



Namibia Tourism Board

BIDDING DOCUMENTS

Issued on: 22 April 2024

Closing on: 09 May 2024

Request for Sealed Quotations For Non-Consultancy Services

PROVISION OF SECURITY SERVICES TO NAMIBIA TOURISM BOARD FOR THE PERIOD OF THREE (3) YEARS

Procurement Reference No: NCS/RFQ/NTB-02/2024

Bidder's Name:	
Contact Details:	TEL: _____ Mobile No. _____
	EMAIL: _____
Amount Quoted (N\$)	
Vat:	
Total Amount:	

*Procurement Management Unit
Namibia Tourism Board (NTB)
Cnr. of Sam Nujoma Drive and Haddy Str., Windhoek
Tel: 061 2906000 /6032/6018
Email: procurement@namibiatourism.com.na*



Namibia Tourism Board

Letter of Invitation

NCS/RFQ/NTB-02/2024

22 April 2024

Dear Sirs/Madam

**PROVISION OF SECURITY SERVICES FOR A PERIOD OF THREE (3) YEARS
AT NAMIBIA TOURISM BOARD (NTB)**

The NTB invites you to submit your best quote for the security service at NTB Head Office.

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

Queries, if any, should be addressed to NTB Procurement Management Unit electronic email to: procurement@namibiatourism.com.na or giovanni.smith@namibiatourism.com.na

**DEADLINE FOR SUBMISSION: Thursday, 09 May 2024 at 12:00AM,
Namibian time.**

Yours faithfully,

Ursula Nguvauva
Procurement Management Unit



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The [*Public Entity*] reserves the right:

- (a) to split the contract as per the lowest evaluated cost per site, or
- (b) to accept or reject any quotation or to cancel the quotation process; and
- (c) 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 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 Contract Data Sheet 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 for [*insert number*] days from the date of submission deadline.

4. Eligibility Criteria

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

- a) have an original valid or certified copy of good Standing Tax Certificate;
- b) have an original valid or certified copy of good Standing Social Security Certificate;
- c) have a valid original or 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;

- d) A written undertaking as contemplated in section 138(2) of the Labour Act, 2007;
- e) Submit completed and signed Bid Securing Declaration;
- f) Submit duly completed, initialled, and signed bidding document;
- g) have a valid original or certified copy of Fitness Certificate / Registration;
- h) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;
- i) certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia;
- j) document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or
- k) partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements in which Namibian citizens own 51 percent equity,
- l) Provide proof of registration with Namibia Security Association.
- m) initial all pages of the bidding document and attachments.

5. Bid Security/Bid Securing Declaration

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

6. Contract Period for Services

The contract shall be on fixed rate for a period of three (3) years.

7. Documents to be submitted

Bidders shall submit along with their quotation documents:

- (a) giving company's profile,
- (b) past experience and evidence of similar 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 **NCS/RFQ/NTB-02/2024** addressed to the Public Entity with the Bidder's name and contact information at the back of the envelope.

9. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Corner of Sam Nujoma & Haddy Street, Windhoek West, Namibia**, not later **09 May 2024 at 12H00**. Quotations by post or hand delivered should reach NTB offices by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered.

10. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 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, and mandatory documents as listed under Section 50, will be posted 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 price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

12. Scope of Services and Performance Standards

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

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 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. Labour Clause

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws,

15. Margin of Preference

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

- The following margins of preference shall be granted to qualifying bidders;
- Micro Small Medium Enterprises – 1%
- Women-owned Enterprises – 1%
- Youth Owned Enterprises-2%
- Previously Disadvantaged Person – 2%
- Supplier providing environmental protection 1%
- Service rendered by Namibian Citizens – 1%
- **Total margin allocable - 10%**

- Formula: $A = (MB \times BP) / 10\%$
- **A** represents the amount to be determined
- **MP** represents the total percentage of all margins of preferences granted in respect of the bid; and
- **BP** represents the bid price

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

15.2.1 Margin of Preference

mCategories of bidders	Definition/Criteria	Margin of preference	Documentary evidence to be submitted with the bid (all the documents required must be submitted)	Documents evidence submitted	
				Yes	No
Manufacturer	<p>Manufacture means a person or a company that is involved on the physical or chemical transformation of materials or components into new products whether or not –(a) the transformation is through work-</p> <p>(i) Performed by a power-driven machine or by hand; or</p> <p>(ii) done in a home or factory; or</p>	2%	<p>a) Certificate of registration from a registering authority</p> <p>b) 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</p>		

	(iii) the new product are sold on wholesale or retail basis		certified by an Accountant		
Micro, Small and Medium Enterprises	A bidder who is a MSME, means an enterprise that has a valid micro, small and medium enterprises certificate issued by the Ministry responsible for trade, whose minimum equity is 51% owned by Namibians	1%	a) Certified copy of SME registration certificate b) Declaration indicating the percentage of Namibian MSME		
Women owned enterprises	A bidder who is a woman or whose minimum equity is 51% owned by Namibian women.	1%	a) Certified copy of Identity Documents (IDs) of all Stakeholders b) Certified copy of founding statement/company registration indicating ownership structure/certificate copy of shareholder certificate c) Declaration indicating the percentage of Namibian female ownership		
Youth owned enterprises	A bidder who is a youth or whose minimum equity is 51% owned by Namibian youth. <i>"youth" means a young person aged from 16 to 35 years old as per Section 1 of the National Youth Council Act, 2009 (Act No.3 of 2009)</i>	2%	a) Certified copy of Identity Documents (IDs) of all Stakeholders b) Certified copy of founding statement/company registration indicating ownership structure/certificate copy of shareholder certificate c) Declaration indicating the percentage of		

			Namibian Youth ownership.		
Previously Disadvantaged Person (PDP) owned Enterprise	A bidder who is PDP or whose minimum equity is 51% owned by Namibian PDPs	2%	<ul style="list-style-type: none"> a) Certified copy of Identity Documents (IDs) of all Stakeholders b) Certified copy of founding statement/company registration indicating ownership structure/certificate copy of shareholder certificate c) Declaration indicating the percentage of PDP ownership 		
Supplier providing environmental protection	A bidder that promotes the protection of the environment, maintain ecosystem and sustainable use of natural resources as specified by the public entity in the bidding document	1%	<ul style="list-style-type: none"> a) Declaration by the bidder that the latter deals with environmental protection. 		
Service rendered by Namibian Citizens	A bidder who employs 50% or more Namibian Citizens.	1%	<ul style="list-style-type: none"> a) Declaration that the bidder employs 50% or more Namibian Citizens b) Certified copies of IDs of Namibian citizens employed by the bidder 		
Total margin allocable		10%			

16. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service 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.

17. Notification of Award and Debriefing

The Namibia Tourism Board 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 the RFQ prevail over any attachments. **If your quotation is not authorised, it may be rejected.**]*

Quotation Addressed to:	NAMIBIA TOURISM BOARD
Procurement Reference Number:	NCS/RFQ/NTB-02/2024
Subject matter of Procurement:	PROVISION OF SECURITY SERVICES

We offer to provide the services detailed in the Scope of Services, 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]

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.

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 bid validity.

The service will commence within _____ [insert number] days from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within _____ [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./E-mail	

[This form is to be deleted if Bid Securing Deceleration is not applicable.]

Appendix to Quotation

Letter

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

Date:[Day|month|year].....

Procurement Ref No.:

To:[insert complete name of Public Entity and address].....

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

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

- (a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;
- (b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;
- (c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or
- (d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.

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

Signed:

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

Capacity of:

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

Name:

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

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

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

Corporate Seal (where appropriate)

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

SECTION III: SCOPE OF SERVICES

SCOPE OF SERVICE PROVISION:

To ensure a safe working environment and quality of work life within a conducive environment, and to ensure maximum protection of properties and assets to minimise criminal activities such as vandalism, theft, etc. by providing security services to its premises.

The purpose of the assignment is to appoint a Service Provider (s) to supply trained Security Guard to render physical security services 24 hours on 12 hours, shift at NTB premises on contract for a period of thirty-six (36) months.

The scope of service shall therefore include but not be limited to the following:

- a) 24 hours a day, seven day a week, 365 days a year security guards.
- b) Protection of properties and assets on the premises of NTB.

- c) Controlling of access (people and vehicles) at all entrances to the NTB building and premises.
- d) Bidder(s) are expected to furnish security guards with uniform and identification badges at all times while working on NTB property.
- e) Respond promptly and appropriately to all security-related emergencies.
- f) The service provider shall always provide transport of their Security Guards to and from duty site.
- g) Prior to commencement of the service, the service provider will be expected to provide a list of the security personnel that will be allocated to NTB, as well as copies of the identity document, Qualification,
- h) The service provider must undertake the responsibilities of any theft, burglary or any other damage done to NTB property while guarding the premises.
- i) Protect employees, visitors, customers and service providers by preventing or minimising risk or injury, including death, and reporting any incident to NTB or the Security Company supervisor to take appropriate action.

1.1 Guarding of NTB premises

- 1.1.1 Guard and protect NTB properties and assets, information, documentations, and equipment.
- 1.1.2 Conduct regular patrols, detect, and investigate all security-related incidents such as violations of regulations and matters of public / staff safety.
- 1.1.3 Patrol routine and random patrols throughout the NTB premises to provide a visible presence to discourage vandalism, theft and unauthorized entry. All areas must be patrolled very well, and routes shall be varied in order not to establish a pattern.
- 1.1.4 Notify NTB Officials and/or appropriate law enforcement immediately of any unlawful activity.
- 1.1.5 Ensure that the guards are always vigilant, no sleeping while on duty.
- 1.1.6 Escort and direct visitors on the NTB premises.
- 1.1.7 Follow instruction, communicate effectively, and be reliable and dependable.
- 1.1.8 Cooperate with and assist law enforcement in connection with crimes committed against NTB, including maintaining the scene to protect possible evidence in accordance with established procedures.
- 1.1.9 Security guards must have Security equipment such as: radio communication; flashlight, hand cuffs, pepper spray, occurrence book, etc.

PERSONNEL REQUIREMENT:

The security personnel deployed at NTB Head Office:

- a) Must provide trained Security Guard/Officer with training on a 24 hours' basis (12 hrs shifts) and should be physically fit to perform the duties of a guard.
- b) Security Guard/Officer must be conversant in English.
- c) Must keep their working area clean, hygienic, and neat at all times.

- d) Must have no criminal record, and must not be younger than 21 years of age, with three years security service experience,
- e) Security officers assigned to perform work under this contract shall always wear security uniform (tidy and clean). All uniforms must be clearly branded with the Service Provider's company logo.

CONTRACTUAL AND PAYMENT STIPULATION

- a) Security service should be based on fixed monthly fee payment plan with no additional cost.
- b) Contract duration: 36 months with possibility for graceful exit with a 30-, 60- or 90-days period of written notice, without penalties for NTB.
- c) NTB 1 x day guard and 1 x night guard.

QUALIFICATION REQUIREMENTS AND TERMS AND CONDITIONS

NTB needs the following qualifications and Terms and conditions from the potential service provider:

- a) Three (3) years relevant experience in provision of services in nature, scale, and complexity commensurate with the present terms of reference, with already provided services possessing features required by these terms of reference; The company must have at least three similar contracts (similar by scope, nature, and amount), preferably with international / intergovernmental organizations. Evidence of these contracts are required; references from other clients are highly welcome.
- b) Qualified and experienced experts, the proposed team should have solid experience in the provision of services in nature, scale, and complexity commensurate with this requirement.
- c) Seven days a week and 24 hours per day security services. Any problem should be acknowledged and resolved instantly.
- d) The Service Provider shall on or before the commencement date and for the duration of the contract, have and maintain in force Insurance coverage, to cover any claims or losses for which it is liable as per the agreement.
- e) The bidder must make available, and at its own cost, all the resources, and necessary equipment, machinery, and material as required to perform the work, including but not limited:
 - Flashlights & Torches'
 - Two-way radio
 - Pair of hand cuffs per guard

- Firearms (to be carried by trained personnel only, supporting documents to be furnished to NTB)
 - Baton stick per guard
 - Occurrence book
 - Pepper spray, etc.
- f) Responses that fail to meet any of the requirements and conditions as set out in this Proposal Document will not be accepted for further evaluation. Submissions should adhere to the closing date and time detailed in this Bid Document.
- g) A valid Credit rating letter for the bidding company where bank account is held with signature and stamp.

EVALUATION CRITERIA

This section contains supplementary criteria that the Employer shall use to evaluate bids.

1. Mandatory documents for Technical qualification

Bids will be examined on the completeness of information provided as specified by these clauses and only qualified bids will be subject to further evaluation.

The Bidder shall submit the following mandatory documents in his bid:

Document Description	Yes	Yes
1. have an original valid or certified copy of good Standing Tax Certificate;		
2. have an original valid or certified copy of good Standing Social Security Certificate;		
3. have a valid original or 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;		
4. A written undertaking as contemplated in section 138(2) of the Labour Act, 2007;		
5. have a valid original or certified copy of Fitness Certificate / Registration;		
6. A duly completed and signed Bid Securing Declaration form		
7. Submit duly completed, initialled, and signed bidding document;		
8. Certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;		
9. Certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia;		

10. Document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or		
11. Partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements in which Namibian citizens own 51 percent equity,		
12. Provide proof of registration with Namibia Security Association.		

Technical Evaluation

The following methodology will be used to evaluate the Bids:

No.	Description	Score
1	Company Experience (25)	
	Service providers experience in Security Guarding services. (Reference verification will be done during the bid evaluation by calling or emailing). References should include the name of the entity, nature of contract, contact person and office contact number and email.	
1.1	10 year and above substantiated by reference	25
1.2	5 years and above substantiated by reference	15
1.3	3 years and above substantiated by reference	10
1.4	No Reference letters	0
2	Employees Working Experience (15)	
	The Bidder is to provide a list of at Qualified and experienced experts, the proposed team should have solid experience in the provision of services in nature, scale, and complexity commensurate with this requirement.	
2.1	Management, Supervisor, and Guard Experience & Qualifications (15)	
	The Bidder is to provide details of his business registration address. In order to empower local contractors, preference will be given to Bidders from Khomas Region. Bidders to attach CV's and Security Training Experience.	
2.1	Ten years and above experience as Security Supervisor / Manager	15
2.2	5 years' experience	7
2.3	Minimum of 3 years experience	4
2.4	No Supervisory or Management, no qualification or security training certificate	0

3	Proposed tools and equipment (10)	
3.1	<p>The bidder must make available, and at its own cost, all the resources, and necessary equipment, machinery, and material as required to perform the work, including but not limited:</p> <ul style="list-style-type: none"> ▪ Flashlights & Torches' ▪ Two-way radio ▪ Pair of hand cuffs per guard ▪ Firearms (to be carried by trained personnel only, supporting documents to be furnished to NTB) ▪ Baton stick per guard ▪ Occurrence book ▪ Pepper spray, etc. 	10
5	Uniform and Identity Cards for Security Guards (5)	
5.1	<p>Means of identification of security guard personnel (uniform and staff identity card etc.) Provide proof or sample pictures.</p>	5
	Total Score Points	70

(b) Financial Evaluation

NTB shall award the lowest priced best evaluated bid

SECTION IV: SCHEDULE OF REQUIREMENTS & PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/NTB-02/2024

[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 redesigned and customized as per the type of services required].

Currency of Quotation: Namibian Dollars

Item No	Site Requirements	Quantity	Total Cost per month	Total Cost per month (N\$ incl. VAT)
1	Security guard: 12 hrs day shift on Monday - Sunday	1		
2	Security guard: 12 hrs night shift on Monday - Sunday	1		
Total				

SUMMARISED QUOTED AMOUNT IN NAMIBIAN DOLLARS

Item No	Site	Year. 1 Total cost per annum (Incl. VAT)	Year. 2 Total cost per annum (Incl. VAT)	Year. 3 Total cost per annum (Incl. VAT)
1	Namibia Tourism Board: Head Office, C/o Sam Nujoma & Haddy Street, Windhoek West			

Priced Activity Schedule Authorised By:

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



SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/NTB-02/2024

[Bidders should complete columns C and D with the specifications and Performance standards of the services offered. Also state "comply" or "not comply" and give details of any noncompliance/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 Specifications and Performance Offered	of and	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D	
1				
2				
3				
4				
5				
6				

* 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-TB/RFQ-GCC** for the procurement of services (time based) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: NCS/RFQ/NTB-02/2024

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].

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract [<i>shall / shall be deemed*</i>] to come into effect as from [<i>insert date</i>].
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by [<i>insert date of expiry of contract</i>] or by an additional period of [<i>insert figure</i>] months, renewable on an annual basis.
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is : [<i>insert name and contact details</i>] The Authorized Representative of the Service Provider is: _____
GCC 2.6 Insurance and liabilities to Third Party	The amount of the Professional Indemnity Insurance Cover shall be at least: _____
GCC 2.7 Reporting Obligations	The Service Provider shall report to: [<i>insert name(s), title(s) address and contract details</i>].

GCC 2.10 Performance Security	The Performance Security shall be for an amount [5 to 10 %] of the Contract Price or part thereof if the contract is awarded on a split basis.
GCC 4.2 Contract Price	The amount payable is: _____ per month.
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider on a monthly basis [insert number of days] after receipt of invoice.
GCC 4.5 Price Adjustment	Prices "shall be/shall not be" adjustable.

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

[Public Entity to update the Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

Procurement Reference No.: NCS/RFQ/NTB-02/2024

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Performance Compliance Sheet	
Bid Security (if applicable)	
Documents evidencing eligibility	
Company profile, past experience and references where similar services have been provided	

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.*

Declaration in Respect of Exclusive Preference

1. Manufacturer's Declaration in terms of paragraph 9(3) and Annexure 6 of the Code of Good Practice

I/We here by declare under oath that the manufactured goods meet the local content determine in Annexure 1 of Code of Good practice as per cost structure for Value Added Calculation.

The Local Value Added amounts to: N\$......

NB: The cost structure must be attached to the bid for reference.

Signature of the bidder: _____ Owners Name:

Signature of Witness: _____

Full Name of witness: _____

2. Micro, Small and Medium/ Owned Enterprises Declaration/Youth Owned Enterprise Declaration/Previously Disadvantaged Person (PDP) owned enterprises Declaration in terms of Paragraph 9(3) and Annexure 6 of the Code of good practice

I/We declare under oath that the company's total equity owned by:

Namibian (MSME) is (insert percentage)

Namibian women is (insert percentage)
Namibian youth is (insert percentage)
Namibian PDPs is (insert percentage)

The following are the names of all shareholders and the percentage shares held by each member:

No.	Full Legal Name	Identification Number	Nationality	Gender	Age	PDP Category	%Share
Total Share							

Note: The Above table may be reproduced if the space provided is not sufficient to cover the names of all shareholders.

Signature of the bidder:

Owners Name:

Signature of Witness:

Full Name of witness:

3. Supplier providing environmental protection declaration in terms of paragraph 9(3) and Annexure 6 of the Code of Good Practice

I/We declare under oath that the company deals with environmental protection and the following are programs that are initiated to protect the environment, maintain ecosystem and sustainable use of natural resources.

No	Name of program	Purpose of Programme to protect the environment/maintain ecosystem/sustainable use of natural resources, reducing of carbon print)

Note: The Above table may be reproduced if the space provided is not sufficient to cover the names of all shareholders.

Signature of the bidder:

Owners Name:

Signature of Witness:

Full Name of witness:

4. Suppliers providing employment to Namibians Declaration in terms of paragraph 9(3) and Annexure 6 of the Code of Good Practice

I/We declare under oath that the company employs 50% or more Namibian citizens and the following are the names of all employees:

No	Full Legal Name	Identification Number	Nationality	Occupation

Note: The Above table may be reproduced if the space provided is not sufficient to cover the names of all shareholders.

Signature of the bidder:

Owners Name:

Signature of Witness:

Full Name of witness:

