



REPUBLIC OF NAMIBIA

ANTI-CORRUPTION COMMISSION

Tel: (061) 4354000
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P.O. Box 23137
Windhoek
Namibia

Request for Quotations for Non-Consultancy Services

Design, Layout and Printing of Corporate Identity

Procurement Reference No: NCS/RFQ/30-05/2024/25



BE PART OF THE FIGHT!
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24 July 2024

Letter of Invitation

TO ALL BIDDERS

Dear Sirs/Madam

Request for Quotations for the Corporate Identity (Design, Layout and Printing) to ACC HQ

The Anti-Corruption Commission 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 Ms. Marie Ferdinand **061 435 4026**.

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

Yours faithfully,

Marie Ferdinand

Chief Administrative Officer

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Ant-Corruption Commission 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 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) **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 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) **have a certificate indicating SME Status (for Bids reserved for SMEs);**
- (f) **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 Securing Declaration

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

6. Services Completion Period

The completion period for services shall be *15 days* after issue of Purchase Order. Deviation in completion period shall not be accepted.

7. Documents to be submitted

Bidders shall submit along with their quotation's documents giving company's profile, past experience and evidence of similar services provided together with customers reference details. **Three reference letters as a proof of previous work executed.**

8. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, 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 **22 August 2024, 11H00**. 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 Security/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 Anti-Corruption Commission 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, 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 alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Anti-Corruption Commission. 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, are not 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

PRICE AND MARGIN OF PREFERENCE

The Margin of Preference on Price offered will be applied to the qualifying Bidders in accordance with the Code of Good Practice on Preference, issued by the Ministry of Finance and Public Enterprises through the Procurement Policy Unit (PPU).

If a bidder qualifies for margins of preferences on more than one basis, all such margins of preferences must be granted to the bidder and, when considering the bid, the bid price shall be reduced with the amount determined in accordance with the formula below for the price evaluation purposes.

$$\mathbf{A = MP \times BP}$$

100

in which formula

- (a) "A" represents the amount to be determined;
- (b) "MP" represents the total percentage of all margins of preferences granted in respect and
- (c) "BP" represents the bid price.

CATEGORIES OF BIDDERS	MARGIN OF PREFERENCE	DOCUMENT EVIDENCE TO BE SUBMITTED	CRITERIA
Small and Medium Enterprise	1%	<p>Submit a certified copy of a valid original SME certificate, duly certified by the Commissioner of Oaths as issued by the Ministry of Industrialization, Trade and SME Development</p> <p>Declaration indicating the percentage of Namibian SME ownership.</p> <p>Anti-Corruption Commission reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.</p>	a bidder who is an SME, means an enterprise that has a valid Micro, Small and Medium Enterprise certificate issued by the Ministry responsible for trade, whose minimum equity is 51 % owned by Namibians.

<p>Women owned enterprise</p>	<p>1%</p>	<p>Submit a certified copy of Identification Documents (IDs) of all shareholders</p> <p>Founding statement/company registration indicating ownership structure/shareholder certificate by the Commissioner of Oaths</p> <p>-declaration indicating the percentage of Namibian female ownership.</p> <p>Anti-Corruption Commission reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.</p>	<p>A bidder who is a woman or whose minimum equity is 51% owned by Namibian women.</p>
<p>Youth Owned Enterprise</p>	<p>2%</p>	<p>Submit a certified copy Identification Documents (IDs) of all shareholders</p> <p>-Founding statement/company registration indicating ownership structure/shareholder certificate by the Commissioner of Oaths</p> <p>In Namibia, individuals between the ages of 16 and 35 are classified as youth. According to Section 1 of the National Youth Council Act,</p>	<p>A bidder who is a youth or whose minimum equity is 51% owned by Namibian youths</p>

		<p>2009 Act 3 of 2009, "youth" refers to a person who is between the ages of 16 and 35. The age of an individual will be determined based on their Identification Document (ID). Declaration indicating the percentage of Namibian youth ownership.</p> <p>Anti-Corruption Commission reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.</p>	
<p>Previously Disadvantaged Person owned enterprise</p>	2%	<p>Submit a certified copy Identification Documents (IDs) of all shareholders</p> <p>Founding statement/company registration indicating ownership structure/shareholder certificates by the Commissioner of Oaths</p> <p>Declaration indicting the percentage of Namibian Previously Disadvantaged Persons (PDP) ownership.</p> <p>Previously Disadvantaged Persons (PDP) is defined and referred to in Article 23(2) of the</p>	<p>a bidder who is a PDP or whose minimum equity is 51% owned by Namibian PDPs.</p>

		Namibian Constitution and affirmative Act	
Suppliers providing employment to Namibian	1%	Declaration that the bidder employs 50% or more Namibian citizens. Anti-Corruption Commission reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.	A bidder who employs 50% or more Namibian citizens.
Total margin of preference	7%		

Award will be given to a bidder whose price is substantially responsive in accordance with the least cost selection method after applying the code of good practices.

14. 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

15. Performance Security

Not applicable

16. Notification of Award and Debriefing

The Anti-Corruption Commission 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: Anti-Corruption Commission	
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:*[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

Corporate Identity (Design, Layout and Printing)

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/30-05/2024/25

[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].

Currency of Quotation: _____

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Corporate Identity (Design, Layout and Printing) Hard Copy	250			
Subtotal					
VAT @				%	
Total					

NB: FINAL SOFT COPY SHOULD TO BE SUBMITTED UPON FINAL APPROVAL

Priced Activity Schedule Authorised By:

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/30-05/2024/25

[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
1	<p>Specifications:</p> <p>Drafting/development, and designing</p> <ul style="list-style-type: none"> • Be able to build on the Draft CIM as provided for by the institution and advice to better it; • ACC Logo descriptive guidelines clearly stipulated; • Corporate colour clearly defined; • Visual Identity descriptions clearly outlined; • Imagery descriptive guidelines provided; • Typography descriptions provided; • Background textures, • Designs & Graphic Language stipulated; • Building & Vehicle branding specified; • Design of templates: letterheads, email signatures, Business cards, flags, diaries, table calendars, Posters, PowerPoint presentation provided; • Look & Feel Design, Electronic/Digital Media; • Revamp branding beautification <p>Printing</p> <ul style="list-style-type: none"> • Extent: 4 Pages Cover, 30 pages text (must be open for increase or decreasing in number); • Final Size: less A5 Landscape; • Print Cvr: 4/4 coloured CMYK/CMYK; • Print Text: 4/4 coloured CMYK/CMYK; 		

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	<ul style="list-style-type: none"> • Paper: Cover - 250 gsm, Glossy; • Paper: Text - 80 gsm; • Finishing: Spiral bound; • Quantity: 250 		
2	Comprehensive and Descriptive CI Manual publication and DVDs, provide designed editable templates for the letterhead (should have the ACC address and logo on the Header which cannot be altered), and PowerPoint presentation suitable for future development and usage.		
3	<p>The CIM to clearly indicate how the logo and corporate colors are to be used on various items such as:</p> <p>Folders, Business cards, official letters, cards, envelopes, faxes, emails, publications (printed or digital materials: Annual report, books, pamphlets, flyers, car branding, Building), signage, promotional items, and general stationaries (rulers, pens, calendars, diaries, bags, umbrellas, USBs, whistles, Cards, Lineyard, key holders, bottles, card holders, etc.) Corporate clothing (t-shirts, caps, trousers, tracksuits, jackets/jerseys), general stationery;</p>		
4	Note: Copyright: The ACC shall be the sole owner of the copyright to all artwork developed and approved during this project.		
5	Editing: must be willing to effect changes made during the verification of the documents (after designing is done.)		
6	Colour conversion/ code <ul style="list-style-type: none"> • Incorporate the institution's corporate coded colours 		
7.	NB: Provide past similar work		

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-LS/RFQ-GCC for procurement of services (lump-sum) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: NCS/RFQ/30-05/2024/25

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

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(a)	Adjudicator is Not Applicable for this contract
Definitions GCC 1.1(l)	Not Applicable
Definitions GCC 1.1(o)	Not Applicable
Notices GCC 1.4	<p>Any notice shall be sent to the following addresses:</p> <p>For the Anti-Corruption Commission, c/o Mont blanc and Greet Tiras, Eros Windhoek</p> <p>Attention: Marie Ferdinand, Chief Administrative Officer</p> <p>For the supplier, the address and contact name shall be:</p> <p>_____</p>
Authorised Representatives GCC 1.6	<p>The Authorised Representatives are:</p> <p>For the Public Entity: Elli-Helena Amutenya: Head: Procurement Management Unit</p> <p>For the Service Provide: _____</p>
Effectiveness of Contract GCC 2.1	The date on which this Contract shall come into effect upon receipt of Purchased Order.

Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is upon receiving the purchased order or letter of award.
Intended Completion Date GCC 2.3	The intended completion date is 14 days after receipt of purchased order or letter award.
Prohibition GCC 3.2.3(c)	List of Activities: Corporate Identity (design, Layout and printing) Drafting/development, and designing Printing Editing: Colour conversion/ code
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	The other actions are (a) entering into a subcontract for the performance of any part of the Services, (b) changing the Program of activities; and (c) any other action that may be specified in the SCC
Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9	Restrictions on the use of documents prepared by the Service Provider are: <ul style="list-style-type: none"> • Copyright: The ACC shall be the sole owner of the copyright to all artwork developed and approved during this project • Editing: Must be willing to effect changes made during the verification of the documents (after designing is done)
Payments of Liquidated Damages GCC 3.10.1	Liquidated damages for the whole contract are 2% per week. The maximum amount of liquidated damages for the whole contract is 4% of the final contract price.
Lack of Performance Penalty GCC 3.10.3	The percentage to be used for the calculation of lack of Performance Penalty(ies) is 2%
Performance Security GCC 3.11	(i) No Performance Security is required

Assistance and Exemptions GCC 5.1	Not applicable
Contract Price GCC 6.2(a)	The amount in local currency is <i>Namibian Dollars</i> . The prices <i>shall not be</i> adjustable to fluctuation in the rate of exchange.
Terms and Condition of Payment GCC 6.4	Insert the payment terms in line with the GCC. Payment shall be made within 30 days of receipt of the invoice and the relevant documents.
Interest on Delayed Payments GCC 6.5	Payment shall be made within 30 days of receipt of the invoice . The interest rate shall be paid to the Service Provider for each day of delay at the rate stated in the SCC
Price Adjustment GCC 6.6.1	<i>Not</i> applicable.
Identifying Defects GCC 7.1	The following inspections shall be carried out: during delivery of products The quantity and quality of the printed documents as well as the soft copy. The defect liability period is: 7 days after delivery.
Dispute Settlement GCC 8.2	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute may be referred to court by either party.
Dispute Settlement GCC 8.2.3	Not Applicable
Dispute Settlement GCC 8.2.4	The arbitration procedures is as per the laws of Namibia.
Dispute Settlement GCC 8.2.5	Not Applicable

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.:

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		
References letter		
Attached quotation		
Warrantee		
<p>To be eligible to participate in this Quotation exercise, you should:</p> <ul style="list-style-type: none"> (a) a valid certified copy of company registration certificate, (Certified by the Namibian Police or Commission of Oath) (b) a valid original or certified copy of an original (certified by the Namibian Police or Commission Oath) of Good Standing Tax Certificate; (c) a valid original or certified copy of an original (certified by the Namibian Police or Commission Oath) of Good Standing Social Security Certificate; (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; (f) 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; 		

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.*