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NAMIBIA STATISTICS AGENCY

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**Request for Quotations  
For Non-Consultancy Services  
Lump Sum**

**Request for Quotation for Professional Proofreading Services for the Annual Report**

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**Procurement Reference No: NCS/RFQ/NSA-70/2025/26**

**Bidder's Name:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Tel/Cell No:** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Bid total amount VAT inclusive** \_\_\_\_\_

**Issued Date: 24 March 2026**

**Closing Date: 31 March 2026 @ 11:00**

To be deposited in the bid box Bid Box located at Namibia Statistics Agency, Mutual Platz Building, Post Street Mall, Ground Floor at the Reception area.

Tel: +26461 431 3200 P.O. Box.2133 Windhoek,



**Letter of Invitation**

**24 March 2026**

**Name and Address of Bidder.....**

**Procurement Reference Number: NCS/RFQ/NSA-70/2026**

Dear Sir/Madam,

**RE: Request for Quotation for Professional Proofreading Services for the Annual Report.**

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 @, [procurement@nsa.org.na](mailto: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,

**Ms. R. Paulus**

**Secretary to the Procurement Committee**

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

**Namibia Statistics Agency** 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) The bidder shall ensure delivery within the agreed timeframe, failing which the Agency may cancel the order or take corrective measures.

### 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 annexe 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 **30 days** from the date of the bid submission deadline.

### 4. Eligibility Criteria

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

- (a) have a valid company Registration Certificate;
- (b) have an original, valid, good Standing Tax Certificate;
- (c) have an original, valid, good-standing Social Security Certificate;
- (d) have a valid certified copy of Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or an exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) have a certificate indicating SME Status (for Bids reserved for SMES)
- (f) Bid-securing Declaration.
- (g) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;
- (h) Certified copy of the owner's company identification documents.

- i) Initial all bidding documents, including the 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 **15 days** after acceptance/issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable and provided that approval is granted by the Namibia Statistics Agency.

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

Bidders shall submit along with their quotation's 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, Post Street mall, Ground Floor, at the reception area**, not later than **31 Marh 2026, 11h00**. Quotations by post or hand delivered should reach **the 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.

#### **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 the 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.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, is not a 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 the award of the contract. The award of a 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:	
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 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 our Quotation is ..... **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 ..... **days** from the date of issue of the Purchase Order.

The services will be completed within .....**days** from the date of issue of the Purchase Order.

**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 –70/2026

**To.:** Namibia Statistic 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.**

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, 2015 and section 50(2)(D) of the Public Procurement Act, 2015**

**1. EMPLOYER'S 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 contra*

**SECTION III: SCOPE OF SERVICES**

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 redesigned and customised as per the type of services required.

**SECTION IV: PRICED ACTIVITY SCHEDULE**

**Procurement Reference Number: NCS/RFQ/NSA-70/2025**

<b>Lots No</b>	<b>Brief Description of Services</b>	<b>Quantity</b>	<b>Unit of Measure</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>A*</b>	<b>B*</b>	<b>C*</b>	<b>D*</b>	<b>E</b>	<b>F</b>
1	<b>Proofreader for NSA Annual reports for the following years;</b> <ul style="list-style-type: none"> <li>• 2021/22</li> <li>• 2022/23</li> <li>• 2023/24</li> <li>• 2024/25</li> </ul>	120 pages 92 pages 118 pages 100 pages			
				<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:**

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

**SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET**

Procurement Reference Number: NCS/RFQ/NSA-70/2025/26

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 from the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.

Lot 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>
<i>item 1</i>			
	<b>Proof reader for NSA Annual reports for the following years.</b> <ul style="list-style-type: none"> <li>• 2021/22, 120 pages</li> <li>• 2022/23, 92 pages</li> <li>• 2023/24, 118 pages</li> <li>• 2024/25, 100 pages</li> </ul>		

\* 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**

*NSA to update this checklist to ensure that it contains the documents required from Bidders for the specific procurement.*

**Procurement Reference No.:** NSC/RFO/NSA –70/2026

No	Description	Attached	Not Attached
1	Provide a typed company quotation with included.		
2	Complete a Quotation Letter in the bidding document.		
3	Complete a List of Goods and Price Schedule in the bidding document.		
4	Complete the Specification and Compliance Sheet in the bidding document.		
5	Complete a Bid Securing Declaration in the bidding document and stamp it.		
6	Founding Statement/company registration indicating ownership structure/shareholder.		
7	Valid original or certified copy Good Standing Tax Certificate.		
8	Valid original or certified copy Good Standing Social Security Certificate.		
10	Have a valid certified copy of Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or an exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		
11	Complete a written undertaking as contemplated in section138(2) of the Labour Act,2007(Act No.11 of 2007).		
12	Initial all bidding documents, including the 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.*