Electoral Commission of Namibia

# Bidding Documents
# Procurement Reference Number: G/RFQ/28-12/2026/27

# REQUEST FOR SEALED QUOTATIONS

## Issued on Friday, 20 November 2026
## Closing on 27 November 2026@11H00

## SUPPLY & DELIVERY OF PROMPTER PRO 19''

| | |
|---|---|
| **Bidder's Name** | |
| **Contact Details** | Tel: |
| | Email: |
| | P.O. Box |
| **Total Quote Amount** | V.A.T Inclusive |
| | V.A.T Exclusive |

### RESERVATION MEASURES FOR LOCAL SUPPLIERS

**Note:** Any bidder that does not fall within one of the these categories will be deemed not eligible and disqualified.

| | | | |
|---|---|---|---|
| Manufacturer ( local coontent of 40% or more) | | 51% Women Owned Enterprise | |
| MSME | | 51% Youth Owned Enterprise | |
| Suppliers Providing Environment Protection | | 51% PDP Owned Enterprise | |
| Suppliers providing employment to Namibians (employs 50% or more namibian citizens) | | | |

**Bidders shall enclose Original Bidding Documents in a single sealed envelope.** The outer part of the envelopes 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**

## NOTICE TO BIDDERS

**Please take note:**

- Sign all relevant pages as stipulated in this standard bidding document
- Initialize all pages of this standard bidding document, including all supporting documents.
- Stamp all pages where applicable as indicated where a stamp is required.
- Submit a complete bidding document as issued.
- Certify all supporting documents by the Namibian Police/ Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioner of Oaths Act. 1963 (Act No. 16 of 1963).
- A receipt and or proof of application will not be accepted as being in good standing on respective requirements.
- Clarifications received after the due date for request for clarifications will not be attended to.
- Bid submissions received after the deadline (date and time) for submission of bids will not be accepted.
- Late submissions and submissions via email will be rejected.

Electoral Commission of Namibia

**Letter of Invitation**

**To:** Potential Bidders

**Procurement Reference Number: G/RFQ/28-24/2026/27**

**Date: 20 November 2026**

**Request for Quotations for Supply and delivery of Prompter Pro 19" High-Bright Presidential Teleprompter Pair Carbon Fiber Kit with two Flight Case**

The Electoral Commission of Namibia (ECN) hereby invites you to submit your best quote for the goods described in detail hereunder.

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

For any enquiries regarding this request, please contact hshoombe@ecn.na or 061 376215. Request for clarifications should be received two days prior to the deadline set for the submission of bids.

Bidders are requested to prepare and submit their quotations in accordance with the instructions and requirements set out in this bidding document.

The Electoral Commission of Namibia looks forward to receiving your competitive quotation.

Yours faithfully,

Electoral Commission of Namibia Procurement 20 NOV 2026 Private Bag 13352, Windhoek

**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 split the contract as per the lowest evaluated cost per item, or

(b) to accept or reject any quotation; and

(c) to cancel the quotation process and reject all quotations at any time prior to contract award.

## 2. Preparation of Quotations

You are requested to quote for the items mentioned in Section III by completing, signing and returning:

(a) the Quotation Letter in Section II with its annex for Bid Securing Declaration

(b) the List of Goods and Price Schedule Section III;

(c) the Specifications and Compliance Sheet in Section V; and

(d) any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

## 3. Validity of Quotations

The Quotation validity period shall be one hundred and twenty **(120) workdays** from the date of submission deadline.

## 4. Eligibility Criteria

**Note:** Examination and evaluation of bids shall be in accordance with the provisions of the Public Procurement Act, 2025 ( Act No. 15 of 2015) Section 52 ( 12) " Where a substantial number of bids are tendered and it is not practical to evaluate all the bids, the board or the public entity may select a sufficient number of lowest bids to evaluate after completing the preliminary examination.

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

(a) Submit a copy of a valid certificate of business registration, substantiated by BIPA Certificate of Existence with status of Good Standing. ( this certificate validates the existence of the entity and certifies that all records (statutory and voluntary amendments) are in order and up to date and therefore places the entity in Good standing with BIPA, ( Certified by the Namibian Police/ Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioner of Oaths Act. 1963 (Act No. 16 of 1963).

(b) Submit an original or certified copy of **a valid Good Standing Tax Certificate**, **Valid at the deadline of submission of bids**, (certified by a Commissioner of Oaths appointment in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 ( Act No. 16 of 1963).

(c) Submit an original or certified copy of a **Valid Good Standing Social Security Certificate**, **Valid at the deadline of submission of bids**, ( certified by a Commissioner of Oaths

appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 ( Act No. 16 1963).

(d) d) Submit a certified copy of valid **Affirmative Action Compliance Certificate**\ an exemption\ a proof from the Employment Equity Commissioner that the bidder or supplier is not relevant employer ( certified by a Commissioner of Oath appointed in terms of the justice of the Peace and Commissioners of Oaths Act. 1963 ( Act No. 16 of 1963).

(e) e) Submit a written undertaking as Contemplated in Section 138(2) of the Labour Act, 2007 (Act No 11 of 2007).

(f) f) Submit a written undertaking in terms of the **Wage Order for Setting National Minimum Wage for Employees, Labour Act, 2007**, and section 50 (2) (d) of the Public Procurement Act, 2015.

(g) Written undertaking to promote job creation for Namibia citizens in terms of Section 2 (b) (i) of the Public Procurement Act, 2015 ( Act No. 15 of 2015).

(h) Submit a signed **Bid Securing Declaration**.

(i) Must complete the Company Shareholding Information form.

**(j)** Is the Bid valid for the period of one hundred and twenty working days? A bid Valid for a shorter period shall be rejected.

**(k)** Is the Bid, as well as all correspondences and documents relating to the bid exchanged by the Bidder in **English.**

(l) Submit company profile, past experience and references where similar services have been provided.

(m) Submit a complete bidding document as issued (incomplete bidding documents will not be considered.)

(n) Bidder must operate a company registered for the provision of IT Eqipment or related IT services (registration/founding statement submitted with the document, must ascertain the services provided).

(o) Must initialize all pages of this standard bidding document, including all supporting documents.

(p) In addition to section **III: List of Goods and Price Schedule**, the bidder must submit a detailed quotation on its company letterhead outlining all cost line items.

(q) Bids from service providers appearing on the ineligibility lists of the Namibian Government, African Development Bank, and the World Bank Group shall be rejected.

**Links for checking the ineligibility lists are available at:**

• Republic of Namibia, https://egp2.gov.na/forms/SearchSuspendedBidders.js

• African Development Bank https://www.afdb.org/en/projects-operations/debarment-and-sanctionsprocedures

• Asian Development Bank

http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenView&count=999
• European Bank for Reconstruction and Development
http://www.ebrd.com/pages/about/integrity/list.shtml
• Inter-American Development Bank Group
http://www.iadb.org/en/topics/transparency/integrity-at-the-idbgroup/sanctioned-firms-and-individuals,1293.html
• World Bank Group
http://www.worldbank.org/en/projects-operations/procurement/debarred-firms

**(r) The Electoral Commission of Namibia reserves the right to:**

- increase and/or decrease the required quantities at the same unit price/cost.
- conduct supplier due diligence prior to final award or at any time during the contract period.
- not to permit a bidder / supplier to a procurement award / contract on grounds of pending default on delivery (failure by a bidder or supplier, for any reason not excused by the applicable provisions of the award/contract to deliver);
- terminate if the supplier fails to deliver any or all the Goods within the period specified .

**BIDDERS' CONFLICT OF INTEREST DECLARATION (to be completed by the bidder)**

| Mandatory Requirements | Yes | No |
|---|---|---|
| Does the bidder have a relationship with any other bidder(s), directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process? | | |
| Has the bidder participated in more than one bid in this bidding process? Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one bid | | |
| Has the bidder (owners/shareholders) or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of this Bid? | | |
| Has the bidder participated in the deliberations or take part in the decision-making process in relation to the bidding process? | | |
| Is the bidder a member of the Board, Bid Evaluation Committee, Procurement Committee, an Accounting Officer or staff member of Procurement Management Unit of the ECN. | | |

***Note:*** *Bidders found to have a conflict of interest shall be disqualified. The conflict of interest will be evaluated throughout all the stages of the evaluation process.*

**Technical Evaluation:**

| | | | |
|---|---|---|---|
| **Equipment Description** | Prompter Pro 19" High-Bright Presidential Teleprompter Pair Carbon Fiber Kit with Two Flight Cases | Comply | Do Not Comply |
| **Required features and Accessories (Specifications)** | 1000 cd/m2 Self-Reversing Monitors | | |
| | Light weight Carbon Fiber Poles | | |
| | 14x12" 65/35 Beamsplitters | | |
| | Low-Iron Glass/ No colour shift | | |
| | HDMI Distribution Amp | | |
| | 2x25' Extension Cables | | |
| | 3G-SDI, HDMI, and VGA Inputs | | |
| | Flip-Q Pro Mac Windows Software | | |
| | 3 Year Warranty | | |
| | MUST have the ability to integrate the teleprompter with ECN's current Audio/Visual and Video conference systems | | |
| | Provide Training to Capacitate ECN staff to operate the equipment | | |
| **Equipment Delivery** | The Bidder must be able to deliver the equipment on or before 22 January 2026 | | |

| **Company Experience** | | **Points** |
|---|---|---|
| Bidder **MUST** provide a minimum of three (3) contactable reference on client company letterhead for the provision of Teleprompter or Audio/Visual related goods and services in a corporate or public sector in the last three (3) years | 6+ contactable references and or purchase orders/letters of award supported by delivery notes = 30 points<br>4 - 3 contactable references and or purchase orders supported by delivery notes = 20 points<br>Less than 3 contactable references and or purchase orders/ letters of award supported by delivery notes beyond the relevant 3 years shall be disqualified | |
| **Total:** Bidder must obtain a minimum of 25 points to be considered for the next phase of evaluation | | |

*Bidders found not compliant to the technical requirement shall be disqualified and shall not be considered further.*

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

6. **Delivery**
   Delivery shall be within fourteen (21*)* ***weekdays*** *after* acceptance/issue of Purchase Order. Deviation in delivery period shall be accepted/considered if such deviation is reasonable.

6.1 The following tests and inspections will be conducted on the goods at delivery:
***GOODS SHALL BE TESTED AGAINST THE SPECIFICATIONS PROVIDED***

7. **Documents to be submitted**
   Bidders shall submit along with their quotation documents giving company's profile, past experience and evidence of similar goods and services provided 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 and 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 ECN HQ not later than 27 November 2026 ***at*** **11h00**. Quotations by post or hand delivered should reach ECN HQ 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/Bids will be opened in the presence of the Bidder's representatives in attendance, immediately after the closing time referred to in section 5 above. A record of the Quotation opening stating the names of the bidders, the amount quoted, the presence or absence of Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening. Opening will take place at:**Time: 11:15 am** Namibian time.

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

12. **Technical Compliance**

    Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

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

13. **Price and Currency of Payments**

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for the supply and delivery of goods and equipment , 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. Labour Clause

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking (enclosed in this document) that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

## 15. Margin of Preference

The applicable margins of preference applicable for Exclusive Preferences to Local Suppliers and their application methodology as follows:

| NATURE OF PROCUREMENT | MINIMUM LOCAL CONTENT |
|---|---|
| Goods | 40% or more of the manufacturing costs of the goods, if the goods are manufactured in Namibia or if they are grown mined or extracted in Namibia. |
| Works | 50% or more of the employees for the works must be Namibian citizens. |
| Consultancy Services | 50% or more of the employees for rendering the service must be Namibian citizens. |
| Non-Consultancy Services | 50% or more of the employees for rendering the service must be Namibian citizens. |

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

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

| CATEGORIES OF LOCAL SUPPLIERS | MARGIN OF PREFERENCE | DOCUMENTARY EVIDENCE |
|---|---|---|
| Manufacturer | 2% | -Certificate of registration from a registering authority.<br><br>-Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant. |
| Micro, Small and Medium Enterprise | 1% | -SME registration certificate<br><br>-Declaration indicating the percentage of Namibian MSME ownership. |
| Women owned enterprise | 1% | -IDs of all shareholders<br><br>-Founding statement/company registration indicating ownership structure/shareholder, certificate. |

| | | |
|---|---|---|
| | | -Declaration indicating the percentage of Namibian female ownership. |
| Youth owned enterprise | 2% | -IDs of all shareholders.<br><br>-Founding statement/company registration<br><br>-Declaration indicating the percentage of Namibian youth ownership. |
| Previously Disadvantaged Person owned enterprise | 2% | -IDs of all shareholders.<br><br>-Founding statement / company registration indicating ownership structure / shareholder certificates.<br><br>-Declaration indicating percentage Namibian PDPs ownership. |
| Suppliers providing environmental protection | 1% | -declaration and proof that the bidder meets the requirements set out in the bidding document |
| Suppliers providing employment to Namibians | 1% | -declaration that the bidder employs 50% or more Namibian citizens |
| **TOTAL** | **10%** | |

**16. Award of Contract**

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

**17. Performance Security**

NOT APPLICABLE

**18. Notification of Award and Debriefing**

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

# SECTION II: QUOTATION LETTER

*(to be completed by Bidders)*

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

| | |
|---|---|
| Quotation addressed to: | Electoral Commission of Namibia |
| Procurement Reference Number: | G/RFQ/28-12/2026/27 |
| Subject matter of Procurement: | Supply and Delivery of Prompter Pro19" High-Bright Presidential Teleprompter Pair Carbon Fiber Kit with Fight Cases |

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, and, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instruction to Bidders.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to forfeiture of the security amount.

The validity period of the Quotation is **120 workdays** from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the quotation validity.

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

**Quotation Authorised by:**

| | | | |
|---|---|---|---|
| Name of Bidder | | Company's Address and seal | |
| Contact Person | | | |
| Name of Person Authorising the Quotation: | | Position: | Signature: |
| Date | | Phone No./Fax | |

**Appendix to Quotation Letter**

## BID SECURING DECLARATION
**(Section 45 of Act)**
**(Regulation 37(1)(b) and 37(5))**

**Date:** _____

**Procurement Ref No.:** _____

**To:** ----------_____

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

**(a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**

**(b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;**

**(c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or**

**(d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

Signed: .....
[*insert signature of person whose name and capacity are shown*]

Capacity of:
*[indicate legal capacity of person(s) signing the Bid Securing Declaration]*

Name: .....
*[insert complete name of person signing the Bid Securing Declaration]*

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____
[*insert date of signing]*

Corporate Seal (where appropriate)

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]
***delete if not applicable / appropriate***

# Republic Of Namibia

## Ministry of Labour, Industrial Relations and Employment Creation

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

### 1. EMPLOYERS DETAILS

Company Trade Name:……

Registration Number :……...

Vat Number: ……

Industry/Sector: ……

Place of Business:……..

Physical Address:……..

Tell No.:……

Fax No.:……

Email Address:……..

Postal Address:……..

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

……

Email Address:……..

### 2. PROCUREMENT DETAILS

Procurement Reference No.:……..

Procurement Description: ……..

……

.....

Anticipated Contract Duration: .....

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

.....

## 3. UNDERTAKING

I ..... *[insert full name]*, owner/representative

of .....*[insert full name of company]*

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

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

**Signature: .....**

**Date: .....**

**Seal:.....**

*Please take note:*

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




# NATIONAL MINIMUM WAGE FOR EMPLOYEES

**Written undertaking in terms of WAGE ORDER FOR SETTING NATIONAL MINIMUM WAGE FOR EMPLOYEES, LABOUR ACT, 2007**

## 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 **Wage Order for setting National Minimum Wage for Employees: Labour Act, 2007**.

With effect from 1 January 2025 the **minimum** wage for employees is N$18.00 per hour:
Domestic workers are entitled to:

N$12.00 per hour with effect from 1 January 2025;

N$15.00 per hour with effect from 1 January 2026; and

N$18.00 per hour with effect from 1 January 2027;

Agriculture workers are entitled to:

N$10.00 per hour with effect from 1 January 2025;

N$14.00 per hour with effect from 1 January 2026; and

N$18.00 per hour with effect from 1 January 2027;

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.*

Electoral Commission of Namibia

**Written undertaking to promote job creation for Namibian citizens in terms of Section 2(b)(i) of the Public Procurement Act, 2015 (Act No. 15 of 2015).**

I ..... *[insert full name]*, owner/representative of .....*[insert full name of company]*

hereby undertake in writing that my company will at all relevant times promote the object of the Public Procurement Act,2015 ( Act No. 15 of 2025),Section 2(b) (i) to promote the job creation for Namibian Citizens.

| Will the Procurement award create employment to Namibians | | | Yes/ No |
|---|---|---|---|
| Estimated number of permanent jobs created. | | Estimated number of temporary jobs created. | |

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.*

Electoral Commission of Namibia

**COMPANY SHAREHOLDING INFORMATION FORM**
**PROCUREMENT REFERENCE NUMBER: G/RFQ/28-12/2026/27**

List all persons who are OWNERS, PARTNERS, SOLE PROPRIETORS, TRUSTEES AND BENEFICIARIES (whichever is/are applicable) in the business/trust, who are involved in the management thereof and who exercise control over the business/trust commensurate with their degree of ownership/interest.

| Name of Shareholder | Namibian Yes/No | Previously Disadvantaged Namibian Yes/No | Non-Namibian Citizens Yes/No If not Namibian, State Nationality | Full time employed by the Bidder Yes/No | Percentage Shares owned by woman and youth | Percentage Shares |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | **Total = 100%** |

# SECTION III: LIST OF GOODS AND PRICE SCHEDULE

**QUOTATION FOR: Prompter Pro 19"**

**Procurement Ref No. G/RFQ/28-12/2026/27**

| INSTRUCTIONS TO THE PUBLIC ENTITY | | | | INSTRUCTIONS TO BIDDERS | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [*To be filled by the Public Entity*] | | | | Bidders shall fill-in columns E - I and fill the total<br>E= mark with a *if an equivalent is quoted<br>F= Rate per unit G=Total price for one item ( C x F)<br>• If an equivalent is quoted, please attach to your quote appropriate technical information & specification<br>• Bidders shall fill in and sign the bottom section of this page | | | | | |
| A | B | C | D | E | F | G | H | I | |
| Item no. | Description of Goods | Quantity required | Unit of measures | * | Price per unit NAD[1] | Total price without VAT NAD | VAT: NAD | Delivery weeks) (days/month | Country of Origin |
| 1. | Prompter Pro 19" High-Bright Presidential Teleprompter Pair Carbon Fiber Kit with Two Flight Cases | 1 | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | **TOTAL** | | | | |
| **NAME:** | | **POSITION:** | | **SIGNATURE** | | | **DATE** | | |
| **NAME OF BIDDER:** | | **ADDRESS:** | | | | | | | |

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

   Currency : …….. Exchange Rate: …….

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

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



# SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

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

# SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: _____

*[Bidders should complete columns C and D with the specification of the goods 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 | Technical Specification Required | Compliance of Specification Offered | Details of Non-Compliance/ Deviation (if applicable) |
|---|---|---|---|
| *A** | *B** | *C* | *D* |
| 1 | 1000 cd/m2 Self-Reversing Monitors | | |
| 2 | Light weight Carbon Fiber Poles | | |
| 3 | 14x12" 65/35 Beamsplitters | | |
| 4 | Low-Iron Glass/ No color shift | | |
| 5 | HDMI Distribution Amp | | |
| 6 | 2x25' Extension Cables | | |
| 7 | 3G-SDI,HDMI, and VGA Inputs | | |
| 8 | Flip-Q Pro Mac Windows Software | | |
| 9 | 3 Year Warranty | | |
| 10 | Ability to integrate with ECN's current AV and Video conference systems | | |
| 11 | Provide Training to Capacitate ECN staff to operate the equipment | | |

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

**Specifications and Compliance Sheet Authorised By:**

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

# SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods - Ref. **G/RFQ-GCC** on the website of the Public Entity www.ecn.na or https://eprocurement.gov.na/documents except where modified by the Special Conditions below.

# SECTION VI: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods except where modified by the Special Conditions below.

# SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: _____

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

| Subject and GCC clause reference | Special Conditions |
|---|---|
| **Purchaser**<br>**GCC 1.1(h)** | The purchaser is: **Electoral Commission of Namibia** |
| **Site**<br>**GCC 1.1(m)** | The Site/final destination for delivery of the Goods is **Electoral Commission of Namibia Head Office, Van Rhijn Street, Windhoek North** |
| **Incoterms Edition**<br>**GCC 4.2(b)** | Incoterms shall be governed by the rules prescribed in Incoterms 2010. |
| **Notices**<br>**GCC 8.1** | Any notice shall be sent to the following addresses:<br>The Authorized Representative of the Employer is:<br>**Petrus Shaama**<br>**Chief Electoral & referenda Officer**<br>**Electoral Commission of Namibia**<br><br>For the Supplier, the address and contact name shall be:<br>_____ |

| Subject and GCC clause reference | Special Conditions |
|---|---|
| **Disputes**<br>**GCC 10.2** | The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows:<br>_____ |
| **Delivery and Documents**<br>**GCC 13.1** | The Goods are to be delivered within 14 workdays from the date of Purchase Order or Letter of Acceptance.<br>The documents to be furnished by the Supplier are:<br>(a) signed delivery note;<br>(b) Valid Invoice<br>(c) Original Purchase Order/ or Copy of Award Letter |
| **Price Adjustment**<br>**GCC 15.1** | The price charge for the Goods supplied and the related Services performed **shall not** be adjustable.<br><br>If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used |
| **Terms of Payment**<br>**GCC 16.1** | The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1 |
| **Terms of Payment**<br>**GCC 16.3** | Payments shall be made not later than thirty days after delivery and submission of an invoice and its certification by the Purchaser. |
| **Terms of Payment**<br>**GCC 16.4 (a)** | The price shall be adjustable to the fluctuation in the rate of exchange. |
| **Payment Period**<br>**GCC 16.5** | The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:<br><br>i) **On Acceptance:** The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser. |
| **Performance Security**<br>**GCC 18.1** | No performance security is required |
| **Discharge of Performance Security**<br>**GCC 18.4** | No performance security is required |

| Subject and GCC clause reference | Special Conditions |
|---|---|
| **Packing**<br>**GCC 23.2** | The packing, marking and documentation within and outside the packages shall be according to the manufacturer's instructions |
| **Insurance**<br>**GCC 24.1** | The insurance coverage shall be **Delivery Duty Paid (DDP)** As specified in the Incoterm |
| **Transportation**<br>**GCC 25** | The Goods shall be delivered: **Delivery Duty Paid (DDP)** |
| **Inspection and Test**<br>**GCC 26.1** | The inspection and tests shall be:<br>• Check if the goods/ Items are brand new<br>• Check if the goods are as per required specifications<br>• Check if the goods are fully functional<br>• Check if the goods are damaged |
| **Location of Inspection and Tests**<br>**GCC 26.2** | The inspections and tests shall be conducted at: **Electoral Commission of Namibia, Head Office, Windhoek North** |
| **Liquidated Damages**<br>**GCC 27.1** | Liquidated damages for the whole contract are 4% of the total contract price. |
| **Warranty**<br>**GCC 28.3** | The period of validity of the warranty shall be: **12 Months**<br><br>For the purpose of the Warranty, the place(s) of the final destination(s) shall be: **Electoral Commission of Namibia, Head Office, Windhoek North** |
| **Repair and Replacement**<br>**GCC 28.5** | The period for repair or replacement shall be: **7 days for repair and 14 days for replacement** |

## SCHEDULE 3

## QUOTATION CHECKLIST SCHEDULE

**Procurement Reference No.:**

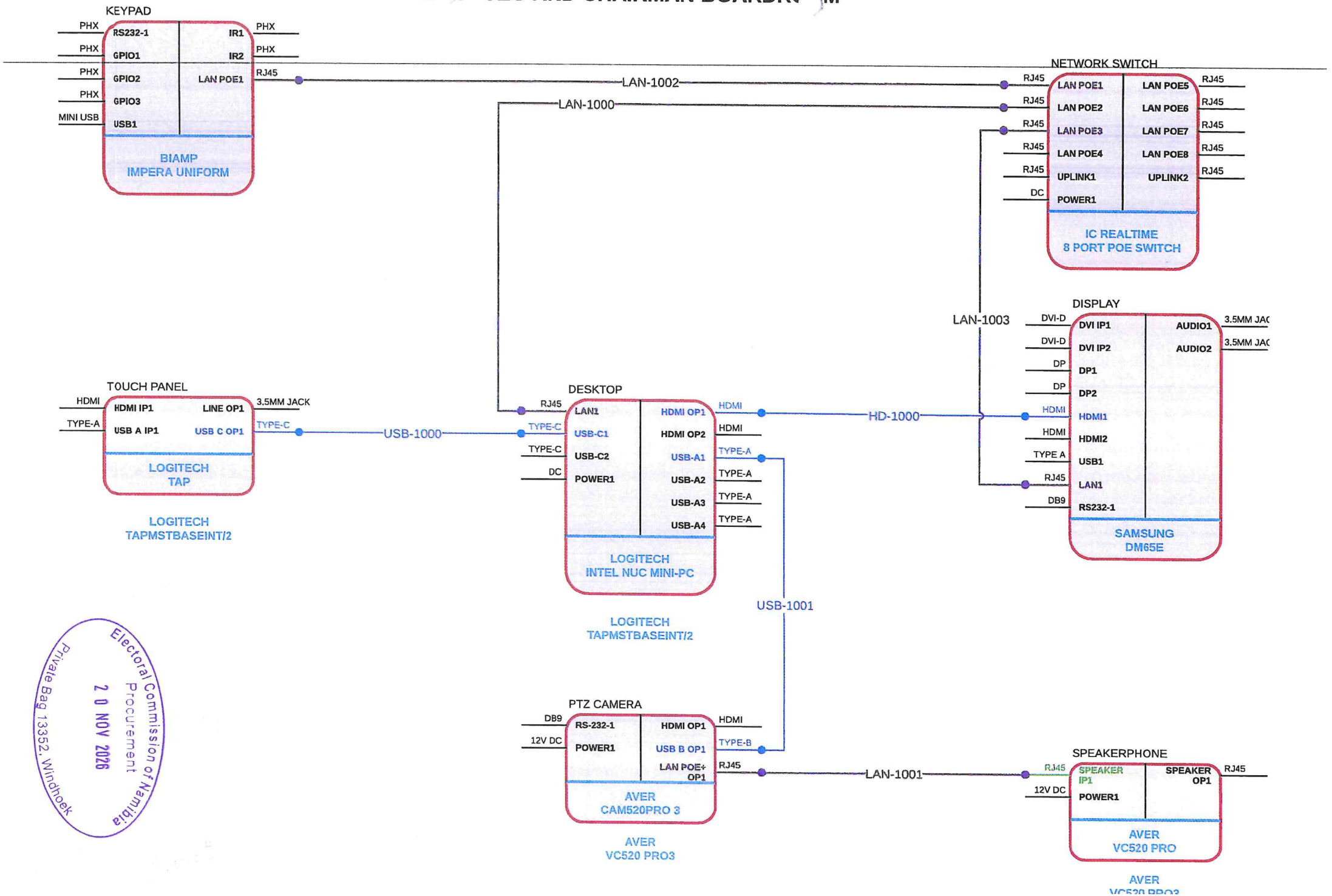
**NOTE: Examination and evaluation of bids shall be in accordance with the provisions of Public Procurement Act, 2015 (Act No. 15 of 2015), Section 12 –** "Where a substantial number of bids are tendered and it is not practical to evaluate all the bids, the Board or the public entity may select a sufficient number of lowest priced bids to evaluate after completing the preliminary examination.

| Description | Attached | Not Attached |
|---|---|---|
| Quotation Letter | | |
| List of Goods and Price Schedule | | |
| Specifications and Compliance Sheet | | |
| Bid Securing Declaration | | |
| Evidences for conformity of Goods | | |
| Company profile, past experience and references where similar services have been provided | | |
| submit a copy of a **valid certificate of business registration,** substantiated by BIPA **Certificate of Existence with status in Good Standing**. (This certificate validates the existence of the entity and certifies that all records (statutory and voluntary amendments) are in order and up to date and therefore places the entity in Good Standing with BIPA, (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963). | | |
| submit an original or certified copy of a **valid Good Standing Tax Certificate, valid at the deadline of submission of bids,** (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963). | | |
| submit an original or a certified copy of a **valid Good Standing Social Security Certificate, valid at the deadline of submission of bids,** (certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963). | | |
| submit a certified copy of a valid **Affirmative Action Compliance Certificate**/an exemption/ a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer (certified | | |

| | | |
|---|---|---|
| by a Commissioner of Oath appointed in terms of the Justices of the Peace and | | |
| submit a written undertaking as contemplated in Section 138(2) of the Labour Act, 2007 (Act No 11 of 2007). | | |
| submit a written undertaking in terms of the **Wage Order for Setting National Minimum Wage for Employees, Labor Act, 2007**, and section **50(2)(d)** of the Public Procurement Act, 2015. | | |
| Written undertaking to promote job creation for Namibian citizens in terms of Section 2(b)(i) of the Public Procurement Act, 2015 (Act No. 15 of 2015). submit a signed **Bid Securing Declaration**. | | |
| must complete the Company Shareholding Information form. | | |
| is the bid valid for the period of one hundred and twenty working days? **A bid valid for a shorter period shall be rejected.** | | |
| is the Bid, as well as all correspondences and documents relating to the bid exchanged by the Bidder in **English?** | | |
| Bidder must provide a minimum of three (3) contactable reference on client company letterhead for the provision of teleprompter or related IT goods in a corporate or public sector in the last three (3) years | | |
| Bidder must provide evidence of device manufacturer warranty. | | |
| Submit a complete bidding document as issued (incomplete bidding documents will not be considered.) | | |
| Must initialize all pages of this standard bidding document, including all supporting documents. | | |
| In addition to **Section III: List of Goods and Price Schedule**, the bidder must submit a detailed quotation on its company letterhead, outlining all cost line items. | | |
| Bidder must operate a company registered for the provision of IT Equipment | | |

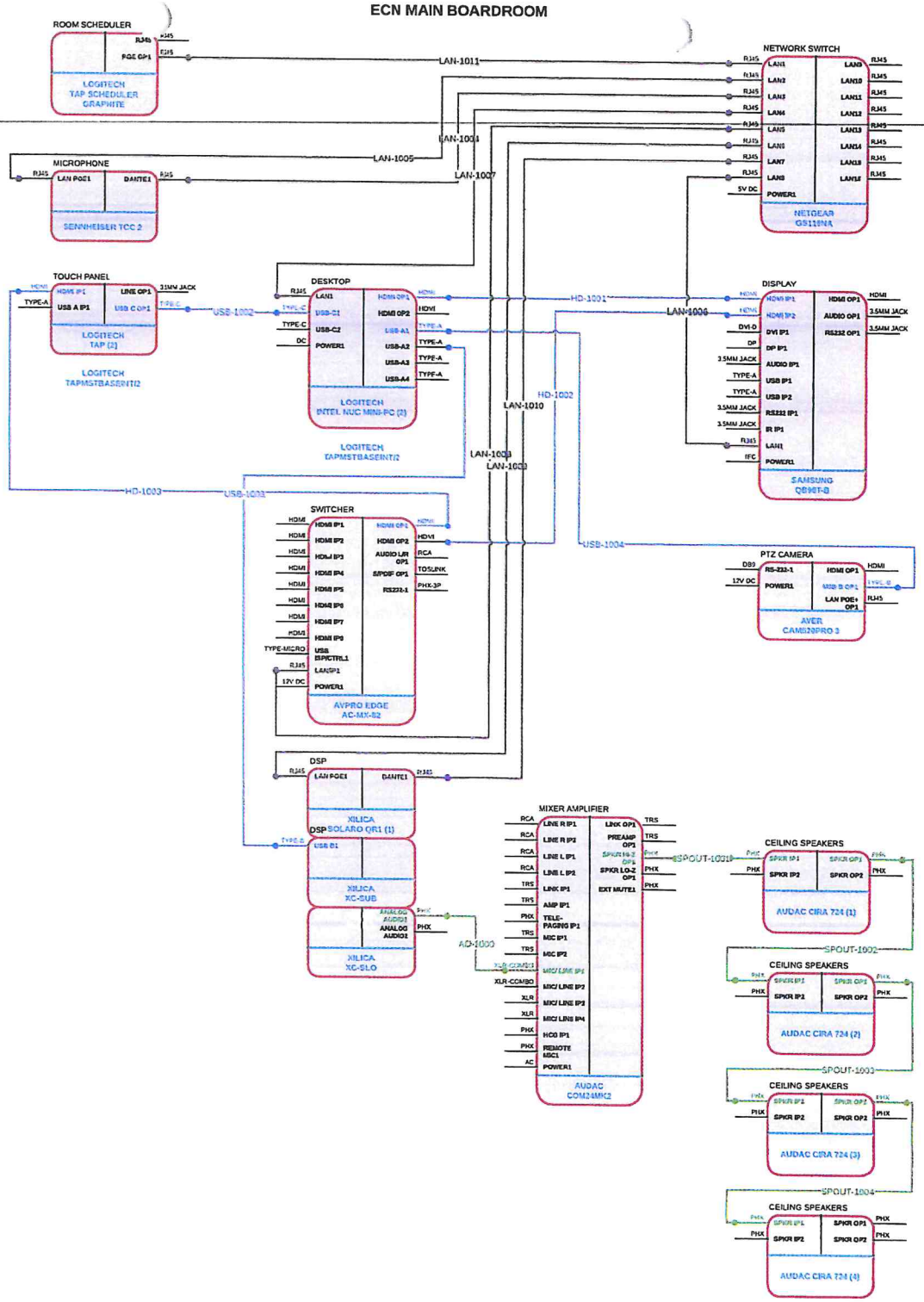
**Disclaimer:** The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted **all the documents that have been requested and are needed for its submission to be complete and responsive.**

# E N - CEO AND CHAIRMAN BOARDRC M




Electoral Commission of Namibia
Procurement
2 0 NOV 2026
Private Bag 13352, Windhoek

# ECN MAIN BOARDROOM




Electoral Commission of Namibia
Procurement
2 0 NOV 2026
Private Bag 13352, Windhoek

Electoral Commission of Namibia
Procurement
2 0 NOV 2026
Private Bag 13352, Windhoek

