



**Procurement Reference Number: NCS/RFQ/28-30/2024/25**

**REQUEST FOR SEALED QUOTATIONS**

**NON – CONSULTANCY SERVICES LUMP SUM**

**Issued on Friday, 08 August 2024  
Closing on Tuesday, 20 August 2024 @11H00**

**PRINTING OF TRAINING MANUALS FOR POLLING OFFICIALS,  
ELECTIONS AGENTS, AND FACILITATOR MANUAL GUIDE FOR  
RETURNING OFFICERS**

<b>Business Name:</b> .....
<b>Postal Address:</b> .....
<b>Contact Number:</b> .....
<b>Contact Person:</b> .....
<b>Email Address:</b> .....

**Bidders shall enclose Bidding Documents in a single sealed envelope. The outer part of the envelope shall bear the Employer’s name and Bid Reference Number while the inner part should bear the Bidder’s name and contact number to be deposited in the Bid Box at the Electoral Commission of Namibia , Head Office – WINDHOEK**



**REQUEST FOR SEALED QUOTATIONS**  
**NON – CONSULTANCY SERVICES LUMP SUM**

**Printing of Training Manuals for Polling Officials, Elections Agents, and Facilitator Manual  
Guide for Returning Officers**

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**Procurement Reference No: NCS/RFQ/28-30/ 24/25**

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



## Letter of Invitation

*Name and Address of Bidder:*

*Contact Details:*

**Procurement Reference Number: NCS/RFQ/28-30/24/25**

**Date: 14 August 2024**

Dear Sirs,

**Request for Quotations For The Printing of Training Manual for Polling Officials, Elections Agents, and Facilitator Manual Guide for Returning Officers**

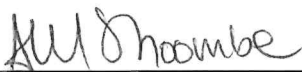
The **Electoral Commission of Namibia** invites you to submit your best quote for the services described in detail hereunder.

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

Queries, if any, should be addressed to Mr. T. Kakororo at 0811608930 for technical queries.

Please prepare and submit your quotation in accordance with the instructions and specifications given.

Yours faithfully,



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**H. Shoombe**  
**Head of PMU**

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The Electoral Commission of Namibia reserves the right:

- (a) to accept or reject any quotation; or
- (b) to cancel the quotation process and reject all quotations at any time prior to contract award.

### 2. Preparation of Quotations

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

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Performance Standards Compliance Sheet in Section V; and;
- (d) any other attachment as deemed appropriate.

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

### 3. Validity of Quotations

The quotation validity period shall be 30 days from the date of bid submission deadline.

### 4. Eligibility Criteria

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

- (a) have a valid company Registration Certificate;
- (b) have an original valid good Standing Tax Certificate or Certified Copy
- (c) have an original valid good Standing Social Security Certificate or Certified Copy
- (d) have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) The bid is not reserved for any category of Suppliers
- (f) Submit signed Bid-securing Declaration.
- (g) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;
- (h) Description of Principal Business: To indicate Printing among others

### 5. Bid Security/Bid Securing Declaration

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

**6. Services Completion Period**

The completion period for services shall be **five (5) days** after acceptance/issue of Purchase Order. Deviation in completion period shall not be accepted.

**7. Documents to be submitted**

Bidders shall submit along with their quotations documents giving company's profile, past experience and evidence of similar services provided together with customers reference details.

**8. Sealing and Marking of Quotations**

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name at the back of the envelope.

**9. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at **room number 261, 2<sup>nd</sup> Floor, ECN Head Office**, not later than **20 August 2024, 11h00**. Quotations by post or hand delivered should reach ECN HEAD OFFICE by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

**10. Opening of Quotations**

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid-Securing Declaration will be put on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

**11. Evaluation of Quotations**

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation.

**12. Scope of Services, Specifications and Performance Standards**

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternatives for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

**13. Prices and Currency of Payment**

Prices for the execution of services shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

**14. Margin of Preference**

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

*Not applicable*

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

*Not applicable*

**15. Award of Contract**

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

**16. Notification of Award and Debriefing**

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

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

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

Quotation Addressed to : <i>[Name of Public Entity]</i> :	Electoral Commission of Namibia
Procurement Reference Number:	NCS/RFQ/28-30/24/25
Subject matter of Procurement:	<b>Printing of Training Manual for Polling Officials, Election Agents, and Facilitator Manual Guide for Returning Officers</b>

We offer to provide the services detailed in the Scope of Service, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation Exercise and meet the eligibility criteria specified in Section 1: Request for Quotations.

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

We have read and understood the content of the Bid Security/Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

The validity period of our Quotation is \_\_\_\_\_ days *[insert number of days]* from the date of the bid submission deadline.

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

The services will commence within \_\_\_\_\_ *[to insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within \_\_\_\_\_ *[to insert number]* days from date of issue of Purchase Order/ Letter of acceptance.

**Quotation Authorised by:**

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

## Appendix to Quotation Letter

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

**Date:** .....

**Procurement Ref No.:** .....

**To: Electoral Commission of Namibia**

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

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

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

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

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

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

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

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

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
*[insert date of signing]*

Corporate Seal (where appropriate)

[Note\*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

*\*delete if not applicable / appropriate*





Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number: .....

Industry/Sector: .....

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

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

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description: .....

.....

.....

Anticipated Contract Duration: .....

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

.....

**3. UNDERTAKING**

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

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

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

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

**Signature:** .....

**Date:** .....

**Seal:**.....

*Please take note:*

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

**SECTION III: SCOPE OF SERVICES**

*[insert (a) a brief description of the services; and (b) the performance requirements and specifications of services and location where services should be performed. It is recommended to describe outputs and performances, rather than inputs, wherever possible.]*

**SECTION IV: PRICED ACTIVITY SCHEDULE**

Procurement Reference Number: NCS/RFQ/28-30/24/25

*[Complete the unit and total prices for each item listed below in Namibian dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be re-designed and customized as per the type of services required].*

**Currency of Quotation:**

<b>Item No</b>	<b>Brief Description of Services</b>	<b>Quantity</b>	<b>Unit of Measure</b>	<b>Unit Price</b>	<b>Total Price</b>
<b>A*</b>	<b>B*</b>	<b>C*</b>	<b>D*</b>	<b>E</b>	<b>F</b>
1	Printing of: Training Manual for Polling Officials	500	each		
2	Training manual for Election Agents	500	each		
3	Facilitator Manual Guide for Returning Officers	500	each		
4					
5					
6					
				<b>Other additional costs</b>	
				<b>Subtotal</b>	
				<b>VAT @      %</b>	
				<b>Total</b>	

*Enter 0% VAT rate if VAT exempt.*

\* Columns A to D to be completed as applicable by Public Entity

**Priced Activity Schedule Authorised By:** *[insert company seal]*

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			

**SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET**

*[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]*

Procurement Reference Number: \_\_\_\_\_

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

<b>Item No</b>	<b>Specifications and Performance Required</b>	<b>Compliance of Specifications and Performance Offered</b>	<b>Details of Non-Compliance/ Deviation (if applicable)</b>
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	Printing of: Training Manual for Polling Officials	As per attached specifications	
2	Training manual for Election Agents	As per attached specifications	
3	Facilitator Manual Guide for Returning Officers	As per attached specifications	
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-LS/RFQ-GCC for procurement of services (lump-sum) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

## SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: NCS/RFQ/28-30/24/25

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

<b>Subject and GCC Reference</b>	<b>Special Conditions</b>
<b>Definitions</b> GCC 1.1(a)	Adjudicator is Not Applicable for this contract
<b>Definitions</b> GCC 1.1(l)	The Member is: <i>[to be inserted at contract signing]</i>
<b>Definitions</b> GCC 1.1(o)	The Service Provider is: <i>[to be inserted at contract signing]</i>
<b>Notices</b> GCC 1.4	Any notice shall be sent to the following addresses: For the Electoral Commission of Namibia,P/Bag 13352, Windhoek, Head of PMU  _____ For the [Service Provider], the address and contact name shall be <i>[to be inserted at contract signing]</i> :  _____
<b>Authorised Representatives</b> GCC 1.6	The Authorised Representatives are: For the Public Entity: Mr. T. Shapi For the Service Provider <i>[to be inserted at contract signing]</i> :  _____
<b>Effectiveness of Contract</b> GCC 2.1	The date on which this Contract shall come into effect is <b>20 August 2024</b>

<b>Starting Date GCC 2.2.2</b>	The intended starting date for the commencement of Services is <i>20 August 2024</i> .
<b>Intended Completion Date GCC 2.3</b>	The intended completion date is <i>27 August 2024</i> .
<b>Prohibition GCC 3.2.3(c)</b>	List of Activities: In-house Printing Voters'
<b>Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)</b>	The other actions are _____.
<b>Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9</b>	Restrictions on the use of documents prepared by the Service Provider are: _____
<b>Payments of Liquidated Damages GCC 3.10.1</b>	Liquidated damages for the whole contract are <i>[insert percentage of the final contract price]</i> per week. The maximum amount of liquidated damages for the whole contract is <i>[insert percentage]</i> of the final contract price.
<b>Lack of Performance Penalty GCC 3.10.3</b>	The percentage _____ to be used for the calculation of lack of Performance Penalty (ies) is _____. ( <i>Where applicable</i> )
<b>Performance Security GCC 3.11</b>	(i) No Performance Security is required

<b>Assistance and Exemptions</b> GCC 5.1	The assistance and exemptions provided to the Service Provider are( <i>where applicable</i> ): _____
<b>Contract Price</b> GCC 6.2(a)	The amount in local currency is _____.
<b>Terms and Condition of Payment</b> GCC 6.4	Insert the payment terms in line with the GCC.
<b>Interest on Delayed Payments</b> GCC 6.5	Payment shall be made within 30 days of receipt of the invoice and the relevant documents, and within 14 days in the case of the final payment. The interest rate is _____.
<b>Price Adjustment</b> GCC 6.6.1	Price adjustment <i>not</i> applicable.
<b>Identifying Defects</b> GCC 7.1	The following inspections shall be carried out: _____ The defect liability period is: _____
<b>Dispute Settlement</b> GCC 8.2	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute may be referred to court by either party.
<b>Dispute Settlement</b> GCC 8.2.3	Not Applicable
<b>Dispute Settlement</b> GCC 8.2.4	The arbitration procedures of _____ will be used (applicable to overseas service provider)
<b>Dispute Settlement</b> GCC 8.2.5	Not Applicable

(a) COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

<b>COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT</b>		
	<b>N\$</b>	<b>N\$</b>
<b>Raw Materials, Accessories &amp; Components</b>		
• Imported (CIF)	.....	
• Local (VAT & Excise Duty Fee)	.....	.....
<b>Labour Cost</b>		
• Direct Labour	.....	.
• Clerical Wages	.....	.
• Salaries to Management	.....	.....
<b>Utilities</b>		
• Electricity	.....	
• Water	.....	
• Telephone	.....	.....
<b>Depreciation</b>	.....	
<b>Interest on Loans</b>	.....	
<b>Rent</b>	.....	.....
<b>Other (please specify)</b>		
• .....	.....	
• .....	.....	
• .....	.....	.....
<b>TOTAL COST</b>		

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



**Total Cost**

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

**QUOTATION CHECKLIST SCHEDULE**

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

**Procurement Reference No.: NCS/RFQ/28-30/24/25**

<b>Description</b>	<b>Attached (please tick if submitted and cross if not)</b>
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid securing declaration	
Company profile, past experience and references for similar services	
Valid Good standing Certificate for Tax (NAMRA)	
Valid Good standing Certificate for Social Security	
Valid Company Registration Document	
Employment Equity Certificate	

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



## Electoral Commission of Namibia

### PROCUREMENT OF GOODS AND SERVICES

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

<b>RFB REF. NO:</b>	NCS/RFQ/28-30/2024/25
<b>BID DESCRIPTION</b>	Design, printing and delivery of training manuals for election officials
<b>BID CLOSING DETAILS</b>	<b>DATE:</b> 20 August 2024
	<b>TIME:</b> 11h00
	<b>PLACE:</b> ECN HQ, Second floor, Office No. 261/259

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

<b>NAME OF BIDDING COMPANY</b>	
<b>NAME OF AUTHORIZED REPRESENTATIVE</b>	
<b>BIDDING PRICE (NS)</b>	
<b>DATE COMPLETED</b>	

## 1. PURPOSE

- 1.1 The purpose of this Request for Bid is to invite Suppliers (hereinafter referred to as “bidders”) to submit bids for the design, printing and delivery of training manuals for polling to the Electoral Commission of Namibia (ECN), with a period of **August – September 2024**.
- 1.2 This bid is open to suppliers with capacity and capability to print and deliver training manuals conforming to requirements and standards set out in **Section 5** of this bid.

## 2. BACKGROUND

- 2.1 The ECN has identified the need for design, printing and delivery of training manuals for polling to be used for training for Returning Officers, Election Officials and Election Agents in the preparation for the conduct of Presidential and National Assembly Elections.

## 3. SCOPE OF BID

- 3.1 The invitation of bids is aimed at ensuring that the following training manuals are printed and delivered to the ECN:
- i) Design and Printing of training manuals to be used during the training for election officials in preparation for the Presidential and National Assembly elections scheduled to take place on 27 November 2024.
- 3.2 The training manuals specified under this bid must be printed and delivered to the ECN Head Quarters (HQ), Logistic Store within timeframe specified in this document.

## 4. SPECIFIC PRE-REQUISITES

- 3.1 Prospective bidders must be prepared to deliver a high quality product right first time and at the right time.
- 3.2 The execution of this bid requires a high degree of accuracy and quality control as the condition is exacerbated by an extremely short production window which leaves no margin for error or failure.
- 3.3 **Prospective bidders must initial every page and sign the last page of this bidding document as a requirement to declare acceptance of the conditions and requirements specified in this bid.**
- 3.4 In case of any prospective wants to declare not to accept any of the specified conditions or requirements specified in this bid, this must be done on a separate sheet to be provided by the bidder.

#### 4. STATUTORY REQUIREMENTS

4.1 In compliance with Public Procurement Act (Act No.15 of 2015), all prospective bidders must provide the following statutory documents:

- i) Company Registration documents/certificate
- ii) Valid Good Standing Certificate with Social Security
- iii) Valid NAMRA Good Standing Certificate
- iv) Valid Affirmative Action Compliance Certificate

#### 5. TECHNICAL REQUIREMENTS

##### 5.1 Technical Specifications

5.1.1 The successful bidder is required to print and deliver a total of **500 copies** of the handbook for training manuals for presiding and polling officers and 500 copies of Facilitators manual guide for Returning officer.

The training manual must have the following features:

- i) Font: Arial
- ii) Font Size: 12
- iii) Sheets: 40 (including covers)
- iv) Pages: 80 pages (including covers)
- v) Inside paper: 80 gram
- vi) Cover paper: 200 gram
- vii) Binding: Saddle stitched
- viii) Colour: Full colour

5.1.2 The successful bidder is also required to print and deliver a total of **500 copies of training manuals for election agents.**

The training manual must have the following features:

- i) Font: Arial
- ii) Font Size: 12
- iii) Sheets: 30 (including covers)
- iv) Pages: 60 pages (including covers)
- v) Inside paper: 80 gram
- vi) Cover paper: 200 gram
- vii) Binding: Saddle stitched
- viii) Colour: Full colour

##### 5.1.3 Size

- i) The successful bidder is required to print and deliver an A4 size page, portrait layout of the training manuals.

#### 5.1.4 Sample

- i) Bidders are required to supply a sample of both **training manuals**

### 6. ADMINISTRATIVE REQUIREMENTS

#### 6.1 Performance References

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

#### 6.2 Experience

- 6.2.1 Prospective bidders must demonstrate relevant experience on printing and producing/providing the same or similar products or services of which a list must be attached containing:
  - i) Full description of the goods or services provided,
  - ii) Name of the institution,
  - iii) Year(s), and
  - iv) Period (days) taken to print or produce and deliver the goods or services.
- 6.2.2 Capacity and capability to print and deliver the required products **right first time and at the right time**. This requirement is read in conjunction with requirements under **section 5** above.

#### 6.3 Delivery Period

- 6.3.1 Prospective bidders must print and deliver or provide the required goods or services within time period stipulated under the terms and conditions of the contract execution.

#### 6.4 Bid Price

- 6.4.1 All quoted prices are the total price for the entire scope of required services and deliverables to be provided by the bidder.
- 6.4.2 The total price must be VAT inclusive and be quoted in Namibian Dollar (N\$).
- 6.4.3 The details, such as *delivery and labour*, of the cost must be included in the bid.
- 6.4.4 All additional costs, where applicable, must be clearly specified.
- 6.4.5 Bid price adjustments must be handled in compliance with Regulation 41(1) and (3) of the Public Procurement Act No.5 of 2015.

#### 6.5 Bid Validity Period

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

**6.6 Payment**

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

**6.7 Bid Evaluation Stages**

6.7.1 The bid evaluation process consists of several stages that are applicable according to the nature of the bid as defined in the table below.

Stage	Description	Applicable for this bid
1.	Compulsory Briefing Session	No
2.	Statutory Requirements Verification	Yes
3.	Technical Requirements Evaluation	Yes
4.	Administrative Requirements	Yes
5.	Facility-Site Inspection	No
6.	Price Evaluation	Yes

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

**6.8 Bid Evaluation Criteria**

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

- i) Full compliance with statutory requirements (section 4)
- ii) Full compliance with technical specifications (section 5.1)
- iii) Capability to produce traceable references (subsection 6.1)
- iv) Capability to prove experience in producing or providing the same or similar products or services (subsection 6.2)
- v) Facility conformity to set standards (section 6.7)
- vi) Bid offer (price)
- vii) Firmness of the price

**6.9 Facility inspection**

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

- i) Carry-out site visits to the premises of prospective bidders to determine compliance and conformity with set standards (i.e. ISO/IEC 17065 and ISO/IEC 17021-1) of the Namibia Standard Institute (NSI) as part of evaluation criteria.
- ii) Ensure that the products and services to be offered by prospective bidders consistently conform to predefined International and/or Namibian standards, customer requirements and applicable legislations.

## **6.10 Bid Disqualification**

### **6.10.1** Failure by any bidder to comply with:

- i) Any of the statutory requirements (**section 4**) shall result in automatic disqualification from being evaluated at selection stage.
- ii) Technical specifications (**section 5**), providing traceable references and proof of experience (**subsection 6.1 and 6.2**) respectively during evaluation stage.

## **6.11 Contract Management**

- 6.11.1 The successful bidder shall enter into a contract with the ECN as an administrative tool to execute the set deliverables of the bid and monitor thereof in compliance with Section 62 and Regulation 40 of the Public Procurement Act No 5 of 20215.
- 6.11.2 The ECN shall designate an official to execute oversight function of the contract execution, motoring and evaluation of the contract deliverables.
- 6.11.3 All prospective bidders shall be required to attend a compulsory briefing meeting at ECN HQ failure to attend shall result in automatic disqualification.

## **6.12 Guarantee and Warranty**

### **6.12.1** The Supplier warrants that:

- i) The warranty of goods or service supplied or provided under this bid remains valid for a minimum of twelve (12) months after the goods/services, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the bid, or for the rest of the term required within this bid or contract to be entered into;
- ii) As at commencement date, it has the rights, title and interest in and to the product or services to deliver such product or services in terms of the bid and contract to be entered into and that such rights are free from any encumbrances whatsoever;
- iii) The product is in good working order, free from defects in material and workmanship, and substantially conforms to the Specifications, for the duration of the Warranty period;



- iv) During the Warranty period any defective item or part component of the product be repaired or replaced as per the NSI referred to in this bid or and contract to be entered into after receiving a written notice from the ECN;
- v) The Product possesses all material functions and features required for ECN's Operational Requirements;

**7. INCOTERMS**

**7.1 Delivery of Products**

- i) The printing and delivery of training materials (e.g. Training manuals for registration of voters and for Regional Electoral Officer and Supervisors of Registration) from supplier to ECN must be done in compliance with provisions of internationally recognized trade terms.

**8. DETAILS OF BIDDER**

<b>Name of Bidding Company</b>	
<b>Physical Address</b>	
<b>Postal Address</b>	
<b>Contact Number</b>	

\_\_\_\_\_  
**Full Name of Bidder**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**ELECTORAL COMMISSION OF NAMIBIA LOGISTIC SECTION  
CONTACT DETAILS AND DELIVERY QUANTITY:**

<b>PHYSICAL ADDRESS</b>	<b>CONTACT NUMBERS</b>	<b>CONTACT PERSON</b>	<b>QUANTITY</b>
67 – 71 Van Rhyn Street, Windhoek West	+264 61-376210 +264 811608930	Thadeus Kakororo	Polling Officials Manual – 500 Election Agents Manual – 500 Facilitator Manual guide-500