

REPUBLIC OF NAMIBIA

OFFICE OF THE PRIME MINISTER

Tel: (061) 287 9111
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Enq: Nikanor Ekandjo Tel: 287 2421

Private Bag 13338

Windhoek

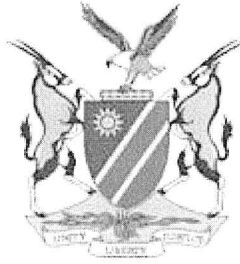
17 February 2025

Request for Quotations for Non-Consultancy Services Lump-Sum

**Procurement of Adobe Creative Cloud Design
Application for OPM Public Relation Unit for the
period of one (01) year.**

Procurement Reference No: NCS/RFSQ/02-44/2024

Due Date: 25 February 2025 @10H00.



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Letter of Invitation

To.....
.....
.....

[Procurement Reference Number] NCS/RFSQ/02-44/2024

17/02/2025

Dear Sirs/Madam

Request for Sealed quotation: Procurement of Adobe Creative Cloud Design Application for OPM Public Relation Unit for the period of one (01) year.

The Office of the Prime Minister invites potential bidders to submit your best quote for the services described in detail hereunder.

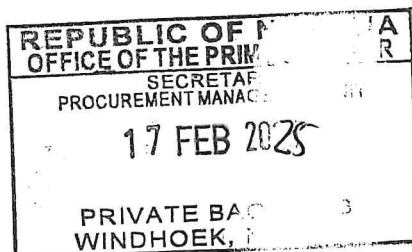
Any resulting contract shall be subject to the terms and conditions referred to in the document.

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Queries, if any, should be addressed to *Mr. Nikanor Ekandjo at 061-287 2421*

Yours faithfully,

Brian Mungunda
Head: Procurement Management Unit



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Office of the Prime Minister 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.

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

4. Eligibility Criteria

NB: To be eligible to participate in this Quotation exercise, you should submit the following; and failure to submit the below documentations, you will be disqualified.

- (a) have a valid company Registration Certificate; indicating the line of business.
- (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) **Proof that the company is a 100% Namibian ID's of owners/shareholders must be attached, failure to do that, will disqualify your bid.**
- (f) Signed and complete a written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015.
- (g) Signed the Bid-securing Declaration attached to the document.
- (h) Certified copies by Namibian of valid mandatory documents or other documentations Namibian Police are also acceptable.

5. Bid Security/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 *[within 05 days]*. Deviation in completion period shall be considered if such deviation is reasonable.

7. Documents to be submitted

NB: Bidders shall submit along with their quotations documents giving company's profile, Quotation should be on the company letterhead.

8. Sealing and Marking of Quotations

NB: 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 delivered to **OPM Ministry of International Relations and Co-Operation, first Floor, Room No 111**, not later than **25 February 2025 @10H00**. 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 Bidder, Bid Security/Bid-Securing Declaration, and the report will be uploaded on the website of the Public Entity and available to any bidder on request within three working days after 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, 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 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, 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

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

<i>CATEGORY</i>	<i>MARGIN OF PREFERENCE</i>	<i>DOCUMENTARY EVIDENCE</i>
<i>Manufacturer</i>	2 %	-Certificate of registration from a registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant
<i>MSME</i>	1%	SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership.
Women owned enterprise	1%	- IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian female ownership
<i>Youth owned enterprise</i>	2%	IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian Youth ownership
<i>PDP owned enterprise</i>	2%	IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificates - declaration indicating the percentage of Namibian PDPs ownership
Supplier promoting Environmental	1%	- Declaration and proof that the bidder meets the requirements set out in the bidding document.

protection		
Service rendered by Namibian citizens	1%	- declaration that the bidder employs 50% or more Namibian
TOTAL	10%	

14.1.

“see Margin of preference before cost structure”

14.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:
N/A

15. 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

16. 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 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 : <i>[Name of Public Entity]</i> :	
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 Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein.

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 Days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be 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:[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

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

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

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

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:

Procurement Description:

.....

.....

Anticipated Contract Duration:

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

.....

3. UNDERTAKING

I[insert full name], owner/representative

of[insert full name of company]

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

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

Signature:

Date:

Seal:.....

Please take note:

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

SECTION III: SCOPE OF SERVICES/SPECIFICATIONS
SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFSQ/02-44/2024

Design and Printing of name tags for the office of the Prime Minister staff members

ITEM	SPECIFICATIONS		Quantity
1.	Photoshop cc (Not CS6) -For creating gorgeous image and rich graphic designs.	Adobe Photoshop CC 2025 or latest.	
2.	InDesign- For creating and Publish books, newsletter, reports, posters etc.	Adobe InDesign 2025 version or latest.	
3.	Premiere Pro- For creating and editing video clip.	Adobe Premiere pro cc 2023 Version 2025 or latest.	
4.	Illustrator- For creating beautiful designs, icons and more.	Adobe Illustrator CC 2023 Version 2025 or latest.	

NB: please attached detailed pricing/ quotation on your company Letterhead.

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

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

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: NCS/RFSQ/02-44/2024

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	Photoshop cc (Not CS6) -For creating gorgeous image and rich graphic designs.	Adobe Photoshop CC 2025 or latest.	
2	InDesign- For creating and Publish books, newsletter, reports, posters etc.	Adobe InDesign 2025 version or latest.	
3	Premiere Pro- For creating and editing video clip.	Adobe Premiere pro cc 2023 Version 2025 or latest.	
4	Illustrator- For creating beautiful designs, icons and more.	Adobe Illustrator CC 2023 Version 2025 or latest.	

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/RFSQ/02-44/2024 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/RFSQ/02-44/2024

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
Definitions GCC 1.1(a)	Adjudicator: PPU/PRP
Definitions GCC 1.1(l)	The Member is: <i>Office Of the Prime Minister</i>
Definitions GCC 1.1(o)	The Service Provider is: <i>[to be inserted at contract signing].....</i>
Notices GCC 1.4	Any notice shall be sent to the following addresses: For the [Office of the Prime Minister], contact: Mr. Nikanor Ekandjo at 061 -287 2421. For the [Service Provider], the address and contact name shall be <i>[to be inserted at contract signing]</i> : _____
Authorised Representatives GCC 1.6	The Authorised Representatives are: For the Public Entity: Office of the Prime Minister For the Service Provider <i>[to be inserted at contract signing]</i> : _____
Effectiveness of Contract GCC 2.1	The date on which this Contract shall come into effect is _____ <i>as soon as the purchaser order is accepted.</i>

Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is __ <i>within 1 days after the acceptance of the Purchase order.</i>
Intended Completion Date GCC 2.3	The intended completion date is: Within 05 days after from the starting date.
Prohibition GCC 3.2.3(c)	List of Activities: _____ as indicated in the specifications as indicated above.
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	The other actions are _____ check all necessary documentations as required in this bidding document.
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: The Bidding document to be returned to the Office of the Prime Minister on or before the closing date.
Payments of Liquidated Damages GCC 3.10.1	Liquidated damages for the whole contract are [1%] per week. The maximum amount of liquidated damages for the whole contract is [3%] 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 _____. (<i>Where applicable) as indicated in the GCC.</i>
Performance Security GCC 3.11	(i) No Performance Security is required*or/ complete and signed a Performance Securing Declaration
Assistance and Exemptions GCC 5.1	The assistance and exemptions provided to the Service Provider are (<i>where applicable</i>): N/A _____
Contract Price GCC 6.2(a)	The amount in local currency is _____.

Terms and Condition of Payment GCC 6.4	Insert the payment terms in line with the GCC. As specified in GCC 6.4.
Interest on Delayed Payments GCC 6.5	Payment shall be made within 30 days of receipt of the invoice and the relevant documents, and within _____ days in the case of the final payment. The interest rate is _____. Legal rate as specified in GCC 6.5
Price Adjustment GCC 6.6.1	Price adjustment <i>is not</i> applicable.
Identifying Defects GCC 7.1	The following inspections shall be carried out: Contact: Nikanor Ekandjo @ 061-2872421 The defect liability period is: _____ within 3 days.
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 of _____ will be used (applicable to overseas service provider)
Dispute Settlement GCC 8.2.5	Not Applicable

(a) COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	NS	NS
Raw Materials, Accessories & Components		
• Imported (CIF)	
• Local (VAT & Excise Duty Fee)
Labour Cost		
• Direct Labour
• Clerical Wages
• Salaries to Management
Utilities		
• Electricity	
• Water	
• Telephone
Depreciation	
Interest on Loans	
Rent
Other (please specify)		
•	
•	
•
TOTAL COST		

$$\text{Local Value Added} = \frac{\text{Total Cost} - \text{Cost of imported inputs} \times 100}{\text{Total Cost}}$$

NB! The cost structure should be certified by a Certified Accountant

SCHEDULE 4

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/RFSQ/02 -44/2024

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Specifications and Compliance Sheet	
Bid securing declaration	
Mandatory Requirement and other requirement as specified	
Company profile, past experience and references where similar services have been provided	

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.

