



**Procurement Reference Number: NCS/RFQ/28-27/2024/25**

## **REQUEST FOR SEALED QUOTATIONS**

### **NON – CONSULTANCY SERVICES LUMP SUM**

**Issued on Friday, 08 August 2024  
Closing on Friday, 16 August 2024 @11H00**

#### **In-house Printing of Provisional Voter's Register for Constituencies and Provisional Voter's Register for Local Authorities**

**Business Name:**.....  
**Postal Address:**.....  
**Contact Number:**.....  
**Contact Person:**.....  
**Email Address:**.....

**Bidders shall enclose Bidding Documents in a single sealed envelope. The outer part of the envelope shall bear the Employer's name and Bid Reference Number while the inner part should bear the Bidder's name and contact number to be deposited in the Bid Box at the Electoral Commission of Namibia, Head Office – WINDHOEK**



## **REQUEST FOR SEALED QUOTATIONS**

### **NON – CONSULTANCY SERVICES LUMP SUM**

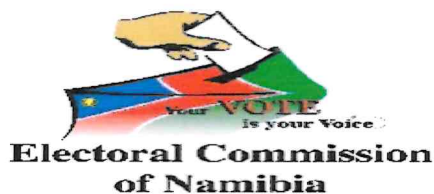
#### **Inhouse Printing of Provisional Voter's Register for Constituencies and Provisional Voter's Register for Local Authorities**

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**Procurement Reference No: NCS/RFQ/28-27/ 2024/25**

*Electoral Commission of Namibia, Private Bag 13352, Windhoek, 061-376200/376249/215,  
jjacobs@ecn.na*



## Letter of Invitation

*Name and Address of Bidder:*

*Contact Details:*

*Procurement Reference Number: NCS/RFQ/28-27/24/25*

*Date:*

Dear Sirs,

### **Request for Quotations for In-house Printing of Provisional Voter's Register for Constituencies and Provisional Voter's Register for Local Authorities**

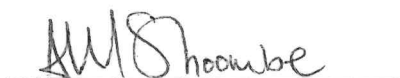
The **Electoral Commission of Namibia** invites you to submit your best quote for the services described in detail hereunder.

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

Queries, if any, should be addressed to Mr. T.P Shapi at 0811463059 for technical inquiries.

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

Yours faithfully,



**H. Shoombe**  
**Head of PMU**

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

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

**The Electoral Commission of Namibia** 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**

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

- (a) have a valid company Registration Certificate;
- (b) have an original valid good Standing Tax Certificate or Certified Copy
- (c) have an original valid good Standing Social Security Certificate or Certified Copy
- (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) The bid is not reserved for any category of Suppliers
- (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;
- (h) Description of Principal Business: To indicate among others printing and book binding



## 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 **five (5) days** after acceptance/issue of Purchase Order. Deviation in completion period shall not be accepted.

## 7. Documents to be submitted

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

## 8. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity 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 **room number 261, 2<sup>nd</sup> Floor, ECN Head Office**, not later than **16 August 2024, 11h00**. Quotations by post or hand delivered should reach ECN 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 put on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

## 11. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation.

## 12. Scope of Services, 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 alternatives 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**

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

*Not applicable*

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

*Not applicable*

**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 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 : <i>[Name of Public Entity]</i> :	<b>Electoral Commission of Namibia</b>
Procurement Reference Number:	<b>NCS/RFQ/28-27/24/25</b>
Subject matter of Procurement:	<b>In-house Printing of Provisional Voter's Register for Constituencies and Provisional Voter's Register for Local Authority.</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 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: Electoral Commission of Namibia**

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**

*[insert (a) a brief description of the services; and (b) the performance requirements and specifications of services and location where services should be performed. It is recommended to describe outputs and performances, rather than inputs, wherever possible.]*

**Inhouse Printing of Provisional Voter's Register for Constituencies and Provisional Voter's Register for Local Authority**

**Work to be performed at ECN Head Office as indicated in the attached specifications**



**SECTION IV: PRICED ACTIVITY SCHEDULE**Procurement Reference Number: **NCS/RFQ/28-27/24/25**

*[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: NS\$**

<b>Item No</b>	<b>Brief Description of Services</b>	<b>Quantity</b>	<b>Unit of Measure</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>A*</b>	<b>B*</b>	<b>C*</b>	<b>D*</b>	<b>E</b>	<b>F</b>
1	Printing of Provisional Voter's Register for Constituencies	168 Books 249 Sets 43163 pages	Books, sets, and pages		
2	Printing of Provisional Voters' Register for Local Authority	94 books 100 sets 21677 pages	Books, sets, and pages		
3					
6					
<i>Enter 0% VAT rate if VAT exempt.</i>				<b>Other additional costs</b>	
				<b>Subtotal</b>	
				<b>VAT @      %</b>	
				<b>Total</b>	

\* Columns A to D to be completed as applicable by Public Entity

**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/28-27/24/25**

*[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.]*

<b>Item No</b>	<b>Specifications and Performance Required</b>	<b>Compliance of Specifications and Performance Offered</b>	<b>Details of Non-Compliance/ Deviation (if applicable)</b>
<b>A*</b>	<b>B*</b>	<b>C</b>	<b>D</b>
<b>1</b>	Printing of Provisional Voter's Register for Constituencies	As per attached specifications	
<b>2</b>	Printing of Provisional Voters' Register for Local Authority	As per attached specifications	
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</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 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/28-27/24/25

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> GCC 1.1(a)	Adjudicator is Not Applicable for this contract
<b>Definitions</b> GCC 1.1(l)	The Member is: <i>[to be inserted at contract signing]</i>
<b>Definitions</b> GCC 1.1(o)	The Service Provider is: <i>[to be inserted at contract signing]</i>
<b>Notices</b> GCC 1.4	Any notice shall be sent to the following addresses: For the Electoral Commission of Namibia, P/Bag 13352, Windhoek, Head of PMU  For the [Service Provider], the address and contact name shall be <i>[to be inserted at contract signing]</i> :  
<b>Authorised Representatives</b> GCC 1.6	The Authorised Representatives are: For the Public Entity: Mr. T. Shapi For the Service Provider <i>[to be inserted at contract signing]</i> :  
<b>Effectiveness of Contract</b> GCC 2.1	The date on which this Contract shall come into effect is <b>20 August 2024</b>

<b>Starting Date</b> <b>GCC 2.2.2</b>	The intended starting date for the commencement of Services is <i>20 August 2024</i> .
<b>Intended Completion Date</b> <b>GCC 2.3</b>	The intended completion date is <i>27 August 2024</i> .
<b>Prohibition</b> <b>GCC 3.2.3(c)</b>	List of Activities: In-house Printing Voters'
<b>Service Provider's Actions Requiring Public Entity's Prior approval</b> <b>GCC 3.7(c)</b>	The other actions are _____.
<b>Documents Prepared by Service Provider to be the Property of the Public Entity</b> <b>GCC 3.9</b>	Restrictions on the use of documents prepared by the Service Provider are: _____
<b>Payments of Liquidated Damages</b> <b>GCC 3.10.1</b>	Liquidated damages for the whole contract are <i>[insert percentage of the final contract price]</i> per week. The maximum amount of liquidated damages for the whole contract is <i>[insert percentage]</i> of the final contract price.
<b>Lack of Performance Penalty</b> <b>GCC 3.10.3</b>	The percentage _____ to be used for the calculation of lack of Performance Penalty (ies) is _____. ( <i>Where applicable</i> )
<b>Performance Security</b> <b>GCC 3.11</b>	(i) No Performance Security is required

<b>Assistance and Exemptions</b> GCC 5.1	The assistance and exemptions provided to the Service Provider are( <i>where applicable</i> ): _____
<b>Contract Price</b> GCC 6.2(a)	The amount in local currency is _____.
<b>Terms and Condition of Payment</b> GCC 6.4	Insert the payment terms in line with the GCC.
<b>Interest on Delayed Payments</b> GCC 6.5	Payment shall be made within 30 days of receipt of the invoice and the relevant documents, and within 14 days in the case of the final payment. The interest rate is _____.
<b>Price Adjustment</b> GCC 6.6.1	Price adjustment <i>not</i> applicable.
<b>Identifying Defects</b> GCC 7.1	The following inspections shall be carried out: _____ The defect liability period is: _____
<b>Dispute Settlement</b> 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.
<b>Dispute Settlement</b> GCC 8.2.3	Not Applicable
<b>Dispute Settlement</b> GCC 8.2.4	The arbitration procedures of _____ will be used (applicable to overseas service provider)
<b>Dispute Settlement</b> GCC 8.2.5	Not Applicable

## (a) COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

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

Local Value Added = Total Cost – Cost of imported inputs x 100

**Total Cost**

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



## 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.:**

<b>Description</b>	<b>Attached (please tick if submitted and cross if not)</b>
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid securing declaration	
Company profile, past experience and references for similar services provided	
Valid Good standing Certificate for Tax (NAMRA)	
Valid Good standing Certificate for Social Security	
Valid Company Registration Document	
Employment Equity 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.*



## Electoral Commission of Namibia

### PROCUREMENT OF GOODS AND SERVICES

#### PART A: BID INVITATION STAGE: TO BE PRE-POPULATED BY ECN

RFB REF. NO:	NCS/RFQ/28-27/2024/25
BID DESCRIPTION	Supply and Delivery of Election Materials (i.e. Provisional and Final Voter's Registers) for 2024 Presidential and National Assembly Elections
BID CLOSING DETAILS	DATE: 16 August 2024
	TIME: 11h00
	PLACE: ECN Head Quarters, 2 <sup>nd</sup> Floor

#### PART B: BID SUBMISSION STAGE: TO BE COMPLETED BY BIDDER

NAME OF BIDDING COMPANY	
-------------------------	--

<b>NAME OF AUTHORIZED REPRESENTATIVE</b>	
<b>BIDDING PRICE (N\$)</b>	
<b>DATE COMPLETED</b>	

## 1. PURPOSE

- 1.1 The purpose of this Request for Bid is to invite Suppliers (hereinafter referred to as “bidders”) to submit bids for the Printing and Binding of the provisional and final voter’s registers to the Electoral Commission of Namibia (ECN) for the 2024 **Presidential and National Assembly Elections**.
- 1.2 This bid is restricted to suppliers with capacity and capability to produce and deliver the Provisional and Final Voter’s Registers conforming to requirements and standards set out in **Section 5** of this bid.

## 2. BACKGROUND

- 2.1 The ECN has identified the need for the supply and delivery of Voter’s Registers to be used for the display as per the requirements of the Electoral Act, Act 5 of 2014, as amended, distribution to registered Political Parties, Associations and Independent Candidates and subsequent use during the **Presidential and National Assembly Elections** during the elections scheduled for the 27<sup>th</sup> November 2024. The appointment of a service provider to provide these goods is thus imperative.

## 3. SCOPE OF BID

- 3.1 The scope of the bid covers the invitation of bidders for the **reproduction, binding and packaging of the Provisional and Final Voter’s Register for the 2024 Presidential and National Assembly Elections** scheduled to take place abroad and nationally on the aforementioned dates.

- 3.2 The scope of work includes the printing and binding in books as indicated in sample that can be viewed at the ECN Head Quarters (ECN HQ).
- 3.3 The election materials (i.e. provisional and final Voter's Registers) specified under this bid must be produced and delivered to the ECN HQ, Logistic Store within timeframe specified in this document.

#### 4. SPECIFIC PRE-REQUISITES

- 4.1 Prospective bidders must be prepared to deliver a high quality product right first time and at the right time.
- 4.2 The execution of this bid requires a high degree of accuracy and quality control as the condition is exacerbated by an extremely short production window which leaves no margin for error or failure.
- 4.3 **Prospective bidders must initial every page and sign the last page of this bidding document as a requirement to declare acceptance of the conditions and requirements specified in this bid.**
- 4.4 In case of any prospective bidder wants to declare not to accept any of the specified conditions or requirements specified in this bid, this must be done on a separate sheet to be provided by the bidder.

#### 4. STATUTORY REQUIREMENTS

- 4.1 In compliance with Public Procurement Act (Act No.15 of 2015), all prospective bidders must provide the following statutory documents:
  - i) Company Registration documents/certificate;
  - ii) Valid Good Standing Certificate with Social Security;
  - iii) Valid Inland Revenue Good Standing Certificate from NAMRA;
  - iv) Valid Affirmative Action Compliance Certificate; and
  - v) Proof of Namibian ownership (Company must be 100% Namibian owned)

## 5. TECHNICAL REQUIREMENTS

### 5.1 Description

- i) The ECN requires election materials (i.e. **Provisional and Final Voter's Register**) which must be printed in accordance with technical specifications for easy application in **Presidential and National Assembly Elections** and all other subsequent elections to be conducted by the ECN.
- ii) The election materials i.e. (Provisional and Final Voter's Register) to be printed and supplied must be uniform in appearance without any particles or sediments, and meet the technical specifications outlined in **subsection 5.2** here below.

### 5.2 Technical Specifications

#### 5.2.1 Printing Requirements

##### 5.2.1.1 Provisional Voter's Register:

- i) The printing of the Provisional Voters register is expected to be done in-house (ECN Headquarters) and printing companies are required to use their own resources, i.e. photocopy machines and supplies (photocopy papers, cartridges, binding materials, etc);
- ii) The potential printing companies are required to print the Provisional Voter's Register to be used for display at identified venues in all 121 constituencies;
- iii) The printing of the Voter's register is segregated into different sections of the voters that are registered in each constituency;
- iv) The provisional constituencies and local authority voters register consists of an estimate **262 books, or 64,840, double sided pages per set** (as per attached Annexure A);
- v) The following requirements must be met in accordance with the printing;
  - a) The pages must be printed in full colour, A4 double sided;
  - b) Sets of 200 pages must be double stitched on left side, with thermal tape binding
  - c) The cover will be printed on a 200gsm gloss paper with A4 colour front cover and a back cover of at least 180gsm.

- vi) Soft copies of the information to be reproduced will be provided to prospective bidder;
- vii) Total number of pages may vary slightly after the production of the provisional voters register.

**a) Final Voter's Register**

- i) The printing of the Final Voters register is expected to be done in-house (ECN Headquarters);
- ii) The potential printing companies are required to print the Final Voter's Register to be distributed as per ECN requirements;
- iii) The printing of the Voters register is segregated into different sections of the voters that are registered in each constituency;
- iv) The final constituencies voters register consists of an estimate of **168 books, or 43,163**, double sided pages per set;
- v) The final local authority voter's register's comprises of an estimate **94 books or 21,677**, double sided pages per set;
- vi) The following requirements must be met in accordance with the printing;
  - a) The pages must be printed in full colour, A4 double sided;
  - b) Sets of 200 pages must be double stitched on left side, with thermal tape binding
  - c) The cover will be printed on a 200gsm gloss paper with A4 colour front cover and a back cover of at least 180gsm.
- vii) Soft copies of the information to be reproduced will be provided to prospective bidder
- viii) Total number of pages may vary slightly after the publication and certification of the Final Voter's Register.

**5.2.3 Quantity**

5.2.3.1 In respect of constituencies the successful bidder shall be required to print the Provisional Voters Register in the estimated quantities of which details are contained in a document attached as **Annexure A. Final quantities may vary slightly and will be provided.**

5.2.3.2 In respect of constituencies and local authorities, the successful bidder shall be required to print the Final Voters Register in the estimated quantities (**two sets of constituency and**

**local authority)** of which details are contained in a document attached as **Annexure A** and may vary slightly. **Final quantities will be provided following the publication of the Final Voter's Register on the 30<sup>th</sup> September 2024.**

## **6. ADMINISTRATIVE REQUIREMENTS**

### **6.1 Performance References**

6.1.1 Prospective bidders must provide and attach proof (i.e. **tender or bid**) of same goods or services previously supplied and delivered for the same or similar environment supported by **traceable references**.

### **6.2 Experience**

6.2.1 Prospective bidders must demonstrate relevant experience on manufacturing and producing/providing the same or similar products or services of which a list must be attached containing:

- i) Full description of the goods or services provided (i.e. Printing jobs on a large scale or similar work delivered to the ECN in the past);
- ii) Name of the institution;
- iii) Year(s); and
- iv) Period (days) taken to manufacture or produce and deliver the goods or services.

6.2.2 Capacity and capability to supply and deliver the required products **right first time and at the right time**. This requirement is read in conjunction with requirements under **section 5** above.

### **6.3 Delivery Period**

6.3.1 Prospective bidders must supply and deliver the required goods or services (i.e. provisional and final voter's registers) within time period stipulated under the terms and conditions of the contract execution as follows:

- i) 21 – 26 August 2024 – Provisional Voter's Register (including binding and packaging)



- ii) 23<sup>rd</sup> – 25<sup>th</sup> September 2024 – Final Voter's Register (including binding and packaging)

#### 6.4 Bid Price

- 6.4.1 All quoted prices are the total price for the entire scope of required services and deliverables (i.e. provisional and final voters register in separate quotations) to be provided by the bidder.
- 6.4.2 The total price must be VAT inclusive and be quoted in Namibian Dollar (N\$).
- 6.4.3 The details, such as *delivery and labour*, of the cost must be included in the bid.
- 6.4.4 All additional costs, where applicable, must be clearly specified.
- 6.4.5 Bid price adjustments must be handled in compliance with Regulation 41(1) and (3) of the Public Procurement Act No.5 of 2015.

#### 6.5 Bid Validity Period

- 6.5.1 The validity of bid is in accordance with the provisions of Section 49(1)-(3) of the Act.

#### 6.6 Bid Exchange Conditions

- 6.6.1 Any possible foreign currency fluctuations must be handled in accordance with Regulation 41(2) of the Act.

#### 6.7 Payment

- 6.7.1 Payment will be effected within 30 days upon receipt submission of signed invoice and Purchase Order supported by proof of delivery note or completion of work or service.

#### 6.8 Bid Evaluation Stages

- 6.8.1 The bid evaluation process consists of several stages that are applicable according to the nature of the bid as defined in the table below.

Stage	Description	Applicable for this bid
1.	Compulsory Briefing Session	Yes
2.	Statutory Requirements Verification	Yes
3.	Technical Requirements Evaluation	Yes

4.	Administrative Requirements	Yes
5.	Facility-Site Inspection	Yes
6.	Price Evaluation	Yes

**6.8.2** The bidder must qualify for each applicable stage to be eligible to proceed to the next stage of the evaluation.

## **6.9 Bid Evaluation Criteria**

**6.9.1** All qualified bids shall be scored in accordance with the following set criteria:

- i) Full compliance with statutory requirements (section 4);
- ii) Full compliance with technical specifications (subsection 5.2);
- iii) Capability to produce traceable references (subsection 6.1);
- iv) Capability to prove experience in producing or providing the same or similar products or services (subsection 6.2);
- v) Facility conformity to set standards (section 6.10);
- vi) Bid offer (price); and
- vii) Firmness of the price.

## **6.10 Facility inspection**

**6.10.1** The ECN reserves the right, *where and when applicable and necessary*, to:

- i) Carry-out site visits to the premises of prospective bidders to determine compliance and conformity with set standards (i.e. ISO/IEC 17065 and ISO/IEC 17021-1) of the Namibia Standard Institute (NSI) as part of evaluation criteria;
- ii) Ensure that the products and services (i.e. ballot papers) to be supplied by the bidders consistently conform to predefined International and/or Namibian standards, customer requirements and applicable legislations.

## **6.11 Bid Disqualification**

**6.11.1** Failure by any bidder to comply with:

- i) Any of the statutory requirements (**section 4**) shall result in automatic disqualification from being evaluated at selection stage.
- ii) Technical specifications (**subsection 5.2**), providing traceable references and proof of experience (**subsection 6.1 and 6.2**) respectively during evaluation stage.
- iii) Set security requirements of the premises (section 6.10).

## **6.12 Contract Management**

- 6.12.1 All prospective bidders shall be required to attend a compulsory briefing meeting at ECN HQ failure to attend shall result in automatic disqualification.
- 6.12.2 The ECN shall designate an official to execute oversight function of the contract execution, motoring and evaluation of the contract deliverables.
- 6.12.3 The successful bidder shall enter into a contract with the ECN as an administrative tool to execute the set deliverables (i.e. provisional and final voters register) of the bid and monitor thereof in compliance with Section 62 and Regulation 40 of the Public Procurement Act No 5 of 20215.

## **6.13 Guarantee and Warranty**

- 6.13.1 The Supplier (bidder) warrants that:
  - i) The warranty of goods or service supplied or provided, where applicable, under this bid remains valid for a minimum of twelve (12) months after the goods/services, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the bid, or for the rest of the term required within this bid or contract to be entered into;
  - ii) As at commencement date, it has the rights, title and interest in and to the product or services to deliver such product or services in terms of the bid and contract to be entered into and that such rights are free from any encumbrances whatsoever;

- iii) The product is in good working order, free from defects in material and workmanship, and substantially conforms to the Specifications, for the duration of the Warranty period;
- iv) During the Warranty period any defective item or part component of the product be repaired or replaced as per the NSI referred to in this bid or and contract to be entered into after receiving a written notice from the ECN;
- v) The Product possesses all material functions and features required for ECN's Operational Requirements;

## **7. INCOTERMS**

### **7.1 Delivery of Products**

- 7.1.1 The supply and delivery of election materials (i.e. provisional and final voter's register) from supplier to ECN must be done in compliance with the provisions of internationally recognized trade terms.

## **8. DETAILS OF BIDDER**

<b>Name of Bidding Company</b>	
<b>Physical Address</b>	
<b>Postal Address</b>	
<b>Contact Number</b>	

\_\_\_\_\_  
**Full Name of Bidder**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Region	Constituency	Local Authority	Venue	Provisional Voters Register Local Authority			Provisional Voters Registers Constituencies		
				Total Voters Local Authority	Total Est. Pages Per Book D/S	Total Books	Total Voters Constituency	Total Est. Pages Per Book D/S	Total Books
\\Karas	Nami -us Nus	Luderitz	Constituency Office, Nami--uis	8,417	248	1	9,910	292	1
			Aus Settlement Community Hall	-	-	-			2
	Berseba	Berseba	Constituency Office, Berseba	733	22	1			
		Bethanie	Bethanie Village Council	1,302	38	1	6,070	179	1
		Tses	Tses Village Council	977	29	1			3
	Karasburg East	Karasburg	Constituency Office, Karasburg East	3,099	91	1	7,420	219	1
			Grunau Settlement Office	-	-	-			2
	Karasburg West	-	Aussenkehr Police Station	-	-	-			
			Noordoewer Settlement Office	-	-	-	9,495	280	1
		Koes	Koes Village Council	1,151	34	1			2
	Keetmanshoop Rural	Aroab	Keetmanshoop Rural Constituency Office, Aroab	1,039	31	1	7,022	207	1
		-	Disability Centre, Keetmanshoop	-	-	-			3
	Keetmanshoop Urban	Keetmanshoop	Constituency Office, Keetmanshoop Urban	15,016	442	2	13,067	385	1
			W. K. Rover Hall, Tseiblaagte	-	-	-			2
Erongo	Oranjemund	Oranjemund	Constituency Office, Oranjemund	4,654	137	1	8,877	262	1
		-	Janplank Community Hall, Rosh Pinah	-	-	-			2
				-	-	-			
	Arandis	Arandis	Oranuru Constituency Office	3,467	102	1			
		Henties Bay	Community Hall, Henties Bay	3,908	115	1	9,658	285	1
	Dares	-	Constituency Office, Okombabe	-	-	-			
		-	Uis Village Council	-	-	-	7,657	226	1
		-	Zeraua Traditional Court - Omatjete	-	-	-			3
	Karibib	Karibib	Usab Community Hall, Karibib	5,737	169	1			
		Usakos	Usakos Town Hall	3,050	90	1	12,923	381	1
	Onaruru	Onaruru	Onaruru Constituency Office	5,289	156	1	6,955	205	1
			Ozondje Community Hall	-	-	-			2
	Swakopmund	Swakopmund	Swakopmund ECN Office	41,777	1,229	4	45,912	1351	4
			Constituency Office, Swakopmund	-	-	-			2
Hardap	Walvis Bay Rural		Constituency Office, Walvis Bay Rural	-	-	-	28,643	843	3
			ELCRN Church Hall Narraville	-	-	-			2
	Walvis Bay Urban	Walvis Bay	Constituency Office, Walvis Bay Urban	48,400	1,424	4	31,064	914	3
			De Dune Secondary School	-	-	-			
			Walvis Bay Municipality Sports Club	-	-	-			3
				-	-	-			
	Aranos	Aranos	Aranos Town Council Office	3,072	90	1			
		Gochas	Gochas Village Council Office	1,266	37	1	5,355	158	1
	Daweb	Maltahohe	Daweb Constituency Office	2,160	64	1	#####	99	1
			Edward Frederick PS (Urbis)	-	-	-			2
	Gibeon	Gibeon	Amper-Bo Community Hall	-	-	-			
			Gibeon Constituency Office	2,318	68	1	4,005	118	1
	Mariental Rural	Stampriet	Stampriet Village Council	1,634	48	1			2
		-	Hoachanas Settlement Office	-	-	-	4,209	124	1
	Mariental Urban	Mariental	Mariental Urban Constituency Office	9,759	287	1	11,706	345	1
Rehoboth			Municipality Office, Aimablaagte	-	-	-			2
	Rehoboth East Urban		Rehoboth Urban East Constituency Office	-	-	-			1
			Hermanus Van Wyk Gedenk Hall	-	-	-	12,073	356	1
	Rehoboth West Urban	Rehoboth	Rehoboth Urban West Constituency Office	18,544	545	2	8,678	256	1
			Town Council Office	-	-	-			2



	Rehoboth Rural	-	Kalkrand	Rehoboth Rural Constituency Office, Schlipf Kalkrand Village Council	-	1,069	-	-	-	31	-	-	4,034	119	1	2
	Mashare	-	-	Mashare Constituency Office Mabusha Combined School	-	-	-	-	-	-	-	-	7,484	221	1	2
	Mukwe	-	Divundu	Mukwe Constituency Office Mukwe Tribal Office	-	2,498	-	-	-	73	1	-	15,744	464	2	2
	Ndiyona	-	-	Ndiyona Constituency Office Shinyungwe Circuit Office	-	-	-	-	-	-	-	-	5,565	164	1	2
	Ndonga Linena	-	-	Nyangana Hospital Ndonga-Linena Constituency Office	-	-	-	-	-	-	-	-	5,507	162	1	2
	Rundu Rural	-	-	Rundu Rural Constituency Office Likwaterer Primary School	-	-	-	-	-	-	-	-	5,451	161	1	2
	Rundu Urban	-	Rundu	Rundu Urban Constituency Office Government Hall	46,495	-	-	-	-	1,368	4	-	49,011	1442	4	2
	Kapako	-	-	Kapako Constituency Office Ngcagcu Combined School	-	-	-	-	-	-	-	-	11,032	325	1	2
	Mankumpi	-	-	Katjinkatji Community Hall Mankumpi Constituency Office	-	-	-	-	-	-	-	-	2,895	86	1	2
	Mpungu	-	-	Mpungu Constituency Office Smanya Combined School Bravo Primary School	-	-	-	-	-	-	-	-	7,601	224	1	3
	Musese	-	-	Constituency Office, Rupara Naucova Combined School	-	-	-	-	-	-	-	-	5,600	165	1	2
	Ncamagoro	-	-	Mpora Combined School Ncamagoro Constituency Office	-	-	-	-	-	-	-	-	2,595	77	1	2
	Neuncuni	-	-	Neuncuni Constituency Office Neuncara Primary School	-	-	-	-	-	-	-	-	2,970	88	1	2
	Nkurenkuru	-	Nkurenkuru	Nkurenkuru Constituency Office Kahenge Police Station	4,880	-	-	-	-	144	1	-	7,730	228	1	2
	Tondoro	-	-	Constituency Office, Mburu-uru Nankudu Hospital	-	-	-	-	-	-	-	-	6,861	202	1	2
	John Pandeni	-	-	Constituency Office, John Pandeni Oshatowa Community Centre	-	-	-	-	-	-	-	-	14,951	440	2	2
	Katutura Central	-	-	Constituency Office, Katutura Central Katutura Community Hall	-	-	-	-	-	-	-	-	17,680	520	2	2
	Katutura East	-	-	Constituency Office, Katutura East Namutoni Primary School	-	-	-	-	-	-	-	-	15,095	444	2	2
	Khomasdal	-	-	Constituency Office, Khomasdal Augustineum Secondary School	-	-	-	-	-	-	-	-	32,772	964	3	2
	Moses//Garob	-	Windhoek	Hainyeko Hall Constituency Office, Moses//Garob	254,740	-	-	-	-	7,492	19	-	44,352	1305	4	2
	Samora Machel	-	-	Constituency Office, Samora Machel Havana Primary School	-	-	-	-	-	-	-	-	52,802	1553	4	2
	Tobias Hainyeko	-	-	Constituency Office, Tobias Hainyeko Oshatowa Community Hall	-	-	-	-	-	-	-	-	40,071	1179	3	2
	Windhoek East	-	-	Constituency Office, Windhoek East Windhoek Municipality	-	-	-	-	-	-	-	-	19,402	571	2	2
	Windhoek Rural	-	-	Constituency Office, Windhoek Rural Mix Settlement Library	-	-	-	-	-	-	-	-	14,000	412	2	2
	Windhoek West	-	-	Constituency Office, Windhoek West Khomasdal Unam Campus	-	-	-	-	-	-	-	-	35,982 287,107	1059	3	2
	Ennema	-	-	Constituency Office, Okangwati	-	-	-	-	-	-	-	-	10,786	318	1	2

[illegible]



Omusati	Elim	Okakwa Location	-	-	-	-	-	-	-	6,497	192	1	2
		Onda Police Station	-	-	-	-	-	-	-	-	-	-	-
	Etayi	Constituency Office, Elim	-	-	-	-	-	-	-	-	-	-	-
		Constituency Office, Etayi	-	-	-	-	-	-	-	15,184	447	2	2
	Ogongo	Onhelewa Combined School	-	-	-	-	-	-	-	-	-	-	-
		Constituency Office, Ogongo	-	-	-	-	-	-	-	-	-	-	-
		Ogongo Combined School	-	-	-	-	-	-	-	7,752	228	1	2
	Okahao	Constituency Office, Okahao	-	-	-	-	-	-	-	-	-	-	-
		Onemanya Clinic	-	-	-	-	-	-	-	12,256	361	1	2
		Constituency Office, Okalongo	-	-	-	-	-	-	-	-	-	-	-
	Okalongo	Onemamba Combined School	-	-	-	-	-	-	-	14,809	436	2	2
		Constituency Office, Onesi	-	-	-	-	-	-	-	-	-	-	-
	Onesi	Isack Katali Combined School	-	-	-	-	-	-	-	9,438	278	1	2
	Oshikuku	Constituency Office, Oshikuku	-	-	-	-	-	-	-	-	-	-	-
		Oshutuma Combined School	-	-	-	-	-	-	-	9,677	285	1	2
	Otamanzi	Constituency Office, Otamanzi	-	-	-	-	-	-	-	-	-	-	-
		Etilyasa Combined School	-	-	-	-	-	-	-	6,852	202	1	2
	Outapi	Constituency Office, Outapi	-	-	-	-	-	-	-	-	-	-	-
		Omukila Combined School	-	-	-	-	-	-	-	25,211	742	2	2
	Ruacana	Constituency Office, Ruacana	-	-	-	-	-	-	-	-	-	-	-
		IK Tjimuhiva Combined School	-	-	-	-	-	-	-	9,949	293	1	2
	Tsandi	Constituency Office, Tsandi	-	-	-	-	-	-	-	15,542	458	2	2
		Ondukuta Combined School	-	-	-	-	-	-	-	-	-	-	-
Oshana	Okaku	Constituency Office, Okaku	-	-	-	-	-	-	-	-	-	-	-
		Eloolo Clinic	-	-	-	-	-	-	-	10,111	298	1	2
	Okatana	Constituency Office, Okatana	-	-	-	-	-	-	-	-	-	-	-
		Okatana Primary School	-	-	-	-	-	-	-	10,143	299	1	2
	Okatyali	Okasheshete Community Hall	-	-	-	-	-	-	-	-	-	-	-
		Okatyali Constituency Office	-	-	-	-	-	-	-	1,920	57	1	2
	Ompundja	Ompundja Constituency Office	-	-	-	-	-	-	-	-	-	-	-
		Oshipumbu Combined School	-	-	-	-	-	-	-	2,222	66	1	2
	Ondangwa Rural	Constituency Office, Ondangwa Rural	-	-	-	-	-	-	-	-	-	-	-
		Oikango Combined School	-	-	-	-	-	-	-	6,838	202	1	2
	Ondangwa Urban	Ondangwa Youth Office	-	-	-	-	-	-	-	-	-	-	-
		Ondangwa Urban Constituency Office	-	-	-	-	-	-	-	21,677	638	2	2
	Ongwediva	Ongwediva Constituency Office	-	-	-	-	-	-	-	-	-	-	-
		Ongwediva Town Council Office	-	-	-	-	-	-	-	24,264	714	2	2
	Oshakati East	Oshakati East Constituency Office	-	-	-	-	-	-	-	-	-	-	-
		Omandengu Community Hall	-	-	-	-	-	-	-	22,212	654	2	2
	Oshakati West	Oshakati West Constituency Office	-	-	-	-	-	-	-	-	-	-	-
		Uupindi Community Hall	-	-	-	-	-	-	-	-	-	-	-
	Uukwiyu	Constituency Office, Uukwiyu	-	-	-	-	-	-	-	18,530	545	2	2
		Ondiamande Combined School	-	-	-	-	-	-	-	5,655	167	1	2
	Uuvudhiya	Uuvudhiya Community Hall	-	-	-	-	-	-	-	-	-	-	-
		Okaukweyo Community Hall	-	-	-	-	-	-	-	3,132	93	1	2
Engondeni		-	-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	8,036	237	1	3
	Guinas	Oshivelo Police Station	-	-	-	-	-	-	-	-	-	-	-
		Constituency Office, Oshivelo	-	-	-	-	-	-	-	4,178	123	1	2
	Nehale lyaMpingana	Oshivelo Settlement Office	-	-	-	-	-	-	-	-	-	-	-
		Constituency Office, Omboto	-	-	-	-	-	-	-	5,476	162	1	2
Okankolo		Onkumbula Education Circuit Office	-	-	-	-	-	-	-	-	-	-	-
		Constituency Office, Onyulaye	-	-	-	-	-	-	-	6,811	201	1	2

Oshikoto	Olukonda	-	-	-	-	-	-	-	-	8,154	240	1	2
	Constituency Office, Olukonda	-	-	-	-	-	-	-	-	-	-	-	-
	Onuntele	-	-	-	-	-	-	-	-	9,434	278	1	2
	Constituency Office, Onuntele	-	-	-	-	-	-	-	-	-	-	-	-
	Omuthiya	Omuthiya	-	3,851	113	1	-	-	-	15,357	452	2	2
	Constituency Office, Omuthiya	-	-	-	-	-	-	-	-	-	-	-	-
	Onayena	-	-	4,599	135	1	-	-	-	7,789	230	1	1
	Constituency Office, Onayena	-	-	-	-	-	-	-	-	15,093	444	2	2
	Onipa	Onipa	-	-	-	-	-	-	-	-	-	-	-
	Constituency Office, Onipa	-	-	-	-	-	-	-	-	-	-	-	-
Otjozondjupa	Onyaanya	-	-	-	-	-	-	-	-	10,649	314	1	2
	Constituency Office, Onyaanya	-	-	-	-	-	-	-	-	-	-	-	-
	Onankali	-	-	-	-	-	-	-	-	-	-	-	-
	Rural Water Office	-	-	-	-	-	-	-	-	-	-	-	-
	Tsumeb	Tsumeb	-	16,085	473	2	-	-	-	20,169	594	2	2
	Constituency Office, Tsumeb	-	-	-	-	-	-	-	-	-	-	-	-
	Nomtsoub Primary School	-	-	-	-	-	-	-	-	-	-	-	-
	Grootfontein	Grootfontein	-	12,726	374	1	-	-	-	19,318	569	2	2
	Constituency Office, Grootfontein	-	-	-	-	-	-	-	-	-	-	-	-
	Okahandja	Okahandja	-	19,971	587	2	-	-	-	24,101	709	2	2
Otjozondjupa	Municipal Town Hall	-	-	-	-	-	-	-	-	-	-	-	-
	Okakarara	Okakarara	-	4,317	127	1	-	-	-	13,316	392	1	2
	Constituency Office, Okakarara	-	-	-	-	-	-	-	-	-	-	-	-
	Okamatoko	-	-	-	-	-	-	-	-	6,519	192	1	2
	Constituency Office, Okamatoko	-	-	-	-	-	-	-	-	-	-	-	-
	Olavi	Olavi	-	5,082	149	1	-	-	-	10,581	312	1	2
	Constituency Office, Olavi	-	-	-	-	-	-	-	-	-	-	-	-
	Kombat Nampost	-	-	-	-	-	-	-	-	-	-	-	-
	Constituency Office, Kombat Nampost	-	-	-	-	-	-	-	-	-	-	-	-
	Ojiwarongo	Ojiwarongo	-	21,592	635	2	-	-	-	27,408	807	3	2
Zambezi	Constituency Office, Ojiwarongo	-	-	-	-	-	-	-	-	-	-	-	-
	Kalkveld Settlement Office	-	-	-	-	-	-	-	-	-	-	-	-
	Tsumkwe	Tsumkwe	-	-	-	-	-	-	-	5,910	174	1	3
	Constituency Office, Tsumkwe	-	-	-	-	-	-	-	-	-	-	-	-
	ECN Voter Education Office - Gam	-	-	-	-	-	-	-	-	-	-	-	-
	Rooibag Gate	-	-	-	-	-	-	-	-	-	-	-	-
	Judea Lyaboboloma	-	-	-	-	-	-	-	-	-	-	-	-
	Constituency Office, Sangwali	-	-	-	-	-	-	-	-	3,334	99	1	2
	Sachona Combined School	-	-	-	-	-	-	-	-	-	-	-	-
	Kabbe North	-	-	-	-	-	-	-	-	4,240	125	1	2
Zambezi	Constituency Office, Kabbe North	-	-	-	-	-	-	-	-	-	-	-	-
	Lisikili Combined School	-	-	-	-	-	-	-	-	-	-	-	-
	Kabbe South	-	-	-	-	-	-	-	-	3,324	98	1	2
	Constituency Office, Kabbe South	-	-	-	-	-	-	-	-	-	-	-	-
	Mpukano Primary School	-	-	648	19	1	-	-	-	6,332	187	1	2
	Constituency Office, Mpukano	-	-	-	-	-	-	-	-	-	-	-	-
	Bukalo	Bukalo	-	16,352	481	2	-	-	-	20,190	594	2	2
	Constituency Office, Bukalo	-	-	-	-	-	-	-	-	-	-	-	-
	Mafuta Combined School	-	-	-	-	-	-	-	-	-	-	-	-
	Katima Mulilo	Katima Mulilo	-	-	-	-	-	-	-	-	-	-	-
Zambezi	Constituency Office, Katima Mulilo Urban	-	-	-	-	-	-	-	-	-	-	-	-
	Ngweze Community Hall	-	-	-	-	-	-	-	-	-	-	-	-
	Kongola	-	-	-	-	-	-	-	-	4,758	140	1	2
	Constituency Office, Kongola	-	-	-	-	-	-	-	-	-	-	-	-
	Ndoro Memorial Combined School	-	-	-	-	-	-	-	-	-	-	-	-
	Linyanti	-	-	-	-	-	-	-	-	3,899	115	1	2
	Constituency Office, Linyanti	-	-	-	-	-	-	-	-	-	-	-	-
	Masida Combined School	-	-	-	-	-	-	-	-	-	-	-	-
	Sibbinda	-	-	-	-	-	-	-	-	6,096	180	1	2
	Constituency Office, Sibbinda	-	-	-	-	-	-	-	-	-	-	-	-
Total		-	-	-	21,677	94	-	-	-	-	43,163	168	249