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# Request for Sealed Quotations for Goods

## Compilation, Editing, Proofreading, Design and Printing of the Integrated Annual Report 2025/2026

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**Procurement Reference No: G/RFQ/NW-001/2027**

<b>Name of Bidder</b>		
<b>Contact Person</b>		
<b>E-mail Address</b>		
<b>Postal Address</b>		
<b>Lot 1: Total Amount (Excl. VAT)</b>		
<b>Lot 2: Total Amount (Excl. VAT)</b>		
<b>Contact Phone number</b>	<b>Work:</b>	<b>Mobile:</b>

**Documents must be posted / delivered to:  
The Quotation/Bid Box**

**Att: Procurement Management Unit (+264 61 71 2009, [bids@namwater.com.na](mailto:bids@namwater.com.na))**

Namibia Water Corporation Ltd.

Private Bag 13389

176 Iscor Street, Aigams Building

**Closing Date: Thursday, 16 April 2026, at 11h00**

**NO LATE BIDS WILL BE ACCEPTED!**

Initials.....

## **NOTICE TO BIDDERS**

- Please take note of initializing all pages of the standard bidding document and initial all the supporting documents including company profiles, brochures, etc.**
- Take note to sign all relevant pages as stipulated in the bidding standard document.**
- Copies of documents not certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963) will not be accepted.**



Namibia Water Corporation Ltd.  
 Private Bag 13389, Windhoek, Namibia  
 Tel: +264 61 71 2066  
 Fax: +264 61 21 0741

## Letter of Invitation

[Name and Address of Bidder \_\_\_\_\_]

**Procurement Reference Number: G/RFQ/NW-001/2027**

**1 April 2026**

Dear Bidders,

### **Request for Quotations for Compilation, Editing, Proofreading, Design and Printing of the Integrated Annual Report 2025/2026.**

NamWater invites you to submit your best quote for the items 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 PMU

([bids@namwater.com.na](mailto:bids@namwater.com.na)) Private Bag 13389, Windhoek

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,

Procurement Management Unit

PMU

Initials.....

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

NamWater reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or
- (b) to accept or reject any quotation; and
- (c) to cancel the quotation process and reject all quotations at any time prior to contract award.

### 2. Preparation of Quotations

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

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration.
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

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

### 3. Validity of Quotations

The Quotation validity period shall be **180** days from the date of submission deadline.

### 4. Eligibility Criteria

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

- (a) Have a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a full valid company Registration Document;
- (b) Have an original or a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a valid Good Standing Tax Certificate, as certified by the Commissioner of Oath;
- (c) have an original valid good Standing Social Security Certificate;
- (d) Have a valid certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), 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 a valid certified copy of the original document, as certified by the Commissioner of Oath;
- (e) Submit signed Bid-securing Declaration.
- (f) 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;

- (g) Provide hard copies and/or links to previous work. Including but not limited to articles, annual reports, newsletters, and creative writing pieces.
- (h) Bidder must submit reference letters from entities whom the Bidder has successfully performed similar services (minimum two).
- (i) Submit curriculum vitae/qualifications / or relevant certifications.
- (j) Submit Methodology & Stakeholder Engagement Plan
- (k) 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 or thereafter, shall be disqualified.

Bids from service providers 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.

Links for checking the ineligibility lists are available at:

- Republic of Namibia, Procurement Policy Unit  
<https://egp2.gov.na/forms/SearchSuspendedBidders.jsf>
- African Development Bank  
<https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures>
- Asian Development Bank  
<http://lnadbg4.adb.org/oga0009p.nsf/sancALLPublic?OpenView&count=999>
- European Bank for Reconstruction and Development  
<http://www.ebrd.com/pages/about/integrity/list.shtml>
- Inter-American Development Bank Group  
<http://www.iadb.org/en/topics/transparency/integrity-at-the-idb-group/sanctioned-firms-and-individuals,1293.html>
- World Bank Group  
<http://www.worldbank.org/en/projects-operations/procurement/debarred-firms>

## 5. Bid Securing Declaration

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

## 6. Delivery

Delivery shall be **6 months** after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted.

## 7. 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 and contact information at the back of the envelope.

## 8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Namibia Water Corporation Ltd Head office, Private Bag 13389, 176 Iscor Street, Aigams Building, Windhoek, not later than **Thursday, 16 April 2026 at 11h00**. Offers by post or hand delivered should reach Private Bag 13389 by the same date and time at latest. Late Offers will be rejected..

**Quotations received by e-mail will not be considered.**

## 9. Opening of Quotations

Quotations will be opened internally by NamWater immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, will be posted on the website of NamWater and available to any bidder on request within three working days of the Opening.

## 10. Evaluation of Quotations

NamWater shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

#	Item	Description	Max Score (Marks)
1	Organisational Experience	<p><b>Minimum of five (5) years of experience in providing this service.</b></p> <ul style="list-style-type: none"> <li>• Less than 5 years' experience AND fewer than 2 annual reports submitted (5)</li> <li>• 5 years' experience + at least 2 relevant annual reports submitted (10)</li> <li>• 7–9 years' experience + 3–4 high quality annual reports submitted (15)</li> <li>• 10+ years' experience + 5 or more high quality Integrated/Annual Reports submitted (20)</li> </ul>	<b>20</b>
	<b>Team Composition &amp; Qualifications</b>	<p><b>At least Five (5) key team members who are qualified and experienced in providing similar services (curriculum vitae/qualifications / or relevant certifications) should be attached.</b></p> <ul style="list-style-type: none"> <li>• Team incomplete — missing critical functions such as Project Manager, Designer, Editor, Writer, Developer, Marketing/Communication ( 0-6)</li> <li>• Team complete with all critical functions represented, but members have limited</li> </ul>	<b>25</b>

		<p>experience (1–3 years in key roles). (7 - 11)</p> <ul style="list-style-type: none"> <li>• Team members across all critical functions have 3–5 years of experience with acceptable qualifications. (12- 16)</li> <li>• Fully qualified team — each critical function (Project Manager, Designer, Editor, Writer, Developer, Marketing/Communications) staffed with professionals holding 5+ years of experience; strong CVs; clear division of responsibilities. (17-25)</li> </ul>	
3.	<b>Methodology &amp; Stakeholder Engagement</b>	<p><b>Bidders should submit a methodology</b></p> <ul style="list-style-type: none"> <li>• Methodology unclear; no mention of departmental meetings; poor workflow (<b>0 -10</b>)</li> <li>• Basic methodology; limited consultation process; generic steps (<b>11- 14</b>)</li> <li>• Good methodology; includes meetings and review cycles but not detailed ( 15- 24)</li> <li>• Strong methodology with clear consultative meetings, feedback cycles, versioning (<b>25 - 29</b>)</li> <li>• Comprehensive methodology including: (<b>30-35</b>) <ul style="list-style-type: none"> <li>– Consultative sessions with each department</li> <li>– Concept alignment meetings</li> <li>– Draft submission &amp; feedback workshops</li> <li>– Consolidation of comments</li> <li>– Version control system</li> <li>– Final alignment meeting before sign-off</li> </ul> </li> </ul>	<b>35</b>
	<b>Quality Assurance &amp; Project Management Capacity</b>	<ul style="list-style-type: none"> <li>• No QA strategy or project plan provided (0-5)</li> <li>• Basic QA and timeline approach (6- 10)</li> <li>• Clear QA stages + timeline; project management tools mentioned ( 11-15)</li> <li>• Strong QA system; multi-stage review; risk management; detailed project plan with timelines and tools (16- 20)</li> </ul>	<b>20</b>
<b>Total Score</b>			<b>100%</b>

**NB:** The total evaluation score evaluation is out of 100%. For a bidder to proceed to the next evaluation criteria (**Technical Specifications compliance**), the bidder must score a minimum 70%. Bidders who fail to achieve the required minimum score of **70%** will be deemed as “non-responsive”. Such bidders will be excluded from being considered for further evaluation.

## 11. Technical Compliance

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

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

## 12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

## 13. Margin of Preference

**Code of good practice on preferences referred to in section 71 and 72 of Public Procurement Act, 2015 will be applied.**

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

Categories of Bidders	Margin of Preference	Documentary evidence to be submitted	CRITERIA
<b>Manufacturer</b>	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.	“manufacturer” means a person or a company that is involved in the physical or chemical transformation or 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; or (ii) Done in a home or factory; or (iii) The new products are sold on a wholesale or retail basis.
<b>Micro, Small and Medium Enterprise</b>	1%	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership	A bidder who is a MSME, 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.
<b>Women owned Enterprise</b>	1%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -declaration indicating the percentage of Namibian female ownership	A bidder who is a woman or whose minimum equity is 51% owned by Namibian women.
<b>Youth owned enterprise</b>	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -declaration indicating the percentage of Namibian youth ownership	A bidder who is a youth or whose minimum equity is 51% owned by Namibian youths
<b>Previously Disadvantaged Person owned enterprise</b>	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificates -declaration indicating the percentage of Namibian PDPs ownership	A bidder who is a PDP or whose minimum equity is 51% owned by Namibian PDPs.
<b>Suppliers providing environmental protection</b>	1%	-declaration and proof that the bidder meets the requirements set out in the bidding document	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.

<b>Suppliers providing employment to Namibian</b>	1%	-declaration that the bidder employs 50% or more Namibian citizens	A bidder who employs 50% or more Namibian citizens. Submit employees Social Security certificates
<b>TOTAL</b>	<b>10%</b>		

Formula to calculate margins of preference:

$$A = \frac{MP \times BP}{100}$$

in which formula -

- (a) "A" represents the amount to be determined.
- (b) "MP" represents the total percentage of all margins of preferences granted in respect of the bid; and
- (c) "BP" represents the bid price.

#### **14. Award of Contract**

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

#### **15. Notification of Award and Debriefing**

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

## SECTION II: QUOTATION LETTER

*(to be completed by Bidders)*

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

Quotation addressed to: <i>[name of Public Entity]</i>	<b>Namibia Water Corporation Ltd (NamWater)</b>
Procurement Reference Number:	<b>G/RFQ/NW-001/2027</b>
Subject matter of Procurement:	<b>Compilation, Editing, Proofreading, Design and Printing of the Integrated Annual Report 2025/2026</b>

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

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

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

We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to disqualification on the grounds mentioned in the BD.

The validity period of the Quotation is .....days from the date of the bid submission deadline.

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

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

### Quotation Authorised by:

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

Initials.....

**Appendix to Quotation Letter**

**BID SECURING DECLARATION**

**(Section 45 of Act)**

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

**Date:** .....[Day/month/year].....

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

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

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

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

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

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

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

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

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

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

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

Corporate Seal (where appropriate)

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

**\*delete if not applicable / appropriate**

Initials.....



**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.*

Initials.....





## **SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS**

### **Compilation**

The service provider must:

- Gather and organise all content supplied by the organisation.
- Structure content into narrative chapters aligned with integrated reporting principles.
- Ensure coherence, consistency, and accuracy across all sections (performance, governance, organisational overview, financials, sustainability, etc.).
- Cross-check data points for internal consistency.

### **Editing**

The service provider must carry out **professional language editing**, including:

- Grammar, spelling, and punctuation correction
- Sentence and paragraph restructuring for clarity
- Consistency of tone, voice, and tense
- Alignment with corporate communication guidelines
- Ensuring compliance with integrated reporting frameworks (e.g., IIRC, GRI)
- Fact checking of non-financial statements
- Ensuring cross-referencing accuracy (tables, diagrams, figures)

### **Proofreading**

Before final approval, the provider must:

- Conduct a full proofread of the final designed document
- Check for typographical errors
- Verify layout consistency
- Ensure correct placement of tables, charts, captions, and images
- Validate pagination and table of contents

### **Design & Layout**

The provider must deliver a visually professional design that includes:

#### **Design Requirements**

- Creative direction aligned with brand identity
- Concept design (minimum 3 design concepts submitted for approval)

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- Page layout and visual hierarchy
- Integration of infographics, charts, icons, and diagrams
- Use of brand colours, typography, and visual style guidelines
- Accessible design for online viewing (ADA/ISO accessibility-friendly)

### **Technical Layout Requirements**

- Professional document grid structure
- High-resolution images (minimum 300 dpi)
- Editable open files (Adobe InDesign or equivalent)
- Consistent styling of headers, footers, captions, and call-outs
- High-quality charts and infographics (vector format)

### **Digital Publication Requirements**

Deliverables must include:

- Interactive PDF (searchable, clickable table of contents, links)
- Web-optimised PDF for online download
- High-res print-ready PDF
- Ability to host/view online without distortion
- Optional: HTML web-version (if required by organisation)

### **Printing**

The service provider must print the approved final report.

### **Print Specifications**

- **Quantity:** (Organisation to specify; typical 350 copies)
- **Size:** A4 portrait
- **Pages:** Estimated 150–200 pages (final to be confirmed after compilation)
- **Cover:**
  - 350gsm Matt/Gloss Laminated Board
  - Optional Spot UV, embossing, or foiling
- **Inner Pages:**
  - 135gsm Silk or Matt Art Paper
- **Binding:**
  - Perfect binding (hot glue)
  - Spine text included
- **Colour:**
  - Full-colour CMYK throughout
- **Finishing:**

- Trimmed, squared, clean edges
- Professionally packaged

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/NW-001/2027**

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

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
<b>1.</b>	<p><b>Editing</b></p> <p>The service provider must carry out professional language editing, including:</p> <ul style="list-style-type: none"> <li>• Grammar, spelling, and punctuation correction</li> <li>• Sentence and paragraph restructuring for clarity</li> <li>• Consistency of tone, voice, and tense</li> <li>• Alignment with corporate communication guidelines</li> <li>• Ensuring compliance with integrated reporting frameworks (e.g., IIRC, GRI)</li> <li>• Fact checking of non-financial statements</li> <li>• Ensuring cross-referencing accuracy (tables, diagrams, figures)</li> </ul>		
<b>2.</b>	<p><b>Proofreading</b></p> <p>Before final approval, the provider must:</p> <ul style="list-style-type: none"> <li>• Conduct a full proofread of the final designed document</li> <li>• Check for typographical errors</li> <li>• Verify layout consistency</li> </ul>		

Initials.....

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	<ul style="list-style-type: none"> <li>• Ensure correct placement of tables, charts, captions, and images</li> <li>• Validate pagination and table of contents</li> </ul>		
<b>3.</b>	<p><b>Design &amp; Layout</b></p> <p>The provider must deliver a visually professional design that includes:</p> <p><b>Design Requirements</b></p> <ul style="list-style-type: none"> <li>• Creative direction aligned with brand identity</li> <li>• Concept design (minimum 3 design concepts submitted for approval)</li> <li>• Page layout and visual hierarchy</li> <li>• Integration of infographics, charts, icons, and diagrams</li> <li>• Use of brand colours, typography, and visual style guidelines</li> <li>• Accessible design for online viewing (ADA/ISO accessibility-friendly)</li> </ul>		
<b>4</b>	<p><b>Technical Layout Requirements</b></p> <ul style="list-style-type: none"> <li>• Professional document grid structure</li> <li>• High-resolution images (minimum 300 dpi)</li> <li>• Editable open files (Adobe InDesign or equivalent)</li> <li>• Consistent styling of headers, footers, captions, and call-outs</li> <li>• High-quality charts and infographics (vector format)</li> </ul>		
<b>5.</b>	<p><b>Digital Publication Requirements</b></p> <p>Deliverables must include:</p> <ul style="list-style-type: none"> <li>• Interactive PDF (searchable, clickable table of contents, links)</li> <li>• Web-optimised PDF for online</li> </ul>		

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	<p>download</p> <ul style="list-style-type: none"> <li>• High-res print-ready PDF</li> <li>• Ability to host/view online without distortion</li> <li>• Optional: HTML web-version (if required by organisation)</li> </ul>		
<p><b>6.</b></p>	<p><b>Print Specifications</b></p> <ul style="list-style-type: none"> <li>• <b>Quantity:</b> (Organisation to specify; typical 350 copies)</li> <li>• <b>Size:</b> A4 portrait</li> <li>• <b>Pages:</b> Estimated 150–200 pages (final to be confirmed after compilation)</li> <li>• <b>Cover:</b> <ul style="list-style-type: none"> <li>○ 350gsm Matt/Gloss Laminated Board</li> <li>○ Optional Spot UV, embossing, or foiling</li> </ul> </li> <li>• <b>Inner Pages:</b> <ul style="list-style-type: none"> <li>○ 135gsm Silk or Matt Art Paper</li> </ul> </li> <li>• <b>Binding:</b> <ul style="list-style-type: none"> <li>○ Perfect binding (hot glue)</li> <li>○ Spine text included</li> </ul> </li> <li>• <b>Colour:</b> <ul style="list-style-type: none"> <li>○ Full-colour CMYK throughout</li> </ul> </li> <li>• <b>Finishing:</b> <ul style="list-style-type: none"> <li>○ Trimmed, squared, clean edges</li> <li>○ Professionally packaged</li> </ul> </li> </ul>		

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

**Specifications and Compliance Sheet Authorised By:**

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

Initials.....

## SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods - Ref. **G/RFQ-GCC** on the website of NamWater Ltd ([www.namwater.com.na](http://www.namwater.com.na) ) except where modified by the Special Conditions below.

## SECTION VI: CONTRACT AGREEMENT

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

## SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: G/RFQ/NW-001/2027

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
<b>Purchaser</b> GCC 1.1(h)	The purchaser is: <b>Namibia Water Corporation Ltd (NamWater)</b>
<b>Site</b> GCC 1.1(m)	The Site/final destination for delivery of the Goods is <b>NamWater head office, Windhoek</b>
<b>Incoterms Edition</b> GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices</b> GCC 8.1	Any notice shall be sent to the following addresses: NamWater, the address and the contact name shall be: <b>The Accounting Officer</b> <b>E-mail: <a href="mailto:bids@namwater.com.na">bids@namwater.com.na</a></b> <b>Private Bag 13389 Windhoek, Namibia.</b> <hr/> For the Supplier, the address and contact name shall be: <hr/>

Section VII Special Conditions of Contract 21

<b>Subject and GCC clause reference</b>	<b>Special Conditions</b>
<b>Disputes GCC 10.2</b>	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: The law that applies to the Contract is the law of Namibia
<b>Delivery and Documents GCC 13.1</b>	The Goods are to be delivered within 6 months from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note; (b) Invoice
<b>Price Adjustment GCC 15.1</b>	The price charge for the Goods supplied and the related Services performed <b>shall not</b> be adjustable.  If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used
<b>Terms of Payment GCC 16.1</b>	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
<b>Terms of Payment GCC 16.3</b>	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment GCC 16.4 (a)</b>	The price <b>shall not be</b> adjustable to the fluctuation in the rate of exchange.
<b>Payment Period GCC 16.5</b>	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:  i) <b>On Acceptance:</b> The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser. ii) An interest rate of <b>Market Related</b> is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
<b>Performance Security GCC 18.1</b>	(i) No performance security is required

Section VII Special Conditions of Contract 22

Subject and GCC clause reference	Special Conditions
<b>Discharge of Performance Security</b> GCC 18.4	The performance security will be discharged and returned to the supplier not later than <i>[insert number of days]</i> following completion date. <b>Not applicable</b>
<b>Packing</b> GCC 23.2	The packing, marking and documentation within and outside the packages shall be: <b>Not applicable</b>
<b>Insurance</b> GCC 24.1	<b>Not applicable</b>
<b>Transportation</b> GCC 25	The Goods shall be delivered: <b>DDP – Delivered Duty Paid</b>
<b>Inspection and Test</b> GCC 26.1	The inspection and tests shall be: Before final mass production, service provider to provide a draft printed version for final sign off for look and feel
<b>Location of Inspection and Tests</b> GCC 26.2	The inspections and tests shall be conducted at: <b>NamWater Head Office, 176 Iscor street, Northern industry</b>
<b>Liquidated Damages</b> GCC 27.1	<b>Not applicable</b>
<b>Warranty</b> GCC 28.3	The period of validity of the warranty shall be: <b>Not applicable</b>
<b>Repair and Replacement</b> GCC 28.5	The period for repair or replacement shall be: <b>5 day (s)</b>

Initials.....

**SCHEDULE 3****QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: G/RFQ/NW-001/2027**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		
Valid company Registration Certificate Copy from <b>Ministry of Trade and Industry</b>		
Original valid good standing Tax Certificate from <b>Inland Revenue</b> or a valid certified copy of an original certified by the Namibian Police of good standing Tax Certificate		
Original valid good Standing Certificate from <b>Social Security Commission</b> or a valid certified copy of an original certified by the Namibian Police of good standing Tax Certificate		
Valid Affirmative Action Compliance Certificate, proof from <b>Employment Equity Commissioner</b> that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		
Valid company Registration Certificate Copy from <b>Ministry of Trade and Industry</b>		
Hard copies and/or links to previous work.		
Curriculum vitae/qualifications / or relevant certifications.		
Methodology & Stakeholder Engagement Plan		

Initials.....