



**REQUEST FOR SEALED QUOTATIONS
FOR NON-CONSULTANCY SERVICES
(RFQ)**

**PROVISION OF LAYOUT, DESIGN, EDITING, PROOFREADING AND
PRINTING OF THE NHE ANNUAL REPORTS AND OTHER RELATED
SERVICES FOR A PERIOD OF THREE (3) YEARS**

PROCUREMENT REFERENCE NO:

NCS/RFQ/NHE-07/23/24

ISSUED ON:

14 JUNE 2024

CLOSING DATE:

26 JULY 2024 @ 10H00 AM









COST: FREE

Name of Bidder:
Total Bid Price:	N\$..... (excl. VAT)
Amount in Words: (excl. VAT)

National Housing Enterprise
7 Gen. Murtala Muhammed Ave, Eros, Windhoek, NAMIBIA
Tel: 061 2927111, Fax: 061 222 941,
procurement@nhe.com.na
www.nhe.com.na



PROCUREMENT MANAGEMENT UNIT

 7 General Murtala Muhammed Ave. Windhoek  www.nhe.com.na
 P. O. Box 20192, Windhoek  National Housing Enterprise
 +264 (0) 61 292 7240  www.twitter.com/nhe_namibia
 +264 (0) 61 222 941  procurement@nhe.com.na

LETTER OF INVITATION

**NCS/RFQ/NHE-07/23/24
2024**

14 JUNE

Dear Sir/Madam

PROVISION OF LAYOUT, DESIGN, EDITING, PROOFREADING AND PRINTING OF THE NHE ANNUAL REPORTS AND OTHER RELATED SERVICES FOR A PERIOD OF THREE (3) YEARS

The National Housing Enterprise 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 Procurement Management Unit at procurement@nhe.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,

Noreen Siyanga
Secretary of PC Committee

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The National Housing Enterprise 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 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 **90** days from the date of submission deadline.

4. Eligibility Criteria

- (a) A bidder that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission and thereafter shall be disqualified.
- (b) Bids from bidders appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.
- (c) Bidders should submit a statement on past and present declaration of ineligibility, if any, by any local/international agency or any termination of contract for unsuccessful completion of assignment, giving adequate details to enable a fair assessment.

5. Mandatory Requirements

For the bid to meet the mandatory requirements, the bidder must submit the following documents as outlined in section 50 of the Act:

- (a) an original or certified copy of a valid certificate of good standing with the Receiver of Revenue.
- (b) a valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission.
- (c) as required by the Affirmative Action (Employment) Act, 1998 (Act No. 29 of 1998)

-
- (i) a certified copy of a valid affirmative action compliance certificate issued under section 41 of that Act.
- (ii) a certified copy of an exemption issued under section 42 of that Act, or
- (iii) a certified copy of proof from the Employment Equity Commissioner that the Consultant or supplier is not a relevant employer as defined in that Act.
- (d) a written undertaking as contemplated in section 138(2) of the Labour Act, 2007(Act No. 11 of 2007), and
- (e) a certified copy of a valid –
 - (i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia.
 - (ii) certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia.
 - (iii) 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
 - (iv) 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,
 - (v) but a bidder or supplier who is a sole proprietor only needs to comply with the provisions of paragraph (a) to (d).
- (f) Complete and submit a signed Quotation Letter.
- (g) Complete and submit a Bid Securing Declaration Form.
- (h) Complete and submit a completed Self Declaration Form.
- (i) Complete and submit a Declaration in Respect of Exclusive Preference (where applicable), *(Kindly note that failure to complete and/or submit this document will not be grounds for disqualification)*

NB!! Certification of documents should be done by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).

Only documents with original certification stamps will be accepted.

Scanned copies of certified documents (in colour or black and white) are not accepted.

All copies of documents should be in black and white.

6. Bid Securing Declaration

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

7. Duration of the Assignment

It is estimated that the minimum duration of the assignment shall be for an estimated period of thirty-six (36) months

The provision of the services will be on need basis and the completion period for services requested at a particular time shall be 30 days after acceptance/issue of Purchase Order.

Deviation in completion period shall be considered if such deviation is reasonable and communicated well in advance or prior to the commencement of the task.

8. Documents to be submitted

- a) Bidders shall submit along with their quotation, mandatory documents as stated in paragraph 5 above and documents giving company's profile, experience, current

activities, and evidence of similar services provided with customer's reference details.

9. Financial Evaluation

- a) The bid document includes a price activity schedule. Pricing should be aligned to the Terms of Reference as indicated in this document.
- b) In addition to the price schedule, bidders may submit Quotations on a company letter head, provided that all information is included. Please note that the completion of the price schedule without submitting a separate quote will also be accepted.
- c) Bidders who are not registered for VAT are not allowed to charge VAT on their quotations.

10. Sealing and Marking of Quotations

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

11. Submission of Quotations

Quotations should be deposited in the Bid Box located at **National Housing Enterprise (NHE), Not later than 26 July 2024 at 10:00. Late quotations will be rejected.**

Quotations may not be submitted by e-mail.

No bid opening session will be held. However, a bid opening summary will be provided to all bidders who submitted bids.

12. Opening of Quotations

Quotations will be opened internally by NHE immediately after the closing time referred to in paragraph 11 above. A record of the Quotation Opening stating the name of the Bidders and the amount will be put on the website of NHE and will be available to any bidder on request within three working days of opening.

13. Evaluation of Quotations

NHE 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.

NHE is not obligated to award the contract to bidder with the lowest quotation. A procurement contract will be awarded to the lowest evaluated substantially responsive bid that meets the requirements.

14. 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.

Bidders shall submit along with their quotation documents, 3 samples of previous annual reports produced to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of NHE.

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.

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

15. 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.

16. Margin of Preference

The National Housing Enterprise will apply margins of preferences to this bid when evaluating bids for exclusive preference, in line with the provisions of the Code of Good Practice issued in terms of section 71 and 72 of the Public Procurement Act, 2015 (Act No. 15 f 2015) as amended.

A bidder must complete and sign the declaration in respect of exclusive preference included in this document, outlining the preferences the bidder qualifies and substantiated by documentary proof.

17. 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 an award letter and/or issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract.

18. Notification of Award and Debriefing

The NHE 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 NHE 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:	National Housing Enterprise (NHE)
Procurement Reference Number:	NCS/RFQ/NHE-07/23/24
Subject matter of Procurement:	PROVISION OF LAYOUT, DESIGN, EDITING, PROOFREADING AND PRINTING OF THE NHE ANNUAL REPORTS AND OTHER RELATED SERVICES FOR A PERIOD OF THREE (3) YEARS

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 Authorized by:

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

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

Date: _____

Procurement Ref No.: _____

To: _____

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 _____, _____

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.*

SELF-DECLARATION FORM

Procurement Reference No:

Title

I/We the undersigned declare that:

1. I / we are not blacklisted by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission.
2. I/ we are not blacklisted by African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group.
3. I/ we will submit a statement on past and present declaration of ineligibility, if any, by any local/international agency or any termination of contract for unsuccessful completion of assignment, giving adequate details to enable a fair assessment.
4. I/ we will inform the contracting authority, without delay, of any situation constituting a conflict of interest or could give rise to a conflict of interest.
5. I/ we have not sought, attempted to obtain, or accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal or corrupt practice, either directly or indirectly, as an incentive or reward relating to the award of the contract.

Declared at _____ this ____ day of _____

Signature (of duly authorised officer): _____

Full Name and Designation: _____

DECLARATION IN RESPECT OF EXCLUSIVE PREFERENCE

Paragraph 9(3) and Annexure 6 of the Code of Good Practice on Preferences Referred to in Section 71 and 72 of Public Procurement Act, 2015

Bidder to tick the appropriate box to indicate the category under which it has made a declaration.

1. Manufacturer

CATEGORIES OF BIDDERS		DOCUMENTARY EVIDENCE (to be submitted with the bid / all the documents required must be submitted)	TICK	
1	Manufacturer	- Cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant (please refer to code of good practice for above stated annexures)	Yes	
			No	

If yes, please complete the part below, including the cost structure form. The form may be reproduced, but it should be in the same format or reflect the whole information on it.

Manufacturer's Declaration in Terms of Paragraph 9(3) and Annexure 6 of the Code of Good Practice

I/We hereby declare that the manufactured goods meet the local content as determined in Annexure 1 of Code of good practice, as per the cost structure for Value Added Calculation.

The Local Value-Added amounts to: N\$ _____

NB: The cost structure reflecting the above amount must be attached to the bid for reference.
(See Annexure 1 below)

2. Micro, Small and Medium Enterprises

CATEGORIES OF BIDDERS		DOCUMENTARY EVIDENCE (to be submitted with the bid / all the documents required must be submitted)	TICK	
2	Micro, Small and Medium Enterprise	- certified copy of SME registration certificate	Yes	
			No	

If yes, percentage indicating Namibian MSME ownership

3. Women Owned Enterprise

CATEGORIES OF BIDDERS		DOCUMENTARY EVIDENCE (to be submitted with the bid / all the documents required must be submitted)	TICK	
3	Women owned enterprise	- Certified copy of identity documents (IDs) of all stakeholders - Certified copy of: founding statement and/or company registration indicating ownership structure and/or copy of shareholder certificate	Yes	
			No	

If yes, percentage equity owned by Namibian women

4. Youth Owned Enterprise

CATEGORIES OF BIDDERS		DOCUMENTARY EVIDENCE	TICK	
		(to be submitted with the bid / all the documents required must be submitted)		
4	Youth owned enterprise	<ul style="list-style-type: none"> - Certified copy of identity documents (IDs) of all stakeholders - Certified copy of founding statement/company registration indicating ownership structure/ copy of shareholder certificate 	Yes	
			No	

If yes, percentage equity owned by Namibian youths

5. Previously Disadvantaged Person owned Enterprise.

CATEGORIES OF BIDDERS		DOCUMENTARY EVIDENCE	TICK	
		(to be submitted with the bid / all the documents required must be submitted)		
5	Previously Disadvantaged Person owned enterprise	<ul style="list-style-type: none"> - Certified copy of identity documents (IDs) of all stakeholders - Certified copy of founding statement/company registration indicating ownership structure/ copy of shareholder certificate 	Yes	
			No	

If yes, percentage equity owned by previously disadvantaged Namibians

6. Suppliers Providing Environmental Protection

CATEGORIES OF BIDDERS		DOCUMENTARY EVIDENCE	TICK	
		(to be submitted with the bid / all the documents required must be submitted)		
6	Suppliers providing environmental protection	<ul style="list-style-type: none"> - Evidence that the bidder promotes the protection of the environment, maintain ecosystems and sustainable use of natural resources 	Yes	
			No	

If yes, bidder must provide evidence or elaborate on any initiatives to protect the environment, maintain ecosystems and the sustainable use of natural resources.

7. Suppliers Providing Employment to Namibians

CATEGORIES OF BIDDERS		DOCUMENTARY EVIDENCE	TICK	
		(to be submitted with the bid / all the documents required must be submitted)		
7	Suppliers providing employment to Namibians	<ul style="list-style-type: none"> - Declaration under oath that the bidder employs 50% or more Namibian citizens - Certified copies of Namibian citizens employed by the bidder 	Yes	
			No	

If yes, kindly provide an organogram indicating the total number of employees. In addition, provide a list of all Namibians with proof of identifications. list the names and ID numbers of bidder must provide evidence or elaborate on any initiatives to protect the environment, maintain ecosystems and the sustainable use of natural resources.

ANNEXURE 1
COST STRUCTURE FOR VALUE ADDED CALCULATION
(Paragraph 1)

	Product 1	Product 2
	N\$	N\$
Raw Materials, Accessories and Components		
• Imported (CIF)		
• Local (Value Added Tax and Excise Duty Fee)		
• Local (Cost, Insurance, Freight)		
Labour Cost		
• Direct Labour		
• Clerical Wages		
• Salaries to Management		
Utilities		
• Electricity		
• Water		
• Telephone		
Depreciation		
Interest on Loans		
Rent		
Other (please specify)		
TOTAL COST		
COST OF IMPORTED INPUTS		
LOCAL VALUE ADDED		
% LOCAL VALUE ADDED		

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

NB! The cost structure must be certified by an Accountant

This form maybe reproduced, but it should be in the same format or reflect the whole information on it.

I/We* hereby declare that the information provided above outlines the preferences that I/We* qualifies for, and that the information provided is correct

Signed: _____

Name: _____

Dated on _____ day of _____, _____

Bid Evaluation Criteria

2. Evaluation Process

The bid will be evaluated according to the methods stated Section I (Instructions to bidders).

2.1 Stage 1: Preliminary Evaluation

The table below will be used for evaluation of the first stage. Bidders shall comply with all the criteria listed in the table below for further evaluation. All certifications are to be done by a **Commissioner of Oath**.

Stage 1: Preliminary Evaluation			
2.1.1 Mandatory Requirements			
Criteria	Yes/Pass	No/Fail	Supporting Document
Company Registration Information A certified copy of valid registration certificate or relevant documentation			Certified copy of document/s
An original or certified copy of a valid certificate of good standing with the Receiver of Revenue; ITB 13.1(4)(a)			Certificate of good standing
Valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission; ITB 13.1(4)(b)			Certificate of good standing or confirmation letter
Affirmative action compliance: - Certified copy of certificate, or - Certified copy exemption, or - Certified copy of proof.			Affirmative action compliance certificate/exemption/proof as stated
Completed Undertaking in terms of section 138 of the Labour Act			Completed form in bidding document
Below requirements are not grounds for disqualification			
Completed Quotation letter			Form in bidding document
Completed Bid Securing Declaration			Form in bidding document
Completed Self Declaration Form in respect of eligibility criteria			Form in bidding document
Completed Declaration in respect of Exclusive Preference (where applicable)			Form in bidding document

Bidders who fully comply with Stage 1: Preliminary Evaluation, will be further evaluated technically in Stage 2.

2.2 STAGE 2: Technical Evaluation

This section contains supplementary criteria that the Employer shall use to evaluate bids.
(Bidder must score a minimum of 80% to proceed to the next stage of evaluation)

TABLE 2: TECHNICAL EVALUATION CRITERIA				
#	DESCRIPTION	SCORING NOTES		WEIGHT
1	PROVISION OF SERVICES OF A SIMILAR NATURE			
	Provision of services of a similar nature (provision of layout, design, editing, proofreading and printing of annual reports and other related services performed over the last 5 years)	Provision of similar services for 2 years and less	0%	20%
		Provision of similar services for 3-4 years	10%	
		Provision of similar services for 5 years and more	20%	
<ul style="list-style-type: none"> • Detailed company profile listing the provision of similar services in the past 5 years. • Appointment/award letters and/or contract/agreements of such services. • Please provide proof of value for each project listed. 				
2	EXPERIENCE			
	Provide at least five (5) contactable references (Attach at least five (5) testimonials/reference letters or completion certificates from your current/previous clients). The testimonials/reference letters should be clearly indicative of the time-period (term) for which a bidder has provided similar services.	2 or less service contracts	0%	30%
		3-4 service contracts	20%	
		5 or more service contracts	30%	
Submit at least five (5) references for provision of services of similar nature in the last 5 years. Cliental for which services were rendered to be that of a state-owned enterprises' or similar. Completion certificates/ award letters will also be accepted as proof.				
3	WORK PLAN / METHODOLOGY			
	Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs)			
	The number of points to be assigned for this criterion shall be determined considering the following and the weight allocated to each criterion below will contribute to the overall score of 20%			
	a) The methodology is clear and complete: all key deliverables, resources mobilised, list of activities, risks and assumptions are included:	Weight 5%		20%
	b) The methodology is relevant: it brings an added value to the TORs and contains innovations: The work plan is detailed, realistic and in line with the TORs and proposed methodology:	Weight 5%		
c) The proposal conforms to the timelines indicated in the invitation:	Weight 5%			
d) Work plan includes a list of the proposed personnel and the tasks that would be assigned to each personnel: (NB, kindly attach certified copies of proofs of citizenship, relevant qualifications, and professional registrations of each personnel listed. CVs should also be submitted)	Weight 5			

4	CONTRACT MANAGER / SUPPORT STAFF			
	Contract Manager with five (5) years' experience in services of an equivalent nature and volume, including no less than three (3) years as Manager. A CV indicating the required experience should be submitted with relevant certified copies of qualifications.	No CV, Qualification & Experience	0%	10%
		CV Without Proof of Relevant Qualifications & Experience (or one of each without the other two)	2.5%	
		CV With Relevant Qualification & No Experience (or two of each without the other one)	7.5%	
CV With Relevant Qualification & Relevant Experience		10%		
5	REGISTERED FOR PROVISION OF SERVICES AS PRINCIPAL BUSINESS			
	Copies of company registration indicating bidder is registered for the provision of layout, design, editing, proofreading and printing or services of similar nature as principal business.	Bidder not registered for provision of the related services	0%	20%
		Bidder registered for provision of the related services	20%	
TOTAL				100%

Bidders who scored minimum of 80% in Stage 2: Technical Evaluation, will be further evaluated financially in Stage 3.

2.3 STAGE 2: Financial Evaluation

The lowest Price from the compliant Bids will be recommended for award.

2.4 STAGE 3: Margin of Preference

In terms of the Code of Good Practice on Preferences, margin of preference means a percentage of price preference given to a bidder who meets the specified criteria as determined.

This code of good practice aims to promote, facilitate, and strengthen measures to implement the empowerment and industrialization policies of the Government by providing a framework for the application of preferences and reservations under the Act without compromising standards of goods, works and services and value for the money, grant exclusive preference to categories of local suppliers through reservations of certain procurement of goods and, works and services.

The maximum cumulative allowable margins of preferences applicable to exclusive preference for price evaluation purposes is 10%.

A bidder must complete and sign the declaration in respect of exclusive preference included in this document above, outlining the preferences the bidder qualifies for and the grounds for such qualifications.

Margins of preferences will be applied, as per Annexure 6 of the Code of Good Practice, as follows on the total cost in the price schedule:

CATEGORIES OF BIDDERS	DEFINITION / CRITERIA (in terms of code of good practice on preferences)	MARGIN OF PREFERENCE	DOCUMENTARY EVIDENCE (to be submitted with the bid / all the documents required must be submitted)
Manufacturer	means a person or company that is involved in the physical or chemical transformation of materials or components into new products whether or not – a) the transformation is through work - i) performed by a power-driven machine or by hand, ii) done in a home or factory, or b) the new products are sold on wholesale or retail basis	2%	- certificate of registration from a registering authority - declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant - (please refer to code of good practice for above stated annexures)
Micro, Small and Medium Enterprise	means an enterprise that has a valid micro, small and medium enterprise certificate issued by the Ministry responsible for trade, whose minimum equity is 51% owned by Namibians	1%	- certified copy of SME registration certificate - declaration indicating the percentage of Namibian MSME ownership (kindly use structure of form)
Women owned enterprise	a bidder who is a woman or whose minimum equity is 51% owned by Namibian women	1%	- certified copy of identity documents (IDs) of all stakeholders - certified copy of: founding statement and/or company registration indicating ownership structure and/or copy of shareholder certificates - declaration indicating the percentage of Namibian female ownership
Youth owned enterprise	"youth" means a young person aged from 16 to 35 years old as defined in section 1 of the National Youth Council Act, 2009 (Act No.3 of 2009) a bidder who is a youth or whose minimum equity is 51% owned by Namibian youths	2%	- certified copy of identity documents (IDs) of all shareholders - certified copy of founding statement/company registration indicating ownership structure/ copy of shareholder certificate - declaration indicating the percentage of Namibian youth ownership
Previously Disadvantaged Person owned enterprise	means persons contemplated in Article 23(2) of the Namibian Constitution and includes – a) women; and b) persons with any disability as defined in the National Disability Act, 2004 (Act No. 26 of 2004) a bidder who is a PDP or whose minimum equity is 51% owned by Namibian PDPs	2%	- certified copy of identity documents (IDs) of all shareholders - certified copy of founding statement/company registration indicating ownership structure/ copy of shareholder certificates - declaration indicating the percentage of Namibian PDP ownership
persons within Namibia who have been socially, economically, or educationally disadvantaged by past discriminatory laws or practices as contemplated in Article 23(2) of the Namibian Constitution			
Suppliers providing environmental protection	a bidder that promotes the protection of the environment, maintain ecosystems and sustainable use of natural resources as specified by the public entity in the bidding document	1%	- declaration by the bidder that the latter deals with environmental protection
Suppliers providing employment to Namibians	a bidder who employs 50% or more Namibian citizens	1%	- declaration that the bidder employs 50% or more Namibian citizens - certified copies of Namibian citizens employed by the bidder
TOTAL		10%	

SECTION III: SCOPE OF SERVICES

SPECIFICATIONS OF SERVICES AND PERFORMANCE REQUIREMENTS

IN GENERAL

The NHE seeks to procure services of a qualified and experienced company or individual to do the design and layout, editing and proof reading and printing of the NHE Annual Report for a period of 3 years and on the need basis. This document will be used as a strategic reporting tool to NHE stakeholders and therefore should display a high level of professionalism to promote the brand of the NHE.

PERFORMANCE REQUIREMENTS

The Annual Report must be professionally designed, edited and proofread, with an excellent layout. The language should be edited in line with professional writing standards which must be in line with the NHE brand, as guided by the Manager: Corporate Communications and Marketing. The service provider must be able to deliver quality documents within the stipulated time frames and specifications outlined below.

Description	Specification
Number of pages	Approximately 180 pages
Size	A4
Quantity	50 printed and 25 on USB
Binding	Booklet
Photographs and artwork	The Consultant must have a designated graphic designer who the NHE will have direct access to and be prepared to redo/typeset the financials using appropriate software/format for editing purposes before publishing into PDF format. CCM to prove the photos to be utilised in the annual report.
Print specifications	Full Colour Matt gloss - 350 gsm Cover pages 150 gsm inside pages

After the appointment, the successful consultant shall convene a conceptual meeting with the NHE to decide and finalise the project schedule. The consultant will be expected to conduct in-depth interviews with the Chairperson and CEO to produce Chairperson and CEO Statements.

EXPECTED OUTPUT

The Annual Report must be:

- Intelligently and creatively designed.
- Reflective of the theme throughout the report.

- The annual report theme is obtainable from the Manager: Corporate Communications and Marketing.
- Proofread and edited in line with professional writing standards.
- Finished printed publication which must be in line with professional writing standards.
- Finished printed publication which must be in line with NHE corporate branding.
- The consultant must be able to deliver a quality document within the stipulated timeframes.

SECTION IV: PRICE SCHEDULE

QUOTATION FOR: National Housing Enterprise

Procurement Ref No. NCS/RFQ/NHE-07/23/24

PROVISION OF LAYOUT, DESIGN, EDITING, PROOFREADING AND PRINTING OF THE NHE ANNUAL REPORTS AND OTHER RELATED SERVICES FOR A PERIOD OF THREE (3) YEARS

Priced Activity Schedule

Pricing in this schedule will be used for evaluation and award purposes. Quotations will be requested from the successful bidder when the initial purchasing will take place.

Item No	Brief Description of Services	Quantity	Unit Measure	Unit Price (N\$)	VAT (N\$)	Total EXL VAT N\$
1	Layout and Design	1				
2	Editing and Proofreading	1				
3	Printing of Annual Report (colour)	50 copies				
	Any other cost (please outline on a separate page)					
Sub Total						
VAT @%						
Total						

Priced Activity Schedule Authorised By:

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

ADDITIONAL INFORMATION

REFERENCE LIST

Attach letters of reference where service has been provided

Item	Company Name	Contact Person	Contact Details	Year of Service
1				
2				
3				

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/NHE-07/23/24**

[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 of Specifications and Performance Offered	Details of Non-Compliance/Deviation (if applicable)
A*	B*	C	D
1	Provision of Layout and Design, Editing, Proofreading and Printing of NHE 2017/2018/2019/ Annual Report		
2			

Specifications and Performance Standard Compliance Sheet Authorised by:

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

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE**

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

PROCUREMENT REFERENCE NO.: **NCS/RFQ/NHE-07/23/24**

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Performance Compliance Sheet	
Written undertaking in terms of section 138 of the Labour Act, 2007	
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.*



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 Provision of Security Services (available on website (www.nhe.com.na) except where modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: NCS/RFQ/NHE-07/23/24

The Conditions of Contract shall be subject to the following:

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract <i>shall</i> come into effect as from date of award.
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 at any time as it may be determined by NHE.
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is : <i>Mr Gisbertus Mukulu, CEO</i> The Authorized Representative of the Service Provider is:
GCC 2.6 Insurance and liabilities to Third Party	The Employer's and Workmen's Compensation, Third Party and Professional Services Liabilities insurance covers shall be prorated to the contract amount if award is made on a split basis with reference to limits indicated in ITB 13.1 (e).
GCC 2.7 Reporting Obligations	The Service Provider shall report to: <i>Ms Noreen Siyanga, Manager Supply Chain Management and Administration, 061 292 7208.</i>