



Procurement Reference Number: NCS/RFQ/28-22/2026/27

REQUEST FOR SEALED QUOTATIONS

**Issued on Thursday, 27 August 2026
Closing on Monday, 07 September 2026 @11H00**

SUPPLY AND DELIVERY OF BRANDING SERVICES FOR ECN REGIONAL OFFICES

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

SUPPLY AND DELIVERY OF BRANDING SERVICES FOR ECN REGIONAL OFFICES

Procurement Reference No: NCS/RFQ/28-22/2026/27

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



Letter of Invitation

Procurement Reference Number: NCS/RFQ/28-22/2026/27

21 August 2026

Dear Service Providers,

SUPPLY AND DELIVERY OF CONTRA BRANDING MATERIAL & BRANDING SERVICES FOR ECN REGIONAL OFFICES

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

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

Queries, if any, should be addressed to Ms. H. Shoombe @ 061- 376215, Technical queries should be addressed to Mr. D. Siluka 061- 376267/0814145205.

Please prepare and submit your quotation in accordance with the instructions 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 60 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) Submit signed Bid-securing Declaration.
- (f) 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;

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 **fourteen (14) days** after acceptance/issue of Purchase Order. Reasonable deviation in completion period shall 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 customer's 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 **07 September 2026, 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 in the presence of bidder's representatives 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 applicable for Exclusive Preferences to Local Suppliers and their application methodology are as follows:

$$A = \frac{\text{Margin of Preference} \times \text{Bid Price}}{100}$$

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

CATEGORIES OF LOCAL SUPPLIERS	MARGIN OF PREFERENCE
Manufacturer	2%
Micro, Small and Medium Enterprise	1%
Women owned enterprise	1%
Youth owned enterprise	2%
Previously Disadvantaged Person owned enterprise	2%
Suppliers providing environmental protection	1%
Suppliers providing employment to Namibians	1%
TOTAL	10%

14. 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

15. Notification of Award and Debriefing

The Public Entity shall after award promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven days (7) days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER
(to be completed by Bidders)

[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]

Quotation Addressed to : <i>[Name of Public Entity]</i> :	Electoral Commission of Namibia
Procurement Reference Number:	NCS/RFQ/28 – 22/2026/27
Subject matter of Procurement:	Supply And Delivery Of Contra Branding Material & Branding Services For Ecn Regional Offices

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.]

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/28-22/2026/27**

[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	Supply And Delivery Of Contra Branding Material & Branding Services For Ecn Regional Offices (See attached specifications)				
2					
3					
				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 -22/2026/27**

[Bidders should complete columns C and D with the specifications of the services offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	SUPPLY AND DELIVERY OF CONTRA BRANDING MATERIAL & BRANDING SERVICES FOR ECN REGIONAL OFFICES (See specifications below)		

* 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/28-22/2026/27**

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:
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, hshoombe@ecn.na 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. M. Siluka, 061 376267 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 September 2026

Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is <i>September 2026</i>
Intended Completion Date GCC 2.3	The intended completion date is <i>30 September 2026</i>
Prohibition GCC 3.2.3(c)	List of Activities: Branding Services for Regional Offices as per attached specifications.
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	The other actions are _____
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>1% of the final contract price</i> per week. The maximum amount of liquidated damages for the whole contract is 2% 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>): As need arise
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 <i>14</i> days in the case of the final payment. The interest rate is NA.
Price Adjustment GCC 6.6.1	Price adjustment <i>not</i> applicable.
Identifying Defects GCC 7.1	The following inspections shall be carried out :as per specifications The defect liability period is: 5 days
Dispute Settlement GCC 8.2	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute may be referred to court by either party.
Dispute Settlement GCC 8.2.3	As need arise
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

SCHEDULE 3

(a) 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		

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



SPECIFICATIONS

PROCUREMENT OF GOODS AND SERVICES

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

RFB REF. NO:	NCS/RFQ/28-22/2026/27
BID DESCRIPTION	DESIGN, SUPPLY, DELIVERY OF CONTRA-BRANDING MATERIALS AND BRANDING OF THE OMAHEKE, OMUSATI, OSHIKOTO OSHANA, AND KAVANGO WEST REGIONAL OFFICES
BID CLOSING DETAILS	DATE: 07 September 2026
	TIME: 11h00
	PLACE: ECN HQ, Second floor, Office No.261

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 Service Providers (hereinafter referred to as “bidders”) to submit bids for the Design, supply, delivery of contra-branding materials and branding of the **Omaheke (Gobabis), Omusati (Outapi), Oshikoto (Omuthiya), Oshana (Ongwediva) and Kavango-West (Nkurenkuru) Regional Offices.**
- 1.2 This bid is open to suppliers with capacity and capability for the design, supply, delivery and branding conforming to contra-branding requirements and standards set out in **Section4-6** of this bid.

2. BACKGROUND

- 2.1 The ECN has identified the need for the design, supply, delivery of window contra-branding materials for the branding of the **Omaheke (Gobabis), Omusati (Outapi), Oshikoto (Omuthiya), Oshana (Ongwediva) and Kavango-West (Nkurenkuru) Regional Offices.**

3. SCOPE OF BID

- 3.1 The invitation of bids is aimed at ensuring that the design, supply, delivery of window contra-branding materials for the branding of the **Omaheke (Gobabis), Omusati (Outapi), Oshikoto (Omuthiya), Oshana (Ongwediva) and Kavango-West (Nkurenkuru) Regional Offices,** Division Corporate Communications and Marketing is within timeframe specified in this document:
- (a) Design, supply, delivery of contra-branding materials for the branding of the **Omaheke (Gobabis), Omusati (Outapi), Oshikoto (Omuthiya), Oshana (Ongwediva) and Kavango-West (Nkurenkuru) Regional Offices.**

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 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.

5. STATUTORY REQUIREMENTS

- 5.1 In compliance with Public Procurement Act (Act No.15 of 2015), all prospective bidders must provide the following statutory documents:
- (a) Company Registration documents/certificate
- (b) Valid Good Standing Certificate with Social Security

- (c) Valid Inland Revenue Good Standing Certificate from the Ministry of Finance
- (d) Valid Affirmative Action Compliance Certificate
- (e) Proof of Namibian ownership (Company must be 100% Namibian owned)

6. TECHNICAL REQUIREMENT

6.1 TECHNICAL SPECIFICATIONS:

6.1.1 OSHIKOTO (OMUTHIYA)

A

I) DEPOT WINDOW MEASUREMENT

Left door windows

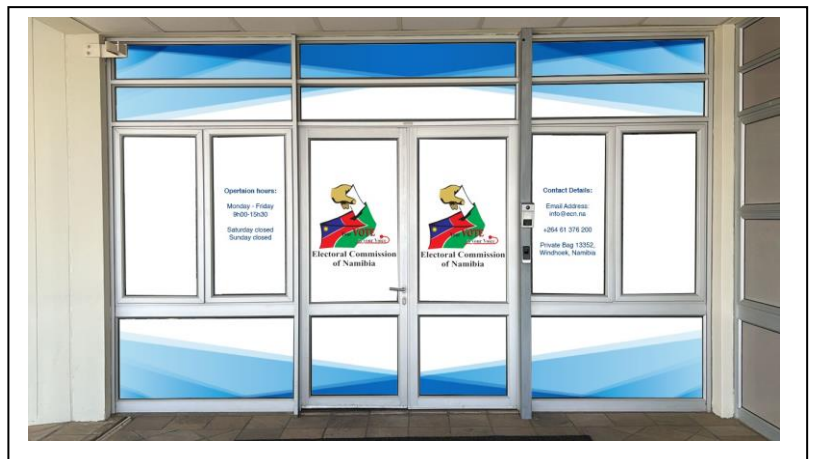
222x310x2
845x310x2
560x2155x2
965x735x4

Middle window

300x1443x2
2113x1443x2

Right Door

1005x735x2
965x735x2
845x305x2
560x303x2
2155x555x2



ii) Office No. 8

Door

81x4
84x4
43x1190

Left window

1996x1702
82x23x2

iii) Office No. 9

Left window

1197x1170

Upper window

24x83x2

Door

86x56x4

Upper door window

44x142

iv) Office No. 10

Window

1197x1170

Upper window

24x83x2

Door

86x56x4

Upper door windows

44x142

v) Office No. 11

Window large

1998x86

73x50x2

76x75

Upper small window

24x83x2

Door

87x56x4

44x1142

vi) Office No. 12

Door

87x56x4

44x114244x142

6.1.2 OMUSATI (OUTAPI)

i) Main office

Front window 1 large 210m (w)x 205m (l)

Front window 2 large 210m (w)x 205m (l)

Side window 1 large 195m (w)x 120m (l)

Side window 2 large 195m (w)x 120m (l)

Side window 3 large 195m (w)x 120m (l)

Side window 4 large 195m (w)x 120m (l)

Side window 5 small 90m (w)x 100m (l)

Inner door 80m (w)x 185m (l)

ii) Second office

Front window 1 large 140m (w)x 120m (l)

Front window 2 large 140m (w)x 120m (l)

Front window 3 large 140m (w)x 120m (l)

6.1.3 OMAHEKE (GOBABIS)

Window 1 large 120 x 150 cm
Window 2 large 120 x 150 cm
Window 3 large 120 x 150 cm
Window 4 large 120 x 150 cm
Window 5 small 120 x 150 cm
Window 6 large 120 x 150 cm
Window 7 large 120 x 245 cm
Window 8 large 120 x 245 cm
Window 9 large 120 x 50 cm
Window 10 large 120 x 90 cm

6.1.4 OSHANA (ONGWEDIVA)

i) Main entrance

192 x 68cm 182 x 58cm 182 x 58cm 192 x 68cm

ii) Window Type A

Window 1 small 57m (w)x 50m (l)
Window 2 small 55m (w)x 50m (l)
Window 3 small 57m (w)x 50m (l)

iii) Window Type B

Window 1 small 66m (w)x 50m (l)
Window 2 small 66m (w)x 50m (l)

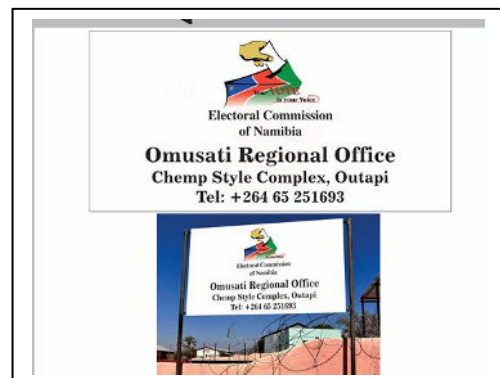
6.1.5 KAVANGO WEST (NKURENKURU)

6X Window 1 large (W) 3,000 x (2,500)

7

7.1.1 Design, supply and erection of a double sided full colour cast vinyl print with lamination - 3-year sign board vinyl size 1m x 2m for the Omaheke (Gobabis), Omusati (Outapi), Oshikoto (Omuthiya), Oshana (Ongwediva) and Kavango West (Nkurenkuru) Regional Offices with metal poles.

- i) **Electoral Commission of Namibia
Omaheke Regional Office
Erf 119
Old Youth Building
Church Street
Gobabis
Tel: +264 62 564151**
- ii) **Electoral Commission of Namibia
Omusati Regional Office
Eastgate Complex
B1 Main Road
Outapi**



Tel: +264 65 251 693

- iii) **Electoral Commission of Namibia
Oshikoto Regional Office
Eastgate Complex
B1 Main Road
Omuthiya Gwiipundi
Tel: +264 65 244011**
- iv) **Electoral Commission of Namibia
Oshana Regional Office
Erf: 588, Nkurenkuru.Ext.1
Nkurenkuru
Mobile: +264 811465780**
- v) **Electoral Commission of Namibia
Oshana Regional Office
Office No. 6
Continental No.1 Building
B1 Main Road
Ongwediva
Tel: +264 65 221042**

7. ADMINISTRATIVE REQUIREMENTS

7.1 Performance References

- 7.1.1 Bidders **must** provide and attach proof (i.e. **tender or bid**) of **at least three** of same goods or services previously supplied and delivered for the same or similar environment supported by **traceable** references.

7.2 Experience

- 7.2.1 **Prospective bidders must demonstrate relevant experience on design and layout /providing the same or similar services of which a list must be attached containing:**

- i) **Full description of the goods or services provided,**
- ii) **Name of the institution,**
- iii) **Year(s), and**
- iv) **Period (days) taken to produce and deliver the goods or services.**

- 7.2.2 **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.**

7.2.3

7.3 Delivery Period

- 7.3.1 **Prospective bidders must supply and deliver or provide the required goods or services within five (5) days as stipulated under the terms and conditions of the contract execution.**

7.4 Bid Price

- 7.4.1 All quoted prices are the total price for the entire scope of required services and deliverables to be provided by the bidder.
- 7.4.2 The total price must be VAT inclusive and be quoted in Namibian Dollar (N\$).
- 7.4.3 The details, such as *delivery and labour*, of the cost must be included in the bid.**
- 7.4.4 All additional costs, where applicable, must be clearly specified.**
- 7.4.5 Bid price adjustments must be handled in compliance with Regulation 41(1) and (3) of the Public Procurement Act No.5 of 2015.**
- 7.4.6 Any possible foreign currency fluctuations shall be handled in accordance with regulations 41(2) of the act.**

7.5 Bid Validity Period

- 7.5.1 The validity of bid is 90 days in accordance with the provisions of Section 49(1) -(3) of the Act.**

7.6 Payment

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

7.7 Bid Evaluation Stages

- 7.7.1 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

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

7.8 Bid Evaluation Criteria

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

- i) **Full compliance with statutory requirements (section 5)**
- ii) **Full compliance with technical specifications (subsection 6.1)**
- iii) **Capability to produce traceable references (subsection 7.1)**
- iv) **Capability to prove experience in producing or providing the same or similar products or services (subsection 7.2)**
- v) **Facility conformity to set standards (section 7.9)**
- vi) **Bid offer (price)**
- vii) **Firmness of the price**

7.9 Facility inspection

- 7.9.1 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 to be offered by prospective bidders consistently conform to predefined International and/or Namibian standards, customer requirements and applicable legislations.**

7.10 Bid Disqualification

7.10.1 Failure by any bidder to comply with:

- i) Any of the statutory requirements (**section 5**) shall result in automatic disqualification from being evaluated at selection stage.
- ii) Technical specifications (**subsection 6.1**), providing traceable references and proof of experience (**subsection 6.1 and 6.2**) respectively during evaluation stage.

7.11 Contract Management

- 7.11.1 The successful bidder shall enter into a contract with the ECN as an administrative tool to execute the set deliverables of the bid and monitor thereof in compliance with Section 62 and Regulation 40 of the Public Procurement Act No 5 of 2015.
- 7.11.2 The ECN shall designate an official to execute oversight function of the contract execution, motoring and evaluation of the contract deliverables.
- 7.11.3 All prospective bidders shall be required to attend a compulsory briefing meeting at ECN HQ failure to attend shall result in automatic disqualification.

7.12 Guarantee and Warranty

7.12.1 The Supplier warrants that:

- i) The warranty of goods or service supplied or provided under this bid remains valid for a minimum of twenty-four (24) 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;

8 INCOTERMS

8.1 Delivery of Services

- i) The design, layout and set ready for print of information materials for the ECN must be done in compliance with 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

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.:

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.*