NAMIBIA STATISTICS AGENCY

Request for Quotations
For Non-Consultancy Services

REQUEST FOR QUOTATION FOR PROVISION OF BRANDING SERVICES AND REMOVAL OF OLD BRANDING / SIGNAGE AT NSA HEAD OFFICE AND VARIOUS REGIONAL OFFICES

Procurement Reference No: NCS/RFQ/NSA – 25/2026/27

Bidder's Name:_____

Physical Address:_____

Tel/Cell No:_____

Contact Person:_____

E-mail:_____

Bid total amount-vat inclusive: _____

Issued Date: 16 November 2026

Closing Date: 23 November 2026 @ 11H00

Tel: +26461 431 3200 Fax: +26461 431 3253 P.O. Box.2133 Windhoek, Mutual Platz Building, 6958, Post Street Mall

Name and Address of Bidder: _____

Procurement Reference Number: **NCS/RFQ/NSA – 25/2026/27**

16 November 2026

Dear Sir/Madam,

Request for Quotation for provision of branding services at NSA Head Office and various Regional Offices

Namibia Statistics Agency invites you to submit your best quote for the services 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 ***Namibia Statistics Agency @+264 61 431 3200 or procurement@nsa.org.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,



_____

Secretary to the Procurement Committee

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The NSA 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.

(c) NSA reserves the right to increase or decrease the quantities of the work by 5% to 10%, depending on operational requirements and the actual work performed.

(d) Award the procurement contract per lot

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, you should:

a) The bidder must submit a detailed quotation on its company letterhead, in addition to Section IV Price Activity Schedule

b) have a valid company Registration Certificate which outlines that bidder's principal line of business is in line with this procurement;

c) have an original or certified copy of valid good Standing Tax Certificate;

d) have an original or certified copy of valid good Standing Social Security Certificate;

e) have a valid original or certified copy of BIPA good Standing certificate.

f) 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;

g) Bid-securing Declaration.

h) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant with 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.

i) Submit three (3) reference letters from clients for similar projects successfully completed in the past.

j) **Comply with the requirement Exclusive Preference to local suppliers:** Only bidders who have passed will be considered for the next stage of evaluation following Sections 70(1) and 72 of the Public Procurement Act, Act No.15 of 2015, and No. 3 of 2022 as amended together with the Code of Good practice of the said Act. Refer to the Margin of Preference**. Bidders are expected to include a declaration in their bid, outlining the preferences the bidder qualifies for and the grounds for such qualifications**

k) Compulsory site visit attendance to all (regional Offices)

	Contact Person	Date	Time
NSA Head Office	Communication Staff	19-20 November 2026	09h00 – 12h30
Regional Offices	Regional Statisticians	19-20 November 2026	09h00 – 12h30

l) Certified copy of owner's Identity Documents

m) Initial every page of the bidding documents and supporting documents.

5. Bid Securing Declaration

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

6. Services Completion Period

The completion period for services shall be **10 days** after acceptance/issue of the Purchase Order. Deviation in the completion period shall be considered if such deviation is reasonable and provided that approval is granted by the Namibia Statistic Agency.

7. Documents to be submitted

Bidders shall submit along with their quotation documents.

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 **Namibia Statistics Agency, *Mutual Platz Building, 6958, Post Street Mall*, Ground Floor at Reception area,** [1], not later than **23 November 2026, 11h00**. Quotations by post or hand delivered should reach **Namibia Statistics Agency,** by the same date and time at the 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 put on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

[1] Insert number of fax machine secured for quotations not to be disclosed before the set date and time.

11. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation. Substantially responsive offers 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 alternatives 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.

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:

Applicable

14.2. Bidders applying for the Margin of Preference shall submit together with their bid, **a declaration in its bid, outlining the preferences the bidder qualifies for and the grounds for such qualifications**:

1. ***Categories of Bidders***	***Margin of preference***	***Documentary Evidence***
Manufacturer	*2%*	*- Certificate of registration from a registering authority* *- Declaration by the bidder that the manufactured goods meet local content as determined in Annexure A as per the cost structure for the value-added calculation in annexure1, and as certified by an Accountant.*
Micro, Small and Medium Enterprise	*1%*	*- SME registration certificate* *- Declaration indicating the percentage of Namibian MSME ownership.*
Women-Owned enterprise	*1%*	*- ID of all shareholders* *- Founding statement/company registration indicating ownership structure/shareholder certificate.* *- Declaration indicating the percentage of Namibian Female Ownership.*
Youth owned enterprise	*2%*	*- ID of all shareholders*

1. *Categories of Bidders*	*Margin of preference*	*Documentary Evidence*
		- Founding statement/company registration indicating ownership structure/shareholder certificate. *- Declaration indicating the percentage of Namibian youth Ownership.*
Previously Disadvantaged Person owned enterprise	*2%*	*- ID of all shareholders* *- Founding statement/company registration indicating ownership structure/shareholder certificate.* *- Declaration indicating the percentage of Namibian PDP Ownership.*
Suppliers providing environmental protection	*1%*	*- Declaration and proof that the bidder meets the requirements set out in the bidding document.*
Suppliers providing employment to Namibian ***50% or more Namibian citizens.***	*1%*	*- Declaration and proof that the bidder employs* 50% or more Namibian citizens.
Total	*10%*	

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. Performance Security

Not Applicable

17. 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 of ward 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 :	Namibia Statistics Agency
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: ……..

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)

Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2007 and section 50(2)(D) of the Public Procurement Act, 2015

1. **EMPLOYERS DETAIL**

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

LOT 1: NSA HEAD OFFICE (WINDHOEK)

Item	Details	Quantity
Provision of Signage and NSA Head Office (Windhoek) and removal of old branding / signage		
Parking Signage	Artwork: To be provided **Description:** outdoor wall-mounted directional parking entrance Signage **Colour:** Full-colour, high-resolution printed graphics **Visibility:** High-contrast typography and reflective graphics - suitable for daytime and low-light visibility **Branding:** NSA Logo, incorporated in full view and readability **Material:** Weather-resistant aluminium composite panel or powder-coated aluminium **Finish:** UV-resistant, weatherproof, durable outdoor finish **Size** to be confirmed upon **compulsory** supplier site visit and measurements	2
Wall Logos and branding	• Canvas material • Frosting on Glass **Size** to be confirmed upon **compulsory** supplier site visit and measurements	20
Directional floor signages	• Material type: PVC foam board • Supplier to take measurements 	6
Back entrance glass door Branding	• Double Door • Supplier to measure **Branding material:** Opaque, reverse-printed window graphics, applied to the inside of the glass with the printed side facing the office. An opaque backing so the design does not show through from the exterior.(perforated window vinyl or Contra Vision)	2

Item	Details	Quantity
	UV-resistant inks to minimize fading.	

Compulsory site visit attendance and measurements to all (regional Offices)

	Contact Person	Date	Time
NSA Head Office	Communication Staff	11 November 2026	09h00 – 12h30
Regional Offices	Regional Statisticians	11-12 November 2026	09h00 – 12h30

Lot 2: Kavango West (Nkurenkuru) , East (Rundu) (and Zambezi (Katima Mulilo) Regional Office

Item	Details	Quantity
Provision of Signage at Kavango West(Nkurenkuru) , East (Rundu) (and Zambezi (Katima Mulilo) Regional Office		
Kavango West (Nkurenkuru)	**Branding material:** Opaque, reverse-printed window graphics, applied to the inside of the glass with the printed side facing the office. An opaque backing so the design does not show through from the exterior. (perforated window vinyl or Contra Vision) UV-resistant inks to minimise fading.	
	190cm X 75cm X 2 Doors	2 Doors
	200cm X 35cm X 2 Side windows	2 side windows
Kavango East (Rundu)	office entrance and outside signage **Branding material:** Opaque, reverse-printed window graphics, applied to the inside of the glass with the printed side facing the office. An opaque backing so the design does not show through from the exterior. (perforated window vinyl or Contra Vision) UV-resistant inks to minimise fading.	1signage

Item	Details	Quantity
	see attached document for clearer view 	Office entrance
Zambezi Regional Office (Katima Mulilo)	Billboard to be re-painted Billboard size: 1250cm x 1000cm Board Chromadec, Print with frames Pole 50mm round tubing Materials: Exterior-grade ACP with UV-resistant printing with a white background	1 billboard
	Chromadec Board 900mm x 350mm	

Lot 3: **Provision of Signage at Ohangwena (Eenhana) and Oshikoto (Omuthiya) Regional Office**

Item	Details	Quantity
Provision of Signage at (Eenhana) and Oshikoto (Omuthiya) Regional Office		
Ohangwena Regional Office (Eenhana)	**Branding material:** Opaque, reverse-printed window graphics, applied to the inside of the glass with the printed side facing the office. An opaque backing so the design does not show through from the exterior. UV-resistant inks to minimise fading. For outdoor signage: Exterior-grade ACP with UV-resistant printing with a white background	

Item	Details	Quantity
	180 mm x 146mm = 2 (right and left of door) 175mm x 70mm = 2 (Door itself)	2
	Operating Hours' sign on the entrance door (Artwork to be provided)	1 sign
Oshikoto Regional Office (Omuthiya)	**1st Door**: 86cm X 81cm X 4 X 2 **Door**s	2
	2nd Door: 86cm X 81cm X 4 X 2 **Doors**	2
	Branding material: Opaque, reverse-printed window graphics, applied to the inside of the glass with the printed side facing the office. An opaque backing so the design does not show through from the exterior. UV-resistant inks to minimise fading. For outdoor signage: Exterior-grade ACP with UV-resistant printing with a white background	1

LOT 4: KUNENE REGIONAL OFFICE (OPUWO) AND ERONGO REGIONAL OFFICE (SWAKOPMUND)

Item	Details	Quantity
Provision of Signage at Kunene (Opuwo) Regional Office		
Kunene Regional Office (Opuwo)	Double Door (Supplier to measure) **Branding material:** Opaque, reverse-printed window graphics, applied to the inside of the glass with the printed side facing the office.	2 1

Item	Details	Quantity
	An opaque backing so the design does not show through from the exterior. UV-resistant inks to minimise fading. For outdoor signage: Exterior-grade ACP with UV-resistant printing with a white background	
Provision of Signage at Erongo Regional Office (Swakopmund)	Double Door (supplier to measure)	2
	Front sign board up on the wall of the building (supplier to measure) **Branding material:** Opaque, reverse-printed window graphics, applied to the inside of the glass with the printed side facing the office. An opaque backing so the design does not show through from the exterior. UV-resistant inks to minimise fading. For outdoor signage: Exterior-grade ACP with UV-resistant printing with a white background	1

PLEASE NOTE THAT ALL BRANDING ARTWORK WILL BE PROVIDED

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/NSA – 25/2026/27**

[Complete the unit and total prices for each item listed below in Namibian dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be re-designed and customized as per the type of services required].

LOT 1: NSA HEAD OFFICE (WINDHOEK)

Currency of Quotation: ___N$_____

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	**PARKING SIGNAGE** Artwork: To be provided **Description:** outdoor wall-mounted directional parking entrance Signage **Colour:** Full-colour, high-resolution printed graphics **Visibility:** High-contrast typography and reflective graphics - suitable for daytime and low-light visibility **Branding:** NSA Logo, incorporated in full view and readability **Material:** Weather-resistant aluminium composite panel or powder-coated aluminium **Finish:** UV-resistant, weatherproof, durable outdoor finish **Size** to be confirmed upon **compulsory** supplier site visit and measurements	2			
2	**WALL LOGOS AND BRANDING** • Canvas material • Frosting on Glass **Size** to be confirmed upon **compulsory** supplier site visit and measurements	20			
3	**DIRECTIONAL FLOOR SIGNAGES** Material type: PVC foam board Supplier to take measurements	6			

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
4	**BACK ENTRANCE GLASS DOOR BRANDING** • Double Door • Supplier to measure **Branding material:** Opaque, reverse-printed window graphics, applied to the inside of the glass with the printed side facing the office. An opaque backing so the design does not show through from the exterior. (perforated window vinyl or Contra Vision) UV-resistant inks to minimize fading.	2			
			Subtotal		
	Enter 0% VAT rate if VAT exempt.		**VAT @ %**		
			Total		

** 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 :			

Lot 2: Kavango West (Nkurenkuru) , East (Rundu) (and Zambezi (Katima Mulilo) Regional Office

Currency of Quotation: ___N$_____

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	**KAVANGO WEST (NKURENKURU)** **Branding material:** Refer to scope of services				
	190cm X 75cm X 2 Doors	2 Doors			
	200cm X 35cm X 2 Side windows	2 side windows			

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
2	**KAVANGO EAST (RUNDU)** office entrance and outside signage **Branding material:** refer to scope of services	1			
3	**ZAMBEZI REGIONAL OFFICE (KATIMA MULILO)** Billboard to be re-painted Billboard size: 1250cm x 1000cm Board Chromadec, Print with frames Pole 50mm round tubing Materials: Exterior-grade ACP with UV-resistant printing with a white background	1			
	Chromadec Board 900mm x 350mm				
			Subtotal		
	Enter 0% VAT rate if VAT exempt.		**VAT @ %**		
			Total		

** 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 :			

Lot 3: Provision of Signage at Ohangwena (Eenhana) and Oshikoto (Omuthiya) Regional Office

Currency of Quotation: ___N$_____

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	**OHANGWENA REGIONAL OFFICE (EENHANA) :**				
	180 mm x 146mm = 2 (right and left of door) 175mm x 70mm = 2 (Door itself)	2			

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
	Operating Hours' sign on the entrance door (Artwork to be provided)	1			
2	**OSHIKOTO REGIONAL OFFICE (OMUTHIYA)**				
	1st Door: 86cm X 81cm X 4 X 2 **Door**s	2			
	2nd Door: 86cm X 81cm X 4 X 2 **Doors**	2			
			Subtotal		
	Enter 0% VAT rate if VAT exempt.		**VAT @ %**		
			Total		

** 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 :			

Lot 4: ERONGO REGIONAL OFFICE (SWAKOPMUND) AND KUNENE REGIONAL OFFICE (OPUWO)

Currency of Quotation: ___N$_____

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	**Erongo Regional Office (Swakopmund)**				
	Double Door (supplier to measure)	2			
	Front sign board up on the wall of the building (supplier to measure)	1			
2	**Kunene Regional Office (Opuwo)** Double Door (Supplier to measure)	2			
			Subtotal		
	Enter 0% VAT rate if VAT exempt.		**VAT @ %**		
			Total		

** 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/NSA – 25/2026/27**

[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)
*A**	*B**	*C*	*D*
	LOT 1: NSA HEAD OFFICE (WINDHOEK		
1	**PARKING SIGNAGE** Artwork: To be provided **Description:** outdoor wall-mounted directional parking entrance Signage **Colour:** Full-colour, high-resolution printed graphics **Visibility:** High-contrast typography and reflective graphics - suitable for daytime and low-light visibility **Branding:** NSA Logo, incorporated in full view and readability **Material:** Weather-resistant aluminium composite panel or powder-coated aluminium **Finish:** UV-resistant, weatherproof, durable outdoor finish **Size** to be confirmed upon **compulsory** supplier site visit and measurements		
2	**WALL LOGOS AND BRANDING** • Canvas material • Frosting on Glass **Size** to be confirmed upon **compulsory** supplier site visit and measurements		
	DIRECTIONAL FLOOR SIGNAGES Material type: PVC foam board Supplier to take measurements		

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
	LOT 1: NSA HEAD OFFICE (WINDHOEK		
	<u>BACK ENTRANCE GLASS DOOR BRANDING</u> • Double Door • Supplier to measure **Branding material:** Opaque, reverse-printed window graphics, applied to the inside of the glass with the printed side facing the office. An opaque backing so the design does not show through from the exterior. (perforated window vinyl or Contra Vision) UV-resistant inks to minimize fading.		
	Lot 2: Kavango West (Nkurenkuru) , East (Rundu) (and Zambezi (Katima Mulilo) Regional Office		
	<u>KAVANGO WEST (NKURENKURU)</u> **Branding material:** Refer to scope of services		
	190cm X 75cm X 2 Doors		
	200cm X 35cm X 2 Side windows		
	<u>KAVANGO EAST (RUNDU)</u> office entrance and outside signage **Branding material:** refer to scope of services		
	<u>ZAMBEZI REGIONAL OFFICE (KATIMA MULILO)</u> Billboard to be re-painted Billboard size: 1250cm x 1000cm Board Chromadec, Print with frames Pole 50mm round tubing Materials: Exterior-grade ACP with UV-resistant		

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
	LOT 1: NSA HEAD OFFICE (WINDHOEK		
	printing with a white background		
	Chromadec Board 900mm x 350mm		
	Lot 3: Provision of Signage at Ohangwena (Eenhana) and Oshikoto (Omuthiya) Regional Office		
	OHANGWENA REGIONAL OFFICE (EENHANA) :		
	180 mm x 146mm = 2 (right and left of door) 175mm x 70mm = 2 (Door itself)		
	Operating Hours' sign on the entrance door (Artwork to be provided)		
	OSHIKOTO REGIONAL OFFICE (OMUTHIYA)		
	1st Door: 86cm X 81cm X 4 X 2 **Door**s		
	2nd Door: 86cm X 81cm X 4 X 2 **Doors**		
	Lot 4: ERONGO REGIONAL OFFICE (SWAKOPMUND) AND KUNENE REGIONAL OFFICE (OPUWO)		
	Erongo Regional Office (Swakopmund)		
	Double Door (supplier to measure)		
	Front sign board up on the wall of the building (supplier to measure)		
	Kunene Regional Office (Opuwo) Double Door (Supplier to measure)		

* 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	

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/RFQ/NSA – 25/2026/27

Description	Attached (please tick if submitted and cross if not)
Company's Detailed Quotation	
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid securing declaration	
Valid Good Standing Tax certificate or certified copy	
Valid Good Standing Social Security certificate or certified copy	
Valid company Registration Certificated or certified copy	
Valid certified copy of Affirmative Action Compliance Certificate or proof from Employment Equity Commissioned	
Witten undertaking	
Submit three (3) reference letters from clients for similar projects successfully completed in the past.	
Comply with the requirement Exclusive Preference to local suppliers: (attach declarations)	
Compulsory site visit attendance to all (regional Offices and Head Office)	
Certified copy of owner's Identity Documents	
Initial every page of the bidding documents 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.*