



BE PART OF THE FIGHT!  
REPUBLIC OF NAMIBIA

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ANTI-CORRUPTION COMMISSION

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Tel: (061) 4354000  
Fax: (061) 4354124

P.O. Box 23137  
Windhoek  
Namibia

# Request for Sealed Quotations

**Printing of the Anti-Corruption Commission Annual Report  
2020/2021 financial year.**

**Procurement Reference No:** *NCS/RFQ/30-03/2021/22*



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**Letter of Invitation**

*17 August 2021*

**TO: ALL BIDDERS**

**Request for Quotations for the printing of the Anti-Corruption Commission Annual Report 2020/2021 Financial Year.**

Anti-Corruption Commission 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 Elli-Helena Amutenya at **061 435 4000** or **ehamutenya@accnamibia.org**.

Please prepare and submit your quotation in accordance with the instructions given in this document.

Yours faithfully

E. H Amutenya

Head: Procurement Management Unit

Anti-Corruption Commission  
Procurement Management Unit

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

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

The Anti-Corruption Commission reserves the right:

- (a) to split the contract as per the lowest evaluated cost per site, or
- (b) to accept or reject any quotation or to cancel the quotation process; and
- (c) reject all quotations at any time prior to contract award.

### **2. Preparation of Quotations**

You are requested to quote for the services mentioned in Section III, by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Performance Standards 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 Contract Data Sheet 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 for **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 company Registration Certificate;
- (b) have an original valid good Standing Tax Certificate; or valid certified copy of good Standing Tax Certificate; certified by Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act ,1963 (Act No 16 of 1963) as amended
- (c) have an original valid good Standing Social Security Certificate; or valid certified copy of good Standing Social Security Certificate; certified by Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act ,1963 (Act No 16 of 1963) as amended

- (d) have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) Submit signed 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;

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

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

#### **6. Contract Period for Services**

The contract shall be on fixed rate as per specification in the document.

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

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

#### **8. Sealing and Marking of Quotations**

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number and addressed to the Anti-Corruption Commission 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 *Corner of Monte Blanc and Groot Tiras Street, Eros, Windhoek*, at the reception not later than **30 August 2021 at 11H30**. Quotations by post or hand delivered should reach **The Anti-Corruption Commission, P.O Box 23137 Windhoek**, by the same date and time at latest. Late quotations will be rejected. **Quotations received by e-mail will not be considered.**

#### **10. Opening of Quotations**

Quotations will be opened internally by the Anti-Corruption Commission 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 evaluated cost to determine the lowest evaluated quotation

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

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

### **13. Price and Currency of Payments**

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency. 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. Labour Clause**

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

### **15. Margin of Preference**

Not applicable

### **15. Award of Contract**

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service 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 on its website within seven (7) days. Furthermore, the Anti-Corruption Commission 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 the RFQ prevail over any attachments. **If your quotation is not authorised, it may be rejected.**]*

Quotation Addressed to: <i>[Name of Public Entity]</i>	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to provide the services detailed in the Scope of Services, 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 Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead disqualification on the grounds mentioned in the BDS.

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

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 bid validity.

The service will commence within \_\_\_\_\_ *[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within \_\_\_\_\_ *[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./E-mail
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[This form is to be deleted if Bid Securing Declaration is not applicable.]

**Appendix to Quotation Letter**

**BID SECURING DECLARATION**

**(Section 45 of Act)**

**(Regulation 37(1)(b) and 37(5))**

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

**Procurement Ref No.:** .....

**To:** .....[insert complete name of Public Entity and address].....

I/We\* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We\* accept that under section 45 of the Act, I/we\* may be suspended or disqualified in the event of

- (a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;
- (b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;
- (c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We\* be successful bidder; or
- (d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.

I/We\* understand this bid securing declaration ceases to be valid if I am/We are\* not the successful Bidder

Signed: .....  
[insert signature of person whose name and capacity are shown]

Capacity of:  
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name: .....  
[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of:..... [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
[insert date of signing]

Corporate Seal (where appropriate)

[Note\*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]  
\*delete if not applicable / appropriate





**Republic Of Namibia**

**Ministry of Labour, Industrial Relations and Employment Creation**

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

**1. EMPLOYERS DETAILS**

Company Trade Name:.....

Registration Number :.....

Vat Number: .....

Industry/Sector: .....

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

**2. PROCUREMENT DETAILS**

Procurement Reference No.:.....

Procurement Description: .....

.....  
.....

Anticipated Contract Duration: .....

Location where work will be done, good/services will be delivered: .....

.....

**3. UNDERTAKING**

I .....[insert full name], owner/representative

of .....[insert full name of company]

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

**Signature:** .....

**Date:** .....

**Seal:**.....

*Please take note:*

1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

### **SECTION III: SCOPE OF SERVICES**

Printing of the Anti-Corruption Commission Annual report for 2020/2021 Financial year.

Extent: 4 Pages Cover, 80 Pages text

Final Size: A4

Print Cvr: 4/4 coloured CMYK/CMYK

Print Text: 4/4 coloured CMYK/CMYK

Paper: Cover - 350 gsm, Glossy

Paper: Text - Gloss Art 128 gsm

Other: Cover: Matte lamination

Finishing: Perfect bound

Design and layout included

Quantity: 1000 (must be open for increase or decreasing in number)

**NB:** Design and layout should be included in cost;

**NB:** Designer should be flexible to make changes and insert photos to be provided (if any) as well as infographics

(On quantity, the supplier must be open to increase or decreasing the number)

## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: \_\_\_\_\_

*[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 customized as per the type of services required].*

**Currency of Quotation: Namibian Dollars**

Item No	Brief Description of Services	Quantity	Unit Measure	of	Unit Price	Total Price
A*	B*	C*	D*		E	F
1	Printing of an annual report	800	each			
2	Design and Layout	1				
					<b>Other additional costs</b>	
					<b>Subtotal</b>	
					<b>VAT @        %</b>	
					<b>Total</b>	

*Enter 0% VAT rate if VAT exempt.*

**Priced Activity Schedule Authorised By:**

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

## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: \_\_\_\_\_

*[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 customized as per the type of services required].*

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1	Printing of an annual report	1000	each		
2	Design and Layout	1			
<b>Other additional costs</b>					
<b>Subtotal</b>					
VAT @        %					
<b>Total</b>					

*Enter 0% VAT rate if VAT exempt.*

**Priced Activity Schedule Authorised By:**

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

## SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: \_\_\_\_\_

*[Bidders should complete columns C and D with the specifications and Performance standards of the services offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]*

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	Extent: 4 Pages Cover, 80 Pages text Final Size: A4 Print Cvr: 4/4 coloured CMYK/CMYK Print Text: 4/4 coloured CMYK/CMYK Paper: Cover - 350 gsm, Glossy Paper: Text - Gloss Art 128 gsm Other: Cover: Matte lamination Finishing: Perfect bound Design and layout included Quantity: 1000 (must be open for increase or decreasing in number)		

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

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

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

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC), **Ref: NCS/RFQ/30-03/2021/22** for the procurement of services (time based) available on the website of the Public Entity ([www.acc.gov.na](http://www.acc.gov.na)) except were modified by the Special Conditions below.

## SECTION VII: CONTRACT DATA SHEET

**Procurement Reference Number:** \_\_\_\_\_

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

Clause	Contract Data
<b>GCC 1.1 Effectiveness of Contract</b>	The Contract <i>shall</i> come into effect as from the date of Signature.
<b>GCC 1.3.1 Intended Completion date</b>	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities within so days after issuing of a Purchased Order.
<b>GCC 1.6.1 Issue of notices</b>	The Authorized Representative of the Employer is: Mr Tylvas Shilongo Anti-Corruption Commission, 061 4354000  The Authorized Representative of the Service Provider is:  _____
<b>GCC 2.6 Insurance and liabilities to Third Party</b>	The amount of the Professional Indemnity Insurance Cover shall be at least: Not Applicable
<b>GCC 2.7 Reporting Obligations</b>	The Service Provider shall report to: Mr Tylvas N Shilongo, Executive Director, Anti- Corruption Commission
<b>GCC 2.10 Performance Security</b>	Not Applicable
<b>GCC 4.2 Contract Price</b>	The amount payable is per requested printing.
<b>GCC 4.3 Terms of Payment</b>	Payments will be made to the Service Provider <b>30 days</b> after receipt of invoice.
<b>GCC 4.5 Price Adjustment</b>	Prices “shall be” adjustable.

### SCHEDULE 3

#### QUOTATION CHECKLIST SCHEDULE

**Procurement Reference No.:**

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Performance Compliance Sheet	
Bid Securing Declaration	
Documents evidencing eligibility	
Company profile, past experience and references where similar services have been provided	
<ul style="list-style-type: none"> <li>• have a valid company Registration Certificate;</li> <li>• have an original valid good Standing Tax Certificate; or valid certified copy of good Standing Tax Certificate; certified by Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act ,1963 (Act No 16 of 1963) as amended</li> <li>• have an original valid good Standing Social Security Certificate; or valid certified copy of good Standing Social Security Certificate; certified by Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act ,1963 (Act No 16 of 1963) as amended</li> <li>• have a valid certified copy of Affirmative Action Compliance Certificate, or proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;</li> <li>• Submit signed Bid-securing Declaration.</li> <li>• 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;</li> </ul>	

**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.*