



Republic of Namibia

OFFICE OF THE PRESIDENT

NATIONAL PLANNING COMMISSION SECRETARIAT

Request for Sealed Quotations For services

**EDITING, DESIGN, LAYOUT & PRINTING OF
THE NATIONAL PLANNING COMMISSION
STRATEGIC PLAN 2017/18 TO 2021/22**

Procurement Reference No: NCS/RSQ/26-27/2018/19

*Tel: +26461 283 4006 Fax: +26461 226 501 P/Bag 1336 Windhoek, Government
Office Park Luther Street*



Republic of Namibia

OFFICE OF THE PRESIDENT

NATIONAL PLANNING COMMISSION SECRETARIAT

Letter of Invitation

Name and Address of Bidder:.....

Procurement Reference Number; NCS/RSQ/ 26-27/2018

31 January 2018

Dear Service Provider

**Request for Quotations for the Editing, Design, Layout & Printing
of the National Planning Commission Strategic Plan 2017/18 to
2021/22**

National Planning 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 Diina Ambinga, National Planning Commission at @ +26461 2834204 or email: dambinga@npc.gov.na*

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

Yours faithfully,

Ms Sylvia Kaune

Secretary: Procurement Committee

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

National Planning Commission reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, and
- (b) to accept or reject any quotation or 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 items mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed 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 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/certified copy of valid good standing Tax Certificate;**
- (c) **have an original/certified copy valid good Standing Social Security Certificate;**
- (d) **have a valid 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 written undertaking as contemplated in section 138(2) of the Labour Act, 2007
Not applicable
- (f) have a certificate indicating SME Status (for Bids reserved for SMEs); **Not applicable**
- (g) be registered with the Procurement Policy Unit (for Bids reserved to categories of bidders and goods); **Not applicable**
- (h) 100% Namibian owned Companies.

5. Bid Security/Bid Securing Declaration

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

6. Delivery

Delivery time should not exceed 14 working days from the sign-off date.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name, submission to be titled: **"Editing, Design, Layout & Printing of the National Planning Commission Strategic Plan 2017/18 to 2021/22"**

8. Submission of Quotations

Quotations should be deposited in the Bid Box located at **National Planning Commission, Government office Park, Ground Floor office no 042**, not later than **08 February 2019, at 10h00**. Quotations by post or hand delivered should reach **National Planning Commission, Government office Park** by the same date and time at latest. Late quotations will be rejected. **Quotations received by e-mail will not be considered.**

9. Opening of Quotations

The time of bid opening coincides with the deadline for the submission of bids, or follows immediately thereafter. Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 above and a bidder or his/her representative may attend the bid opening. A record of the Quotation Opening stating the name of the bidders, the amount quoted and the presence or absence of a Bid Security/Bid Securing Declaration, available to any bidder on request within four working days of the Opening.

10. 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 price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements. **A sample will be required to be submitted for approval before printing commences.**

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

12.1 Payments shall be made promptly by the Purchaser, but in no case later than thirty (30) days after submission of an invoice or request for payment by the Supplier, and after the purchaser has accepted it.

12.2 Prices shall be fixed in Namibian Dollars.

12.3 The currencies in which payments shall be made to the Supplier under this Contract shall be made subject to the following general principle:

- (a) Payment will be made in the currency or currencies in which the bid price is expressed.
- (b) Local bidders will be paid in fixed Namibian dollar or Namibian Dollar adjusted to the fluctuation in the rate exchange at the time of delivery.
- (c) Deviations of not less than 15% accepted after reasonable explanation.

13. Margin of Preference

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

Not Applicable

13.2 Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

Not Applicable

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related 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 Agreement and General Conditions of Contract.

15. Performance Security

Not applicable

16. Notification of Award and Debriefing

The Public Entity shall after award of contract 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 days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within 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 Price list 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 will be rejected.**]*

Quotation addressed to:	National Planning Commission
Procurement Reference Number:	NCS/RSQ/ 26-27/2018/19
Subject matter of Procurement:	Editing, design, layout & printing of NPC strategic plan 2017/18 to 2021/22

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, 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: Instruction to Bidders.

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 to **disqualification on the grounds mentioned in the BDS.**

The validity period of the Quotation is 30 days from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price 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 delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

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(5) and 56(2))

Date:/...../2019

Procurement Ref No.: NCS/RSQ/26-27/2018/19

To: National Planning Commission, Government Office Park, Luther Street

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*

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Editing, layout & printing of the NPC strategic plan 2017/18 to 2021/22

Procurement Ref No. **NCS/RSQ/26-27/18/19**

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to I shall be filled in by the Public Entity.				Bidders shall fill-in columns F, G & H and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) <ul style="list-style-type: none"> If an equivalent is quoted, please attach to your quote appropriate technical information & specification Bidders shall fill in and sign the bottom section of this page 					
A	B	C	D	E	F	G	H	I	
Item No.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	Total price with VAT: NAD	Delivery weeks) (days/month	Country of Origin
1.	Editing, design, layout & printing of the NPC strategic plan 2017/18 to 2021/22	100 copies	Each						
NB: Please indicate in your quote the estimated time required from document submission to completion of: a. The 100 copies									
			TOTAL:						
NAME:			POSITION:			SIGNATURE		DATE	
NAME OF BIDDER:			ADDRESS:						

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency : Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

[the Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.]

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **NCS/RSQ/26-27/2018/19**

Item No	Technical Specification	Requirement	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>	<i>E</i>
1	Extent:	2 pages cover, 28 pages		
2	Format:	A4 210mm x 297mm (final size) 420mm x 297mm (flat size)		
3	Print:	Cover: 4x4 coloured CMYK/CMYK Text: 4x4 coloured CMYK/CMYK		
4	Paper:	Text – Dukuza Matt 135 gsm Cover – Diamond Gloss 250 gsm		
5	Finishing:	Thread sewn in sections with drawn on cover Cover to be aqua varnished 2-side		
6	Comment:	-PDF of final report to be supplied to NPC for Web uploading -Edited version of the word document to be supplied via email		

7	Units:	100		
9	Delivery	Sample to be provided before final printing Company should be able deliver within 14 working days.		

* Columns A and B to be completed by Public Entity.

Specifications and Compliance Sheet Authorised By:

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

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

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) for the Procurement of Goods (Ref. **NCS/RSQ/26-31/2018**) (available at public entities physical address/website: Insert Public Entity address/website) except where modified by the Special Conditions below.

SECTION VI: CONTRACT AGREEMENT

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) for the Procurement of Goods except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RSQ/ 26-31/2018**

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

Subject and GCC clause reference	Special Conditions
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Subject and GCC clause reference	Special Conditions
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is National Planning Commission
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For National Planning Commission , the address and the contact name shall be: The Procurement Management Unit National Planning Commission Government Office Park Luther Street P/Bag 13356 Windhoek Tel: +264612834006 E-Mail: skaune@npc.gov.na
Delivery and Documents GCC 13.1	The Goods are to be delivered within 14 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) Bid Security Declaration (b) Specification and compliance Sheet (c) Quotation Letter (d) List and God price schedules
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4	The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of Requirements.
Performance Security GCC 18	(i) No performance security is required
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: of the original Manufactures
Insurance GCC 24	<i>Not Applicable</i>

Subject and GCC clause reference	Special Conditions
Transportation GCC 25	The Goods shall be delivered: Incoterm for transportation Not applicable
Inspection and Tests GCC 26.	Inspection and test shall be done.
Liquidated Damages GCC 27	Liquidated damages for the whole contract are <i>Not applicable</i> per day. The maximum amount of liquidated damages for the whole contract is <i>Not applicable</i> of the final contract price.
Warranty GCC 28.3	Responsibility of Bidder

SCHEDULE 2: COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	N\$	N\$
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		

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

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

SCHEDULE 3: 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/RSQ /26-31/2018

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
Valid Affirmative Action Compliance Certificate, proof from Employment Equity Commissioned		
Valid company Registration Certificate;		

Valid good standing Tax Certificate;		
Valid good Standing Social Security Certificate		

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.*