



NAMIBIA STATISTICS AGENCY

**Request for Sealed Quotations
for Goods**

Request for sealed quotations for NSA office branding for Head office, Kavango East and West, Oshikoto, Ohangwena, Kunene and Zambezi

Procurement Reference No: NCS/RFQ/NSA –12/2025

Bidder's Name: _____

Physical Address: _____

Tel/Cell No: _____

Contact Person _____

E-mail: _____

Bid Total Amount VAT incl _____

Issued Date: 15 April 2025

Closing Date: 23 April 2025 @ 11:00

To be deposited in the bid Box located at Namibia Statistics Agency, FGI House, Post Street mall, Ground Floor at Reception area.

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

Letter of Invitation

Procurement Reference Number: NCS/RFQ/NSA –12/2025

15 April 2025

Dear Bidders

RE: Request for sealed quotations for branding items

The 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.

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,

Dr E. Salomo

Signature and Name of Secretary to the Procurement Committee

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Namibia Statistics Agency 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 annexe 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 **30 days** from the date of 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,
- (b) have a valid certified copy of company Registration Certificate.
- (c) have a valid original or certified copy of good Standing Tax Certificate.
- (d) have a valid original or certified copy of good Standing Social Security Certificate.
- (e) have a valid original or certified copy of good Standing BIPA.
- (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) have a valid original or certified copy of the certificate indicating SME Status
- (h) Submit a valid bid signed Bid-securing Declaration.
- (i) 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;
- (j) All the mandatory documents in terms of section 50(2) of the Public Procurement Act, 2015 (Act No 15 of 2015) as amended, should be valid at the closing date of the bid or after.
- k) The principal business should be in line with the nature of the service required.
- l) Complete all spaces provided and initial each page of the standard bidding and all supporting document

m) Submit one original and two copies of the bidding document.

NB: Only a valid certified copy of an original document as certified by the Namibian Police will be accepted.

5. Bid Securing Declaration

Bidders are required to *submit a subscription to 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 not be accepted/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 NSA 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**, ¹, not later than **23 April 2025, 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.

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, and 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

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 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 quotation's documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations, if any, with respect to the 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.

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

12. Prices and Currency of Payment

Namibia Statistics Agency may not allow for prices to be adjustable to changes in rates of exchange of currency, price variation, etc., depending on the behaviour of the market with respect to the specific goods items being procured.

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

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

Not applicable

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

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.

15. Performance Security

Not Applicable

16. Notification of Award and Debriefing

The NSA 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 (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (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 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:	Namibia Statistics Agency
Procurement Reference Number:	NCS/RFQ/NSA –12/2025
Subject matter of Procurement:	

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* 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 *forfeiture of the security amount/disqualification on the grounds mentioned in the BD*.

The validity period of the Quotation is 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 the 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	

Appendix to Quotation Letter

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

Date:

Procurement Ref No.: NCS/RFQ/NSA –12/2025

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

Witten 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 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.]

Evaluation Criteria

No	Section A: Mandatory documents	Confirm with Y/N	
1	The bidder must submit a detailed quotation on its company letterhead		
2	have a valid company Registration Certificate		
3	The principal business should be in line with the nature of the service required.		
4	have a valid original or certified copy of BIPA good standing Certificate		
5	have a valid original or certified copy of Tax Good Standing Certificate		
6	have a valid original or certified copy of Social Security good Standing Certificate		
7	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;		
8	have a certified copy of certificate indicating SME Status;		
9	All the mandatory documents in terms of section 50 (2) of the Public Procurement Act, 2015 (Act No 15 of 2015) as amended, should be valid at the closing date of the bid or after.		
10	Submit one original and two copies of the bidding document.		
	SECTION B: BID FORMS	YES	NO
1	Bid Securing Declaration Form is Duly filled in, duly signed, dated and stamped by an Authorised person and no alterations or amendments has been made to the Bid Securing Declaration Form.		
2	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;		
3	Bid Submission Form (Quotation Letter) is duly filled in, duly signed, and dated and clearly indicating the bid validity period of 30 days		
4	Specifications and Compliance Sheet. duly filled in, duly signed, and dated.		
5	List of Goods and Price Schedule (duly filled in, duly signed, and dated.		
6	Labour Act Form (applicable to Namibian registered companies or companies that would make use of Namibian employees) duly filled in, signed, dated and stamped.		

7	Any annexures that a bidder submits, inclusive of all coloured brochures, shall all be initialled		
8	Complete all spaces provided and initial each page of the standard bidding and all supporting documents.		
	Section C Technical Specification	Yes	NO
1	Three (3) reference letters with contact details of the similar goods supplied.		
2	Compulsory site visit for the NSA Head office		

All bids that do not comply with the ABOVE eligibility criteria or any other requirement in this document will be disqualified.

FINANCIAL REQUIREMENTS

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

FINANCIAL EVALUATION

Bidder's offers will be evaluated per item, ranked from lowest to highest. They shall be awarded based on the lowest substantially responsive per item in terms of Section 55 (1) of the Public Procurement Act, 2015 (Act No. 15 of 2015).

A bid price that is below 15% of the cost estimate will be deemed non-responsive.

A bid price that is above 15% of the cost estimate will be deemed non-responsive.

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/NSA –12/2025**

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

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
Lot 1	NSA Head office and vehicle branding		
	<p>1. NSA Head Office</p> <ul style="list-style-type: none"> • Top building big NSA logo 3400X 3400M • Eastern building side logo 3000x1550M • Main entrance outside signage 2000x1000M • Printed Contra vision doors glasses branding 80x70cm • Reception logo behind the counter 100x80cm • Printing vehicles 200 stickers for 100 vehicles <p>Please take note of the following:</p> <ul style="list-style-type: none"> - Reception logo (foam board) - Glasses (4-5 years printable vinyl) - Entrance logo (Dibond material & steel) - Eastern side logo (Dibond material and plexiglass) <p>Bigger logo (stainless steels and paint).</p>		
<p>2. Vehicle stickers</p> <p>Description: Vinyl Material</p> <ul style="list-style-type: none"> • NSA logo branding • A3 Single sided • on both sides' doors <p>Branding material: Vinyl Material</p> <p><i>Take note that each sticker with an assigned number will be printed twice</i></p> <p>Artwork to be provided</p>			
Lot	Regional Office branding - 6 offices		

2	Office 1: Kavango West Regional Office 220x86x4 windows 190 x 75 x 2 doors 200 x 35 x 2 side windows		
	Office 2: Kavango East Regional Office Office windows and small outside billboards		
	Office 3: Ohangwena regional office 140 x 85 x 6 windows 180mm x 146mm = 2 (right and left of the door) 175mm X 70 MM= 2 (door itself) Operating hours sign on the entrance door		
	Office 4: Kunene Regional Office 87 cm x 112 cm x 1 window 92cm x 143 cm x 1 window + (a plastic curtain/poster with NSA logo to cover the window.		
	Office 5: Zambezi Regional Office Billboard to be re-painted Billboard size: 1250 x 1000 board Chromadec, print with frames Pole 50 mm round tubing Chromadec boards 900 x 350 mm		
	Office 6: Oshikoto Regional Office 1st Door: 86cm X 81cm X 4 X 2 Doors 183cm X 40cm X 1 Window 2nd Door: 86cm X 81cm X 4 X 2 Doors 183cm X 40cm X 1 Window 1st Window: 196cm X 169cm X 1Window 81cm X 20cm X 2 Windows 2nd Window: 196cm X169cmX 1Window 81cm X 20cm X 2 Windows 3rd Window: 47cm X 47cm X 1 Window 52cm X 20.5cm X 1 Window 79cm X 76.5cm X 1 Window Front advertising board up on the wall of the building		

[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.]

Specifications and Compliance Sheet Authorised By:

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

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. **NCS/RFQ/NSA – 12/2025** on the website of the Public Entity (*insert website address*) 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.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/NSA –12/2025**

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

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: the Namibia Statistics Agency
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is NSA
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2020.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the NSA, the address and the contact name shall be: procurement@nsa.org.na For the Supplier, the address and contact name shall be: _____
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____
Delivery and Documents GCC 13.1	The Goods are to be delivered within 30 days from the date of the Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note; (b) signed invoice

Subject and GCC clause reference	Special Conditions
Price Adjustment GCC 15.1	The price charged for the Goods supplied and the related Services performed shall not be adjustable. If the prices are adjustable, the method described in the Price Adjustment Formula as an attachment to these SCCs shall be used
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 days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price shall not be adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name, the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser. ii) An interest rate is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: _____
Insurance GCC 24.1	<i>[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation] N/A</i>
Transportation GCC 25	The Goods shall be delivered to <i>NSA Head Office</i> , Kavango East and West, Oshikoto, Ohangwena, Kunene and Zambezi regions.
Inspection and Test GCC 26.1	The inspection and testing of the goods shall be <i>carried out during the receiving period</i> .
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: the NSA Head Office , Kavango East and West, Oshikoto, Ohangwena, Kunene and Zambezi regions
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are <i>[insert percentage of the final contract price]</i> per day. The maximum number of liquidated damages for the whole contract is <i>[insert percentage 4-10%]</i> of the final contract price. N/A
Warranty GCC 28.3	The period of validity of the warranty shall be: 3 years

Subject and GCC clause reference	Special Conditions
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 5 days

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: : NCS/RFQ/NSA –12/2025

Description	Attached (please tick if submitted and cross if not)
Quotation Letter on company letterhead	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid securing declaration	
an original or a certified copy of a valid good Standing Tax Certificate	
an original or a certified copy of a valid good Standing Social Security Certificate	
an original or certified copy of a valid a good standing BIPA Certificate	
a certified copy of the valid company Registration 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	
All the mandatory documents in terms of section 50(2) of the Public Procurement Act, 2015 (Act No 15 of 2015) as amended, should be valid at the closing date of the bid or after.	
The principal business should be in line with the nature of the service required.	
Complete all spaces provided and initial each page of the standard bidding and all supporting documents.	
Submit one original and two copies of the bidding document.	
Compulsory site visit for the NSA Head office	

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.*