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**REQUEST FOR SEALED QUOTATIONS**

**NON-CONSULTANCY SERVICES**

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**PROCUREMENT OF NON- CONSULTANCY SERVICES FOR THE  
PRODUCTION OF THE ANNUAL REPORT FOR A PERIOD OF THREE (3) FINANCIAL  
YEARS (2021/2022, 2022/2023&2023/2024)**

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**PROCUREMENT REFERENCE NO:**

**NCS/RFQ/NACC - 02/2024**

**ISSUED ON:**

09 SEPTEMBER 2024

**CLOSING DATE:**

23 SEPTEMBER 2024 @ 10H00 AM

**COST: FREE**

<b>Name of Bidder:</b>	..... .....
<b>Total Bid Price:</b>	N\$..... .....(excl. VAT)

**Namibian Competition Commission**  
Marien Ngouabi Street, Windhoek, NAMIBIA  
Tel: +264 61 224 622, Fax: 061 +264 61 401 900,  
[www.nacc.com.na](http://www.nacc.com.na)



**LETTER OF INVITATION**

TO: \_\_\_\_\_

**NCS/RFQ/NACC-02/2024**

**06 SEPTEMBER 2024**

Dear Sirs,

**REQUEST FOR QUOTATIONS FOR PROCUREMENT OF ANNUAL REPORT FOR THE PRODUCTION OF THE ANNUAL REPORT FOR A PERIOD OF THREE (3) FINANCIAL YEARS 2021/2022, 2022/2023&2023/2024**

The Namibian Competition Commission (NACC) 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 [NaCCProcurement@nacc.com.na](mailto:NaCCProcurement@nacc.com.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,

.....  
**Ndapandula Nghaamwa**

**Head of Procurement Management Unit**

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

- (a) Accept or reject any quotation;
- (b) cancel the quotation process and reject all quotations at any time prior to contract award;
- (c) Reduce or increase the quantity of goods/services required where applicable;
- (d) Cancel procurement process not finalised within the financial year (2024/25) cycle; and
- (e) Inspect the business premises to establish whether such service provider has the capacity to provide such services.
- (f) Disqualify previous bids of service provider that failed to comply with the terms and conditions of contract for such services listed under **Sections: III, IV and V** of this bidding document.
- (g) Terminate contract of services not delivered within 30 working days, excluding weekends and in case extension was granted for 7 working days and still fail to deliver such contract shall be awarded to the second lowest evaluated substantially bidder. (Not applicable)
- (h) Report defaulting service provider to Review Panel for further adjudication

### 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.

The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at Bidder's risk and may result in the rejection of its bid.

*Furthermore, 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 **60** working days from the date of submission deadline.

### 4. Eligibility Criteria

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

- (a) submit a valid certified copy of Company Registration Certificate which outlines that bidders principle line of business is in line with this procurement;
- (b) submit an original or valid certified copy of Good Standing Tax Certificate valid by the time of submission of bid;
- (c) submit an original or valid certified copy of Good Standing Social Security Certificate valid by the time of submission of bid;
- (d) submit 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 valid by the time of submission of bid;
- (e) submit a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- (f) submit a certificate indicating SME Status (for Bids reserved for SMEs); (Optional)
- (g) submit signed Bid-securing Declaration;
- (h) complete all spaces provided and initial each page of the bidding document

**4.2. Bid is reserved for bidders in the business of production of annual reports.**

**4.3. Please take note that this procurement is subject to code of good practice and exclusive preference shall be given to bidder who:**

- a) qualifies as a Namibian bidder in terms of section 71(3) of the Act;**
- b) demonstrates that the bidder meets the local content; and**
- c) meets any or more of the criteria specified in paragraph 14 (*Margin of Exclusive Preference*) of the bidding document.**

### 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 for a period of 30 days commencing from the date of placement of a purchase order.

### 7. Documents to be submitted

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

### 8. Sealing and Marking of Quotations

- 8.1. Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number and addressed to the Namibian Competition 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 Procurement Management Unit Office, **Namibian Competition Commission, Head Office, Marien Ngouabi Street, Windhoek**, not later than **23 September 2024 at 10h00 am**.

Quotations by post or hand delivered should reach Namibian Competition Commission, Head Office, 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 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 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 Margin of Exclusive Preference

14.1 The applicable margins of exclusive preference and their application methodology are as follows:

No.	Categories of bidders	A1.1 Definition/Criteria	Margin of preferences	Documentary evidence to be submitted with the bid <i>(all the documents required per category must be submitted)</i>	Document evidence submitted (bidder to indicate yes/no by ticking)	
					Yes	No
1.	Manufacturer	“manufacturer” means a person or a company that is involved in the physical or chemical transformation of materials or components into new products whether or not –(a) the transformation is through work - (i) performed by a power-driven machine or by hand; or (ii) done in a home or factory; or (iii) the new products are sold on a wholesale or retail basis;	2%	a) Certified copy of Certificate of registration from a registering authority		
				b) Declaration ( <i>under oath</i> ) by the bidder that the manufactured goods meet the local content as determined in Annexure 1 of Code of Good Practice, as per the cost structure for Value Added Calculation.		
2.	Micro, Small and medium Enterprise	a bidder who is a MSME, 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	1%	a) Certified copy of SME registration certificate		
				b) Declaration ( <i>under oath</i> ) indicating the percentage of Namibian MSME		
3.	Women owned enterprise	a bidder who is a woman or whose minimum equity is 51% owned by Namibian women	1%	a) Certified copy of Identity Documents (IDs) of all shareholders		
				b) Certified copy of founding statement/company registration indicating ownership structure/certified copy of shareholder certificate		
				c) Declaration ( <i>under oath</i> ) indicating the percentage of Namibian female ownership		
4.	Youth owned enterprise	a bidder who is a youth or whose minimum equity is 51% owned by Namibian youths  <i>“youth” means a young person aged from 16 to 35 years old as per Section 1 of the National Youth Council Act, 2009 (Act No. 3 of 2009)</i>	2%	a) Certified copy of IDs of all shareholders		
				b) Certified copy of founding statement/company registration indicating ownership structure/certified copy of shareholder certificate		
				c) Declaration ( <i>under oath</i> ) indicating the percentage of Namibian youth ownership		
5.	Previously Disadvantaged, Person (PDP) owned enterprise	a bidder who is a PDP or whose minimum equity is 51% owned by Namibian PDPs	2%	a) Certified copy of IDs of all shareholders		
				b) Certified copy of founding statement/company registration indicating ownership structure/certified copy of shareholder certificates		
				c) Declaration ( <i>under oath</i> ) indicating the percentage of Namibian PDPs ownership		
6.	Supplier providing environmental protection	A bidder that promotes the protection of the environment, maintain ecosystems and sustainable use of natural resources as specified by the public entity in the bidding document	1%	a) Declaration ( <i>under oath</i> ) by the bidder that the latter deals with environmental protection		
7.	Suppliers providing employment to Namibian	A bidder who employs 50% or more Namibian citizens	1%	a) Declaration ( <i>under oath</i> ) that the bidder employs 50% or more Namibian citizens b) Certified copies of IDs of Namibian citizens employed by the bidder		
<b>Total</b>			<b>10%</b>			

14.2 Bidders applying for the Margin of Preference shall submit, evidence document as indicated in column number five (5) above and must complete the attached declaration templates.

**14.2.1. DECLARATION IN RESPECT OF EXCLUSIVE PREFERENCE**

**Paragraph 9(3) and Annexure 6 of the Code of Good Practice on Preferences Referred to in Section 71 and 72 of Public Procurement Act, 2015**

Bidder to tick the appropriate box to indicate the category under which it has made a declaration.

<b>CATEGORY OF BIDDER UNDER WHICH DECLARATION IS MADE</b>	<b>APPENDIX TO BE ATTACHED</b>	<b>TICK</b>
Manufacturer	Cost structure for Value Added Calculation as per Annexure 1 of Code of Good Practice.	
Micro, Small and Medium Enterprise	N/A	
Women owned enterprise	N/A	
Youth owned enterprise	N/A	
Previously Disadvantaged, Person (PDP) owned enterprise	N/A	
Supplier providing environmental protection	N/A	
Suppliers providing employment to Namibian	N/A	

Full Name of authorised person: \_\_\_\_\_

Company: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Seal:

**Manufacture's Declaration in Terms of Paragraph 9(3) and Annexure 6 of the Code of Good Practice**

I/We hereby declare under oath that the manufactured goods meet the local content as determined in Annexure 1 of Code of good practice, as per the cost structure for Value Added Calculation.

The Local Value Added amounts to: N\$ \_\_\_\_\_

**NB: The cost structure must be attached to the bid for reference.**

Sworn/affirmed before me at.....this.....day of.....20.....

.....  
Signature

.....  
Name and Rank: Commissioner of Oaths

.....  
Signature of witness

.....  
Name of witness



**Micro, Small And Medium Enterprise/ Women Owned Enterprise Declaration/ Youth Owned Enterprise Declaration/ Previously Disadvantaged, Person (PDP) Owned Enterprise Declaration in Terms of Paragraph 9(3) and Annexure 6 of the Code of Good Practice**

I/We declare under oath that the company's total **equity owned by:**

**Namibians (MSME)** is \_\_\_\_\_ (insert percentage)

**Namibian women** is \_\_\_\_\_ (insert percentage)

**Namibian youth** is \_\_\_\_\_ (insert percentage)

**Namibian PDPs** is \_\_\_\_\_ (insert percentage)

The following are the names of all shareholders and the percentage shares held by each member:

<b>SN</b>	<b>Full Legal Name</b>	<b>Identification Number</b>	<b>Nationality</b> <i>(E.g. Namibian)</i>	<b>Gender</b>	<b>Age</b>	<b>PDP Category</b>	<b>% Shares</b>
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
<b>Total Shares</b>							

**NOTE:** The above table may be reproduced if the space provided is not sufficient to cover the names of all shareholders.

**Micro, Small And Medium Enterprise/ Women Owned Enterprise Declaration/ Youth Owned Enterprise Declaration/ Previously Disadvantaged, Person (PDP) Owned Enterprise Declaration in Terms of Paragraph 9(3) and Annexure 6 of the Code of Good Practice continued...**

Sworn/affirmed before me at.....this.....day of.....20.....

.....  
Signature

.....  
Name and Rank: Commissioner of Oaths

.....  
Signature of witness

.....  
Full Name of witness

**Supplier Providing Environmental Protection Declaration in Terms of Paragraph 9(3) and Annexure 6 of the Code of Good Practice**

I/We declare under oath that the company deals with environmental protection and the following are programs that are initiated to protect the environment, maintain ecosystems and sustainable use of natural resources:

SN	Name of Program	Purpose of Program <i>(E.g. to protect the environment/ maintain ecosystems/sustainable use of natural resources)</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

**NOTE: The above table may be reproduced if the space provided is not sufficient to cover the names of all programs.**

Sworn/affirmed before me at.....this.....day of.....20.....

.....  
Signature

.....  
Name and Rank: Commissioner of Oaths

.....  
Signature of witness

.....  
Name of witness

**Suppliers Providing Employment to Namibians Declaration in Terms of Paragraph 9(3) and Annexure 6 of the Code of Good Practice**

I/We declare under oath that the company employs 50% or more Namibian citizens and the following are the names of all employees:

SN	Full Legal Name	Identification Number	Nationality (E.g. Namibian)	Occupation
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

**NOTE: The above table may be reproduced if the space provided is not sufficient to cover the names of all employees.**

Sworn/affirmed before me at.....this.....day of.....20.....

.....  
Signature

.....  
Name and Rank: Commissioner of Oaths

.....  
Signature of witness

.....  
Name of witness

#### **16. 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.

#### **17. 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** in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract.

#### **18. 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 within seven (7) working days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (7) working 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 :	<b>Namibian Competition Commission</b>
Procurement Reference Number:	<b>NCS/RFQ/NACC-02/2024</b>
Subject matter of Procurement:	<b>PROCUREMENT FOR THE PRODUCTION OF ANNUAL REPORT FOR A PERIOD OF THREE (3) FINANCIAL YEARS 2021/2022, 2022/2023 &amp;2023/2024)</b>

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 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.**

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.

The services will be completed within \_\_\_\_\_ **[to insert number]** days from date of issue of Purchase Order.

**Quotation Authorised by:**

Name of Bidder			
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:.....[Day | month | year].

Procurement Ref No.: *NCS/RFQ/NACC-02/2024*

To: *Namibian Competition Commission, Marien Ngoubi Street, WINDHOEK*

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*

**AN UNDERTAKING ON THE PART OF THE BIDDER FORM**



**Republic Of Namibia**

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

**Witten undertaking in terms of section 138 of the Labour Act, 2007 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**


**SECTION IV: PRICED ACTIVITY SCHEDULE**

Procurement Reference Number: **NCS/RFQ/NACC-02/2024**

[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**

DESCRIPTION							
Product	Proofreading & print	Design & Layout	Printing	Corporate portrait	Quantity	Unit price (VAT Excl.)	Total price (VAT Excl.)
2021-2022 Annual Report	1 document in word 100 pages	Size: A4 portrait page count:: 100 pages plus cover	Size: A4 portrait Page count: 100 pages plus cover Cover print: 4/4 Text print: 4/4 Cover paper: 250 gsm Gloss/Matt Lamination Text Paper: 128gsm Gloss/Matt Binding: Perfect Binding/Thread sewn <b>Quantity: 55 copies</b>	None	55		
2022-2023 Annual Report	1 document in word 100 pages	Size: A4 portrait page count:: 100 pages plus cover	Size: A4 portrait Page count: 100 pages plus cover Cover print: 4/4 Text print: 4/4 Cover paper: 250 gsm Gloss/Matt Lamination Text Paper: 128gsm Gloss/Matt Binding: Perfect Binding/Thread sewn <b>Quantity: 55 copies</b>	None	55		
2023-2024 Annual Report	1 document in word 100 pages	Size: A4 portrait page count: 100 pages plus cover	Size: A4 portrait Page count: 100 pages plus cover Cover print: 4/4 Text print: 4/4 Cover paper: 250 gsm Gloss/Matt Lamination Text Paper: 128gsm Gloss/Matt Binding: Perfect Binding/Thread sewn <b>Quantity: 110 copies</b>	Lighting setup on location in Windhoek,  Corporate portrait photography on location for 40 staff members including Board members;  Makeup; and 5xgroup shoots	110		

Branded memory sticks	<b>Specifications</b>	<b>Quantity</b>		
	 <p>Memory sticks 8GB branded with the company logo containing the soft copies of all three (3) annual reports.</p> <p><b>Quantity: 110 Memory sticks</b></p>	110		
			<b>Sub-total</b>	
			<b>VAT @ 15%</b>	
			<b>TOTAL</b>	

**Priced Activity Schedule Authorised By:** *[insert company seal]*

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


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

*[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]*

Procurement Reference Number: **NCS/RFQ/NACC-02/2024**

*[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
	Product	Product Description		
1	2021-2022 Annual Report	Size: A4 portrait Page count: 100 pages plus cover Cover print: 4/4 Text print: 4/4 Cover paper: 250 gsm Gloss/Matt Lamination Text Paper: 128gsm Gloss/Matt Binding: Perfect Binding/Thread sewn  <b>Quantity: 55 copies</b>		
2	2022-2023 Annual Report	Size: A4 portrait Page count: 100 pages plus cover Cover print: 4/4 Text print: 4/4 Cover paper: 250 gsm Gloss/Matt Lamination Text Paper: 128gsm Gloss/Matt		

Item No	Specifications and Performance Required		Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*		C	D
		Binding: Perfect Binding/Thread sewn  <b>Quantity: 55 copies</b>		
3	2023-2024 Annual Report	Size: A4 portrait Page count: 100 pages plus cover Cover print: 4/4 Text print: 4/4 Cover paper: 250 gsm Gloss/Matt Lamination Text Paper: 128gsm Gloss/Matt Binding: Perfect Binding/Thread sewn  <b>Quantity: 110 copies</b>		
4	Branded memory sticks	 Memory sticks 8GB branded with the company logo containing the soft copies of all three (3) annual reports.  <b>Quantity: 110 Memory sticks</b>		

\* 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		

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

Any resulting contract shall be placed by means of Purchase Order/ Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the procurement of services- Reference No: NCS-LS/RFQ-GCC on the Namibian Competition Commission website: [NaCCProcurement@nacc.com.na](mailto:NaCCProcurement@nacc.com.na) except where modified by the Special Conditions below.

**SECTION VII: SPECIAL CONDITIONS OF CONTRACT**

Procurement Reference Number: **NCS/RFQ/NACC-02/2024**

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].

Subject and GCC Reference	Special Conditions
<b>Definitions</b> <b>GCC 1.1(a)</b>	Adjudicator is Not Applicable for this contract
<b>Definitions</b> <b>GCC 1.1(l)</b>	The Member is: <b>[to be inserted at contract signing]</b>
<b>Definitions</b> <b>GCC 1.1(o)</b>	The Service Provider is: <b>[to be inserted at contract signing]</b>
<b>Notices</b> <b>GCC 1.4</b>	Any notice shall be sent to the following addresses: <b>Namibian Competition Commission, WINDHOEK</b> <b>Procurement Management Unit,</b>  For the <b>[Service Provider]</b> , the address and contact name shall be:  <hr/> <hr/> <hr/>
<b>Authorised Representatives</b> <b>GCC 1.6</b>	The Authorised Representatives are: For the Public Entity: <b>Mrs. N. Nghaamwa</b> For the Service Provider:  <hr/> <hr/> <hr/>
<b>Effectiveness of Contract</b> <b>GCC 2.1</b>	The Contract <b>shall be deemed</b> to come into effect as from the date when the contract is signed by both parties.
<b>Starting Date</b> <b>GCC 2.2.2</b>	The intended starting date for the commencement of Services is:  <hr/> <hr/>

	_____
<b>Intended Completion Date</b> GCC 2.3	The intended completion date is: _____ _____
<b>Prohibition</b> GCC 3.2.3(c)	List of Activities: <b>N/A</b> .
<b>Service Provider's Actions Requiring Public Entity's Prior approval</b> GCC 3.7(c)	The other actions are <b>N/A</b> .
<b>Documents Prepared by Service Provider to be the Property of the Public Entity</b> GCC 3.9	Restrictions on the use of documents prepared by the Service Provider are: <b>N/A</b>
<b>Payments of Liquidated Damages</b> GCC 3.10.1	Not Applicable
<b>Lack of Performance Penalty</b> GCC 3.10.3	The percentage <b>N/A</b> to be used for the calculation of lack of Performance Penalty(ies) is <b>N/A</b> )
<b>Performance Security</b> GCC 3.11	(i) <b><i>No Performance Security is required</i></b>  * Delete as appropriate
<b>Assistance and Exemptions</b> GCC 5.1	The assistance and exemptions provided to the Service Provider are <i>(where applicable)</i> : <b>N/A</b>
<b>Contract Price</b> GCC 6.2(a)	The amount in local currency is _____.
<b>Terms and Condition of</b>	Insert the payment terms in line with the GCC:

<b>Payment</b> <b>GCC 6.4</b>	Once invoice is submitted and certified that the service is rendered to the Office satisfaction.
<b>Interest on Delayed Payments</b> <b>GCC 6.5</b>	Payment shall be made within 30 working days of receipt of the invoice and the relevant documents, and within <b>N/A</b> days in the case of the final payment.  The interest rate is <b><i>interest rate on the market.</i></b>
<b>Price Adjustment</b> <b>GCC 6.6.1</b>	Price adjustment <b><i>is/not</i></b> applicable.  <b>N/A</b>
<b>Identifying Defects</b> <b>GCC 7.1</b>	The following inspections shall be carried out: <b>N/A</b>  The defect liability period is: <b>N/A</b>
<b>Dispute Settlement</b> <b>GCC 8.2</b>	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.
<b>Dispute Settlement</b> <b>GCC 8.2.3</b>	Not Applicable
<b>Dispute Settlement</b> <b>GCC 8.2.4</b>	The arbitration procedures of <b>N/A</b> will be used (applicable to overseas service provider)
<b>Dispute Settlement</b> <b>GCC 8.2.5</b>	Not Applicable

**SCHEDULE 4**

**QUOTATION CHECKLIST SCHEDULE**

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

**Procurement Reference No.: NCS/RFQ/NACC-02/2024**

Description	Yes	No
Quotation Letter attached		
List of Goods and Price Schedule attached		
Specification and Compliance Sheet attached		
Bid Securing Declaration attached		
Certified mandatory documents attached		
Quotation on bidders letterhead attached		
Document is duly completed and initialled at each page		
The Principle of business: production of Annual Reports		

**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.*