



Procurement Reference Number: NCS/RFQ/28-52/2024/25

**REQUEST FOR SEALED QUOTATIONS
ELECTION MATERIALS**

**Issued on Monday, 18 November 2024
Closing on Thursday, 28 November 2024 @11H00**

PRINTING OF BALLOT PAPERS FOR GUINAS CONSTITUENCY

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 ELECTION MATERIALS

PRINTING OF BALLOT PAPERS FOR GUINAS CONSTITUENCY

Procurement Reference No: NCS/RFQ/28-52 / 24/25

*Electoral Commission of Namibia, Private Bag 13352, Windhoek, 061-376200/376211/215,
HAndimba@ecn.na*



Letter of Invitation

Name and Address of Bidder:

Address:

Contact Details:

Procurement Reference Number: NCS/RFQ/28-52/24/25

Date: 07 October 2024

Dear Sirs,

Request for Quotations: Printing Of Ballot Papers For Guinas Constituency

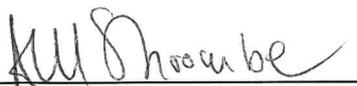
The *Electoral Commission of Namibia* invites you to submit your best quote for the services described in detail hereunder.

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. Shapi* at 0811294920 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 90 days from the date of bid submission deadline.

4. Eligibility Criteria

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

- (a) have a valid company Registration Certificate;
- (b) have an original valid good Standing Tax Certificate 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 Printing among other services related to printing.

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 seven (7) **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, 2nd Floor, ECN Head Office**, not later than **28 November 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 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> :	Electoral Commission of Namibia
Procurement Reference Number:	NCS/RFQ/28-52/24/25
Subject matter of Procurement:	Printing Of Ballot Papers For Guinas Constituency

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	

Appendix to Quotation Letter

**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.]

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/28-52/24/25**

[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:

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Printing Of Ballot Papers For Guinas Constituency as per attached specifications	4 600	Ballot papers		
				Other additional costs	
				Subtotal	
				VAT @ %	
				Total	

Enter 0% VAT rate if VAT exempt.

* 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/28-52/24/25

[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.]

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	Printing Of Ballot Papers For Guinas Constituency as per attached specifications		
2			
3			

* 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/28-52/24/25

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
Definitions GCC 1.1(a)	Adjudicator is Not Applicable for this contract
Definitions GCC 1.1(l)	The Member is: <i>[to be inserted at contract signing]</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 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> : _____
Authorised Representatives 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> : _____
Effectiveness of Contract GCC 2.1	The date on which this Contract shall come into effect is 02 December 2024

Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is <i>21 October 2024</i> .
Intended Completion Date GCC 2.3	The intended completion date is <i>20 December 2024</i> .
Prohibition GCC 3.2.3(c)	List of Activities: Printing Of Ballot Papers For Guinas Constituency as per attached specifications
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	The other actions are none
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: _____
Payments of Liquidated Damages GCC 3.10.1	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.
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</i>)
Performance Security GCC 3.11	(i) No Performance Security is required

Assistance and Exemptions GCC 5.1	The assistance and exemptions provided to the Service Provider are(<i>where applicable</i>): None _____
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.
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 14 days in the case of the final payment. The interest rate is _____.
Price Adjustment GCC 6.6.1	Price adjustment is <i>not</i> applicable.
Identifying Defects GCC 7.1	The following inspections shall be carried out: _____ The defect liability period is: _____
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

<u>COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT</u>		
	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		

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

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

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/28-52/24/25

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid securing declaration	
Company profile, past experience and references where similar services have been 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/28-52/24/25
BID DESCRIPTION	Design, Printing, Supply and Delivery of Ballot Papers for the Guinas Constituency by-election
BID CLOSING DETAILS	DATE: 28 November 2024
	TIME: 11h00
	PLACE: ECN Head Quarters, 2nd Floor

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

NAME OF BIDDING COMPANY	
NAME OF AUTHORIZED REPRESENTATIVE	
BIDDING PRICE (N\$)	
DATE COMPLETED	

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 design, printing, supply and delivery of ballot papers to the Electoral Commission of Namibia (ECN) for the Guinas Constituency By-Election.
- 1.2 This bid is restricted to suppliers with capacity and capability to produce and deliver ballot papers conforming to requirements and standards set out in **Sections, 4, 5 and 6** of this bid.

2. BACKGROUND

- 2.1 The ECN has identified the need for the design, printing, supply and delivery of ballot papers to be used for the **Guinas Constituency By-Election** scheduled to take place on the **17 January 2025**.

3. SCOPE OF BID

- 3.1 The scope of the bid covers the invitation of bidders for the design, printing, supply and delivery of ballot papers for the **Guinas Constituency By-Election**.
- 3.2 The scope of work includes not only the design and printing, but also the finishing of ballot papers in packaging and labelling as indicated in sample provided hereto attached as **Annexure A & B**.
- 3.3 The ballot papers specified under this bid must be produced and delivered to the ECN Head Quarters (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, in a shortest possible 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.**

5. STATUTORY REQUIREMENTS

5.1 In compliance with Public Procurement Act (Act No.15 of 2015), prospective bidders must, in case of Namibian-based companies, provide the following statutory documents (*originals or certified copies*):

- a) Company Registration documents/certificate;
- b) Valid certified copy of Good Standing Certificate with Social Security;
- c) Valid certified copy of Good Standing Certificate from NAMRA;
- d) Valid certified copy of Employment Equity Certificate.

6. TECHNICAL REQUIREMENTS

6.1 Description

- a) The ECN requires **ballot papers** which must be designed and printed in accordance with Bureau of International Specifications (**BIS 13209:1991**) for easy application in the **Guinas Constituency By-Election**.
- b) The ballot papers supplied must be uniform in appearance without any particles or sediments, and must meet the technical specifications outlined in **subsection 6.2** here below.

6.2 Technical Specifications

6.2.1 Legislative Requirements

6.2.1.1 Each Ballot Paper must carry, as provided for in terms of Section 99 of the Electoral Act, Act 5 of 2014 as amended, in print, a combination of the following:

- a) **In the case of elections otherwise than on a party lists (Regional Councils Election);**
 - i) Surnames and names in alphabetical order of all duly nominated candidates in the election;
 - ii) Full Name of Political Party or in the case of an Independent Candidate the wording “Independent Candidate”;
 - iii) Abbreviated name of political party, or independent candidate;
 - iv) Distinctive symbol of political party or independent candidate;
 - v) Photo of each candidate contesting the election;
 - vi) An empty box opposite each candidate to be used by voters to record their choice of candidate;

6.2.2 Specific Features

6.2.2.1 In addition to legislative requirements, Ballot Papers **MUST** be printed:

- a) In **FULL BLUE-COLOUR**;
- b) In Sequential numbering of the **Counterfoils** of the Ballot Papers;
- c) With the **Name and Date** of election, Region, Constituency and provision for recording Voter Registration Number on the counterfoil;
- d) With Ultraviolet-mark light and encryption on face/front side of the ballot paper;
- e) As Booklets with cover page (180gms BLUE) and perforated pages (ballot papers) and numbered counterfoils;
- f) In Book form containing 100 pages (i.e. Ballot Papers).

6.2.3 Quantity

6.2.3.1 The successful bidder shall be required to print the Ballot Papers in the following quantities:

Election	Number of Books	Number of Pages Per Book	Total Ballot Papers
Guinas Constituency By-Election	46	100	4 600

Please take note:

- a) **The above quantities are provisional and final figures will be provided before the commencement of actual printing.**
- b) The quoted price must include 1000 Sample Ballot Papers (ordinary paper) for the Guinas Constituency By-Election, clearly and diagonally marked Sample Ballot Paper, to be delivered to ECN HQ Logistics.

6.2.4 Paper Type

6.2.4.1 The type of paper to be used must be a **Security Paper with 80gsm;**

6.2.4.2 Security fibres embedded in the paper;

6.2.4.3 Screened watermark printed with invisible UV ink;

6.2.4.2 The paper must be supplied by the bidder.

6.2.5 Paper Size

6.2.5.1 The size of the paper for all ballot papers must meet the following dimensions depending on the number of participating political parties/candidates:

- a) **210 mm B x 150 mm H (Portrait Orientation)**
- b) **Stapled on the light hand side of book**

6.2.6 Printing Colour

6.2.6.1 The ballot paper shall be printed in black text and full colour pictures and symbols as follows:

- a) **Ballot-Face-Background:** Must be printed in **Full Colour** pictures and symbols with full coverage (**including ultraviolet-mark light & encryption (encryption wording to be provided to successful bidder)**);

6.2.7 Quality Control

6.2.7.1 Before printing ballot papers there is a need to supply intensive quality control measures by both the ECN and the print contractor to ensure that ballot papers are correctly printed.

6.2.7.2 *Transference of ballot format and content data will be electronically from ECN to the successful bidder to assist in ensuring accurate printing, but may not necessarily be feasible due to time constraints and also format in which data is provided by political parties/candidates.*

6.2.7.3 All ballot printing needs to be undertaken in line with strict control instructions, covering authorizations to print and transfer material, quantities, content, security and distribution;

6.2.7.4 The quality control measures that need to be implemented would include the following initial checks:

- a) provision of detailed design specifications (as per 6.2.1) and ensuring that these have been fully understood. Mock-up proofs obtained from the contractor and thoroughly checked;
- b) detailed checking of ballot content material before it is sent to the contractor for print set-up. Checking party/candidate order against the order announced following the close of nominations. Checking the correctness of all party/candidate details required on the ballot paper against the information provided on accepted nomination forms;
- c) checking and signing of all contractor-produced film and plate reproduction material, by ECN, before production proofs are required.

6.2.7.5 During print production, the following checks need to be implemented:

- a) An ECN staff member should be present during the make-ready process for the press and check the format, information, colour, image position, and trim of the ballot.

Production should only commence when proofs have been approved by ECN as correct;

- b) There should be regular extraction of sample ballots for checking as to colour, image position, and trim during printing. If any deficiencies are found, printing should cease until a fresh satisfactory proof has been printed and approved by ECN. Stocks of ballots produced since the last accepted sample should be checked and faulty ballots destroyed;
- c) Check samples of the final product to ensure counterfoils are numbered correctly in sequence and/or packs contain the correct number of ballots where ballots are being produced in numbered counterfoils booklets;

6.2.8 Packaging and Delivery

6.2.8.1 Packaging of the Ballot Papers must clearly and accurately be marked with the **“NAME OF ELECTION”, (i.e. GUINAS CONSTITUENCY BY-ELECTION) as well as Serial Numbers** contained on **Counterfoils** of the Ballot Papers of each book and Book Numbering.

6.2.8.2 All ballot papers **MUST** be delivered on or before the **09 January 2024** after contract award.

6.2.9 Ballot Paper Sample

6.2.9.1 Prospective bidders are required to supply a **sample of the ballot book, as a pre-requisite**, which shall be subjected to thorough scrutiny by the ECN to ensure compliance with the set protocols before approval by the Commission.

7. ADMINISTRATIVE REQUIREMENTS

7.1 Performance References

7.1.1 Prospective bidders must provide and attach proof (i.e. **tender or bid**) on printing of ballot papers or security documents, supported by traceable references.

7.2 Delivery Period

7.2.1 Prospective bidders must supply and deliver the required ballot papers within time period stipulated under the terms and conditions of the contract execution.

7.3 Bid Price

7.3.1 All quoted prices are the total price for the entire scope of required ballot papers to be provided by the bidder.

7.3.2 The total price must be VAT inclusive and be quoted in Namibian Dollar (NAD).

7.3.3 The details, such as *labour*, of the cost must be included in the bid.

7.3.4 The *delivery* cost must be included in the bid in case of Namibia-located bidders, **which should comply with strict security guidelines as provided by ECN.**

7.3.5 All additional costs, where applicable, must be clearly specified.

7.3.6 Bid price adjustments must be handled in compliance with Regulation 41(1) and (3) of the Public Procurement Act No.5 of 2015 subject to final figures to be provided.

7.4 Bid Validity Period

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

7.5 Payment

7.5.1 Payment will only 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.

7.6 Bid Evaluation Stages

7.6.1 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.	Submission of Security Plan / Facility-Site Inspection	Yes
6.	Price Evaluation	Yes
7.	Completion and submission of a bid security declaration form	Yes

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

7.7 Bid Evaluation Criteria

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

- a) Compliance with statutory requirements (**section 5**);
- b) Compliance with technical specifications (**subsection 6.2**);
- c) Capability to produce traceable references (**subsection 7.1**) and to prove experience in designing and printing of ballot papers or security documents;
- d) Printing-Facility to meet set standards;
- e) Bid offer (price) and firmness of the price;
- f) Security Plan / Facility-Site Inspection (**subsection 7.8 and 7.9**).

7.8 Facility inspection

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

- a) Ensure that the ballot papers to be supplied by the bidders consistently conform to predefined International and/or Namibian standards, customer requirements and applicable legislations.

7.9 Security

7.9.1 Prospective bidder **MUST**:

- a) Provide a comprehensive security plan arrangement with the bid which should clearly specify:
 - i) An undertaking by the bidder regarding security of ballot materials;

- ii) Secure, weatherproof storage by the print bidder of all printed ballots, ballot paper stock, printing plates and other ballot reproduction material;
- iii) Physical security in the printing plant, including but not limited to searches of employees leaving the premises, access control, CCTV, handling and disposal of security waste and/or a Security Destruction Certificate;
- iv) Secure destruction of all printing plates and reproduction material in presence of ECN staff for secure destruction at the conclusion of prints run;

7.9.2 Where special stock is used as integral control, security would also be required, including:

- i) Secure storage of ballot paper stock on the bidder's premises;
 - ii) Bidder's accounting for and secure destruction of all off-cut and waste paper stock printing spoils;
 - iii) Bidder's accounting for all paper stock supplied but not used.
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- b) Allow authorized representatives of all political parties and independent candidates participating in the election, ECN staff and security personnel to observe the production and printing of the ballot papers;
 - c) Ensure that all ballot paper plates and proofs printed are destroyed and shredded;
 - d) Guarantee security of the design, printing and packaging of the ballot papers throughout the production process.

7.10 Bid Briefing Session

7.10.1 **All prospective bidders shall be required to attend a compulsory briefing session, if necessary, failure to attend shall result in automatic disqualification.**

7.11 Contract Management

7.11.1 The ECN shall designate an official to execute oversight function of the contract execution, motoring and evaluation of the contract deliverables.

7.11.2 The successful bidder shall enter into a contract with the ECN as an administrative tool to execute the set deliverables (i.e. ballot papers) of the bid and monitor thereof in compliance with Section 62 and Regulation 40 of the Public Procurement Act No 5 of 2015.

7.12 Guarantee and Warranty

7.12.1 The Supplier (bidder) warrants that:

- a) The quality of the ballot papers supplied under this bid remains intact for **90 days** after delivery, 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;
- b) The ballot papers conform to the Specifications, for the duration of the Warranty period;

8. INCOTERMS

8.1 Delivery of Products

8.1.1 The supply and delivery of ballot papers from supplier to ECN shall be done in compliance with the provisions of internationally recognized trade terms.

9. DETAILS OF BIDDER

Name of Bidding Company	
Physical Address	
Postal Address	
Contact Number	

_____ **Full Name of Bidder**

_____ **Signature**

_____ **Date**