



BIDDING DOCUMENTS

DATE ISSUED:	02 July 2025
CLOSING DATE & TIME:	16 July 2025, Time ,12:00 PM
BIDDER NAME:	

For the

**APPOINTMENT OF A SERVICE PROVIDER FOR THE
PRODUCTION OF AN INTEGRATED ANNUAL REPORT
FOR NASRIA LTD FOR THE FINANCIAL YEAR 2024/2025**

**Procurement Reference No:
NCS/RFQ/ NASRIA -01/2025**

Letter of Invitation

NCS/Rfq//NASRIA -01/2025

02 July 2025

Dear Sirs,

REQUEST FOR QUOTATIONS FOR A PRODUCTION OF AN INTEGRATED ANNUAL REPORT FOR NASRIA LTD FOR THE ENDED FINANCIAL YEAR 2024/2025

NASRIA invites you to submit your best quote for the services described in detail hereunder.

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

Queries, if any, should be addressed to Mrs Deolinda Fernandes at procurement@nasria.com.na

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.



Yours faithfully,

Deolinda Fernandes
Procurement officer

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

NASRIA LTD 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 30 days from the date of submission deadline.

4. Eligibility Criteria

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

- a) have a valid company Registration Certificate, certified copy by the Namibia Police or authorized commissioner of oaths.

- b) have an original valid good Standing Tax Certificate; or certified copy by the Namibia Police or authorized commissioner of oaths.
- c) have an original valid good Standing Social Security Certificate; or certified copy by the Namibia Police or authorized commissioner of oaths.
- 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; or certified copy by the Namibia Police or authorized commissioner of oaths.
- e) have a certificate indicating SME Status (for Bids reserved for SMEs);
- f) Subscribe to a signed Bid Securing Declaration.
- g) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;
- h) Bidders are required to strictly adhere to the qualification requirements as outlined under SECTION III: SCOPE OF SERVICES, specifically Item 5 on page 14 of this bid document. All submissions must include the necessary documentation and evidence to demonstrate compliance with these requirements. Failure to do so may result in disqualification.

5. Bid Security/Bid Securing Declaration

Bidders are required to *submit a Bid Security* for this procurement process. The Bidder shall furnish as part of its quotation, a Bid Security as per the format contained in Appendix to Quotation Letter of this document for 0.5% *of the quoted price* valid up to 30 days beyond the quote validity period.

6. Contract Period for Services

The contract shall be for a period (3) three months only

7. Documents to be submitted

Bidders shall submit along with their quotation documents giving company's profile, past experience and evidence of similar services provided with customers' reference details. We will do reference verification.

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 by only by hand delivered should reach NASRIA LTD Reception at 5th Floor in the Namlex Chambers Independence Avenue Windhoek - Namibia by 27 16 July 2025, Time ,12:00 PM or before 12h00pm (mid-day) Namibia time.

Late quotations and Email submissions will be rejected.

10. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid Security/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 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, 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

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

- A preferential score will be allocated to the bidders complying with 15.2 below.

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

- Good Level Contributor Certificate issued by Namibia Preferential Procurement Corporation (Score 50%+).

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.Performance Security

The successful bidder shall upon acceptance of its offer submit a Performance Security as per the format contained in the Schedule for an amount of 10% of the contract price.

18.Notification of Award and Debriefing

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

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

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

Quotation Addressed to:	NASRIA LTD
Procurement Reference Number:	NCS/RFQ//NASRIA/01/2025
Subject matter of Procurement:	

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	

Appendix to Bid Submission Form

BID SECURING DECLARATION

(Section 45 of Act)

(Regulation 37(1)(b) and 37(5))

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

Procurement Ref No.: NCS/RFQ/NASRIA/01/2025

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***



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.: **NCS/RFQ/NASRIA/01/2025**

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

3. Background

3.1.

NASRIA LTD is inviting prospective bidders to submit quotations to produce an Integrated Annual Report for NASRIA LTD. The report will be approximately 100 -150 pages including front and back covers. A4 210 mm x 297 mm portrait report with perfect bound with drawn on cover and trimmed to size. 20 reports to be printed. A dedicated, reliable and professional agency to do the design and layout and produce content of the integrated annual report. X3 Concepts and themes to be submitted as part of production schedule. Editing and copy writing. Delivery: 18 September 2025

4. Objectives

- 4.1. NASRIA LTD is seeking responses to this RFQ for the successful bidding company to supply the production of an Integrated Annual Report for NASRIA LTD
- 4.2. The service provider to produce the Integrated Annual Report for NASRIA LTD as per specifications indicated, as well as the costing for the full report.
- 4.3. The following services are required to be performed for NASRIA LTD:

5. The requirement to qualify are listed as follow.

- Must have produced a Public Enterprises Integrated Annual report for the last (3) three year
- The designer and writer must have at least 5 to 10 years' experience
- The designer to provide the writeup of the leadership reports and board
- NASRIA LTD will make a deposit of 15% (fifteen percent) and remainder upon receipt of the Integrated Annual Report

The services to be procured are as follows:

The services to be procured are as follows:

DESCRIPTION	SPECIFICATIONS
Approximate no. of pages in finished publication:	Approximately 100 -150 pages including front and back covers
Approximate size:	A4 (portrait/Landscape)
Binding:	Perfect bound with drawn on cover and trimmed to size
Quantity:	20 printed
Scope of Work:	- The design and layout of the integrated annual report should take account of the corporate identity guidelines of the Corporation. Accordingly, the service provider should Plan, create and manage work schedule with the NASRIA internal Team. : - Concept, Theme and Design options - Meeting with Departmental Heads and Compilation criteria and strategy - Develop content and compilation of NASRIA LTD integrated annual report. - Approval of Compiled Departmental Information/Content - Approval of all Artwork/photography - Design and Layout 1st draft Design and Layout to be presented to NASRIA - Audited Financial Report to be submitted by NASRIA - Design and Layout (financials to be included) 2nd Draft Design and Layout to be presented (including Financials) - Completion of Amendments and final Design and Layout - IAR ready for Production - Printing of IAR - Delivery of IAR

DESCRIPTION	SPECIFICATIONS
Deliverables: Technical Proposal	A dedicated, reliable and professional agency to do the design and layout and produce content of the integrated annual report. X3 Concepts and themes to be submitted as part of production schedule. Editing and copy writing.
General print specifications	A4 210 mm x 297 mm 100-150 pages text, including cover. Delivery: 18 September 2025
Financial Proposal	• The financial proposal should be inclusive of all costs. • NASRIA LTD will not pay any additional charges that have not been specified in the documents submitted by bidders before the closing date. • Kindly take note that the fees should be fixed for the entire period of the contract.

Award Agreement

The Employer reserve the right to accept or reject any and all bids and to waive any formality in bids. All qualified bids will be evaluated and acceptance of the bid(s) shall be made and judged by the Employer to constitute the best value offered for the purpose intended.

5.1.EVALUATION OF BIDS

A staged approach will be used to evaluate bids and the approach will be as follows:

- Stage 1: Mandatory Compliance
- Stage 3: Evaluation of the Functionality Criteria of the Bid
- Stage 4: Evaluation of Price and Preference

Stage	Submission Document	Method of Evaluation	Criteria
1	Envelope 1	Mandatory Compliance	All mandatory documents signed and submitted
2	Envelope 2	Functionality – Technical Evaluation Criteria	Minimum score of 70 points
3	Envelope 3	Financial – Price & Preference	90/10 rule will apply

The requirements of any given stage must be complied with prior to progression to the next stage. NASRIA reserves the right to disqualify bidders without requesting any outstanding document/information.

5.1.1. Mandatory Documents Requirements (Envelope 1)

Bidders are required to submit all of the below mandatory documents failing which a Bidder will be disqualified.

No	Reference	Mandatory Requirements	Compliant	
1	Quotation Letter	Fully completed and signed.	Yes	No
2	Valid Tax Good Standing certificate;	Original or Certified Copy by Namibia Police/Authorized Commissioner of Oaths Certificate as issued by NAMRA.	Yes	No
3	Valid Good Standing from Social Security Commission	Original or Certified Copy by Namibia Police/Authorized Commissioner of Oaths Certificate, as issued by SSC.	Yes	No
4	Company Registration Documents	Certified Copy by Namibia Police/Authorized Commissioner of Oaths	Yes	No

5	Company Registration	CERTIFIED Identity Documents copies for all Company Directors	Yes	No
6	Affirmative Action Compliance or Exemption Certificate	Certified Copy by Namibia Police/Authorized Commissioner of Oaths Certificates, as issued by NAMIBIA. EMPLOYMENT EQUITY COMMISSION	Yes	No
7	Bid Securing Declaration	Completed and signed in the format provided in the bid document.	Yes	No
8	Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015	Completed and signed.	Yes	No

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

NAME OF BIDDER:

.....

COMPANY REGISTRATION NO.

.....

VAT REGISTRATION NO. (where applicable):

.....

OFFER TO BE VALID FOR 30 DAYS FROM THE CLOSING DATE OF BID.

PRICING PROPOSAL

NOTE: This section must be submitted in a separate envelope, as per below. Failure to adhere to this mandatory requirement, will result in immediate the disqualification of bidders.

4. COST PROPOSALS

- Only firm prices will be accepted. The price quoted is fully inclusive of all costs and taxes.
- Bid price must be in Namibian currency. Foreign exchange risk is for the account of the Bidder.
- All applicable taxes must clearly be indicated and included in the cost proposal.

Machine Type	Qty	Proposed Make/Brand	Monthly Rental Fee/Unit (excl VAT)	Total Monthly Rental Fee (excl VAT)	Annual Rental Fee (excl VAT)
45 ppm	5		N\$	N\$	N\$
				N\$	N\$
				N\$	N\$
				N\$	N\$
					N\$

4.1.2. Once-off Costs

Description	Costs (excluding VAT)
Production of Integrate Annual report	N\$
Printing	N\$
Other Costs: (please specify)	N\$
	N\$
SUB-TOTAL C: Total Once-off Costs (excluding VAT)	N\$

Note: Other Costs must be clearly defined with detailed breakdown.

SUB- TOTAL BID PRICE (4.1.1 + 4.1.2) (excluding VAT)	N\$
Add VAT at 15%	
TOTAL BID PRICE (including VAT)	

4.1.3. Variable Monthly Costs – Based on Consumption

The total cost of ownership of the printers and printing management system must be clearly indicated. These include but are not limited to:

	Cost per Copy (excl VAT)		
	Year 1	Year 2	Year 3

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: _____

[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 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 Specifications 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 were modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: _____

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 <i>[5 to 10 %]</i> 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 which include a 15% deposit and the remainder amount paid receipt of Integrate Annual Report.
GCC 4.5 Price Adjustment	Prices “ <i>shall be/shall not be</i> ” 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.:

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.*