 2XL-1 3XL-1		
b)	700x Key Holders Colour: White and Black Description: Amplifier Keyholder with built-in sound amplifier. Includes metal split key-ring ABS & silicone: 6 (L)x 2.7 (dia) Branded with NSA logo		
c)	700x Branded ball pens Colour: Navy Plastic version of a metal pen, with black ink, Branded with NSA logo		
d)	300x Water bottles Colour: White/cream and gold Description & code: Double-wall water bottle Stainless steel vacuum construction, which enables it to keep content hot or cold. 26.5 (h) Stainless steel outer and inner 0.5 L Branded with NSA logo		
e)	250x Corporate gifts set 2-piece box with a velvet-touch inner. Size in cm; 44 (L) x 28.5 (W) x 9.5 (H) The set must consist of: 1. 800 ml stainless steel vacuum flask (water bottle) 2. A5, 192 lined pages Notebook with a soft Tex-luxe material PU cover. 3. Black ball pen and rollerball, metal, and Tex-luxe PU 4. 32GB USB. 5. Keyholder: lacquered aluminum. Branding: engraved NSA logo in white		
f)	200x multi-purpose knives Colour: Stainless steel Description: multi-tool. Knives size; Closed:10.5(L)x 4.5 (W)x2(H)		

	<p>Open: 16 (L)x6.8 (W)x2 (H) 1680D pouch:13(L)x5.6(W)x3(H) Low cadmium compliant Presentation box:15.4(1)x14.3(w)x4(h) Functions: Knife/saw/Phillips screwdriver/pliers/small blade/ Medium flat screwdriver/dual can & bottle opener/bit socket/fill</p> <p>Branding: engraved NSA logo in white</p>		
g)	<p>250x Bags Blue: Description: Fashion shopper. Material: cotton. Product size:38 (W)x42(H)</p> <p>Branded with NSA logo</p>		
h)	<p>150x Bags Grey Description: travel-safe tech backpack. Size: 31(w)x14(dx41) (h) Material 600D ripstop Padded back Parel for extra comfort Adjustable chest strap Adjustable padded shoulder straps Concealed back zippered compartment for additional travel security. Branding: NSA logo, Laser plaque engraving.</p>		
i)	<p>250x Outdoor Hats; Navy blue Size: L/XL Fabric: Poly cotton Branded with NSA logo</p>		
j)	<p>250x Caps Navy blue Description: 6 panel brushed cotton cap Fabric: cotton Branded with NSA logo, stitching</p>		
k)	<p>200x Golf t-shirts navy blue 95% cotton, 5% spandex Crushed jersey knit with bio- polished finish Self-fabric collar and cuffs Two button plackets Pearlized buttons Longer length back panel Side slits with contrast detail</p>		

	<p>Sizes; Ladies S -23 M -29 L -28 XL -10 2XL-7 3XL-3</p> <p>Sizes: Gentlemen S -23 M -30 L -27 XL -10 2XL-5 3XL-5</p> <p>Branded with NSA logo</p>		
i)	<p>300x Round neck t-shirts Description. 110g 100% polyester Single jersey knit Short sleeve Self-fabric crew neck</p> <p>Sizes; Ladies relaxed fit S -50 M -50 L -30 XL -10 2XL-5 3XL-5</p> <p>Sizes: Gentlemen standard fit S -40 M -50 L -30 XL -15 2XL-10 3XL-5</p> <p>Branded with NSA logo in front and wordings behind (artwork will be provided)</p>		
j	<p>200x Jackets men's and Ladies Jackets for employees Colour: Navy Features</p> <ul style="list-style-type: none"> • Funnel neck collar with binding finish 		

<ul style="list-style-type: none"> • Welt pockets • Medium weight padded jacket • fully line • Fully lined • Diamond quilted on body • Front yoke-not quilted • Inverted zip with rubber zip puller • Ladies jacket longer curved back hem • 100% Polyester <p>Ladeis sizes: S-23 M-29 L-28 XL-10 2XL-7 3XL-3</p> <p>Men sizes: S-23 M-30 L-27 XL-10 2XL-5 3XL-3 4XL-2</p> <p>Branding: NSA logo, and artwork to be provided.</p>		
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Bidders have the option to bid on individual lots or all available lots. Each bid will be assessed separately for each item, and the Contract will be allocated based on the item(s) awarded to the Successful Bidder.

Specifications and Compliance Sheet Authorised By:

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

EVALUATION CRITERIA

1. MANDATORY REQUIREMENTS DOCUMENT EVALUATION CRITERIA

Mandatory Documents / Requirements			
No	Mandatory Requirements	Yes	No
1	Provide the Company Quotation		
2	Quotation Letter		
3	List of Goods and Price Schedule		
4	Specification and Compliance Sheet		
5	Bid Securing Declaration		
6	A certified copy of the Founding Statement/company registration certificate indicating ownership structure/shareholder		
7	Original Valid Good Standing Tax Certificate or Certified copy		
8	Original Valid Good Standing Social Security Certificate or certified copy		
9	A valid certified copy of BIPA Good Standing certificate.		
10	Have a valid certified copy of the Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		
11	Completed and signed a written undertaking as contemplated in section 138(2) of the Labour Act, 2007 (Act No. 11 of 2007)		
12	have a valid Certified copy certificate indicating SME Status (If SMEs);		
13	Certify copy of owner ID		
14	Initial all pages and supporting documents.		

Note: The bidder's submission will either be responsive or non-responsive. Bidders who do not comply with any of the above Mandatory documents/requirements will be disqualified from the entire evaluation process and will not be considered further.

2. TECHNICAL EVALUATION

Deliverables	Criterion basis	Points
No. of years in Operation (delivering of the promotional item, stated in the company profile)	<ul style="list-style-type: none"> • 3 years of experience =30 • 2 years of experience = 25 • 1 years of experience =10 	30
Reference letters on company letterheads validate the company's delivery of promotional items.	<ul style="list-style-type: none"> • 3 reference letters = 30 • 2 reference letters = 25 • 1 reference letters =10 	30
Ensure that all items meet the specified requirements	<ul style="list-style-type: none"> • for each item (lots) = 10 • for one item (lots) = 5 point 	10
Total Points		70

ONLY BIDS THAT MEET 65% UP OF THE TECHNICAL SPECIFICATIONS OF THE REQUIRED ITEMS SHALL BE CONSIDERED FOR FINANCIAL EVALUATION.

3. FINANCIAL REQUIREMENTS

	FINANCIAL REQUIREMENTS	Yes	No
3.1	Has the bidder submitted a letter from a recognized financial institution in Namibia confirming the availability of financial resources to fulfil the bid?		

Bidders who did not meet the requirements under Financial Requirements above will not be evaluated further.

3.2 FINANCIAL EVALUATION

- a) A bid price that is abnormally low, i.e. 15% below the cost estimate will be deemed to be non-responsive.
- b) A bid price that is 15% above the cost estimate will be deemed to be non-responsive.
- c) Bidders will be ranked according to price quoted or offers (From lowest to highest). The bid shall be awarded to the lowest responsive evaluated substantially responsive bid in terms of Section 55 (1) of the Public Procurement Act, 2015 (Act No. 15 of 2015).

4 Margins of preference when evaluation bids for exclusive preference

Category	Margin of preference	Documentary evidence
Manufacture	2%	-Certificate of registration from registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by the accountant
MSME	1%	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
Women owned enterprise	1%	-IDs of all Shareholders -Founding Statement/company registration indicating ownership structure/shareholder - Declaration indicating the percentage of Namibian Female ownership
Youth owned enterprise	2%	IDs of all Shareholders -Founding Statement/company registration indicating ownership structure/shareholder - Declaration indicating the percentage of Namibian youth ownership
PDP owned enterprise	2%	IDs of all Shareholders -Founding Statement/company registration indicating ownership structure/shareholder - Declaration indicating the percentage of Namibian PDP ownership
Supplier promoting Environmental protection	1%	-Declaration and proof that the bidder meets the requirements set out in the bidding document
Service rendered by Namibia citizens	1%	Declaration that the bidder employs 50% or more Namibian citizens.
TOTAL	10%	

All bidders are expected to provide documentation listed above for margin preference for exclusive preferences.

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/NSA-2/2024**) (*available at public entities physical address/website: Insert Public Entity address/website*) except were 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 were modified by the Special Conditions below.

SCOPE OF SERVICE

1. Supply and delivery of promotional Items as requested, as listed under **THE SPECIFICATIONS AND COMPLIANCE SHEET**
2. The successful bidder must ensure that all required promotional Items are delivered on or before the delivery date.
3. A timely delivery of the promotional Items delivery should be done on or before **24 May 2024**,
4. All required Items should correspond with the requested description, or alternatives provided the company can provide samples before supplying in bulk.
5. Promotional Items to be supplied should be of the highest quality and free from any defects.
6. The successful bidder must have the capacity and competency to supply and deliver promotional Items to the NSA Head office.
7. Successful bidder will be required to provide samples of the promotional items.
8. All artworks and logos will be provided by NSA to the successful bidder.

Procurement Reference Number: **G/RFQ/NSA-02/2024**

The clause numbers given in the first column correspond to the relevant clause number of the GCC. *[This section is to be customized by the Public Entity to suit the requirements of the specific procurement].*

Subject and GCC clause reference	Special Conditions
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is Namibia Statistic Agency
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010. N/A
Notices GCC 8.1	Any notice shall be sent to the following addresses: For Namibia Statistics Agency , the address and the contact's name shall be: The Procurement Management Unit Namibia Statistics Agency FGI House Post Street Mall P.O. Box. 2133 Windhoek E-Mail: Procurement@nsa.org.na
Delivery and Documents GCC 13.1	The Goods are to be delivered within 30 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) Bid Security Declaration (b) Specification and compliance Sheet (c) Quotation Letter (d) List and God price schedules (e) Company Quotation
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following 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 (30) 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 18.4	(i) No performance security is required

Subject and GCC clause reference	Special Conditions
Packing GCC 23.2	The packing, marking, and documentation within and outside the packages shall be: of the original manufacturers.
Insurance GCC 24.1	<i>Not Applicable</i>
Transportation GCC 25.1	The Goods shall be delivered: Incoterm for transportation Not applicable
Inspection and Tests GCC 26.	Inspection and test shall be: The goods will be inspected by the user department on the delivery date
Liquidated Damages GCC 27	Liquidated damages for the whole contract are <i>Not applicable</i> per day. The maximum number of liquidated damages for the whole contract is <i>Not applicable</i> to the final contract price.
Warranty GCC 28.3	Responsibility of Bidder

QUOTATION CHECKLIST SCHEDULE

Namibia Statistics Agency to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement.

Procurement Reference No.:

Description	Attached	Not Attached
Provide the Company Quotation		
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Certified copy of Founding Statement/company registration indicating ownership structure/shareholder.		
Valid Original or certified copy of Good Standing Tax Certificate		
Valid Original or certified copy of Good Standing Social Security Certificate		
A valid certified copy of BIPA Good Standing certificate		
Have a valid certified copy of the Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		
Completed and signed a written undertaking as contemplated in section 138(2) of the Labour Act, 2007 (Act No. 11 of 2007)		
have a valid certificate indicating SME Status (for Bids reserved for SMEs);		
Provide Documentary evidence as listed under the Margin of preferences.		
A certified copy of ID		
Initial all pages and supporting documents.		

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.*