



Request for Sealed Quotations For Goods

Supply and Delivery of NamWater branded diaries, customised desk and tent calendars

Procurement Reference No: G/RFQ/NW-052/2025

Name of Bidder		
Contact Person		
E-mail Address		
Postal Address		
Total Amount (Excl. VAT)		
Contact Phone number	Work:	Mobile:

Documents must be posted / delivered to:

The Quotation/Bid Box

Attention: Procurement Management Unit (+264 61 71 2009, bids@namwater.com.na)

Namibia Water Corporation Ltd.

Private Bag 13389

176 Iscor Street, Aigams Building

Windhoek

Closing Date: Thursday, 21 November 2024 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-052/2025]

06 November 2024

Dear Bidders,

Request for Quotations for Supply and Delivery of NamWater branded diaries, customised desk and tent calendars

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), email: bids@namwater.com.na (+264 61712009).

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 [90] 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 of a 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.
- (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) Submit company profile highlighting how long the business has been in operation and have been supplying branded notebooks/diaries/ calendars.
 - (i) Submit reference letters from entities whom the Bidder has supplied similar goods (minimum three).
 - (j) Provide photographic evidence of branded notebooks/diaries/calendars delivered in respect of five (5) projects corresponding to the reference letters supplied in point 2
 - (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 **4 weeks** after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted.

7. Sealing and Marking of Quotations

Initials:

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, 21 November 2024 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.

Technical Evaluation Criteria

#	Item	Description	Max Score (Marks)
1	Years of Experience	Bidders must submit company profile highlighting how long the business has been in operation and have been supplying branded notebooks/diaries/calendars. <ul style="list-style-type: none"> • 5 years (20 marks) • 4 years (15 marks) • 3 years (12 marks) • 2 years (10 years) • 1 year (5 marks) • >1 year (0 marks) 	30 %
2.	References	Bidder must submit reference letters from entities whom the Bidder has supplied similar goods (minimum three) <ul style="list-style-type: none"> • 5 or more references (10 marks) • 4 references (8 marks) • 3 references (5 marks) • 2 references (3 marks) • 1 references (1marks) • 0 references (0 marks) 	30%

		(reference letters should match the proof of portfolio evidence criteria)	
3.	Proof of portfolio evidence	<p>Bidder must provide photographic evidence of branded notebooks/diaries/calendars delivered in respect of five (5) projects corresponding to the reference letters supplied in point 2</p> <ul style="list-style-type: none"> • 5 or more projects (10 marks) • 4 projects (8 marks) • 3 projects (5 marks) • 2 projects (3 marks) • 1 projects (1marks) • 0 projects (0 marks) <p>(Evidence provided should match the reference letter)</p>	40%
Total Score			100%

A BIDDER THAT SCORES LESS THAN 70% ON THE TECHNICAL EVALUATION WILL BE REGARDED AS NON-RESPONSIVE AND WILL THEREFORE NOT PROCEED TO THE FINANCIAL EVALUATION STAGE. THE CHEAPEST BIDDER WILL BE FAVOURABLE FOR BID AWARD.

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 NamWater 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

A margin of preference applicable for exclusive preference to local suppliers as per Code of good practice on preferences referred to in section 71 and 72 of the 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
Manufacturer	2%	-Certificate of registration from a registering authority	“manufacturer” means a person or a company that is involved in the physical or chemical transformation or materials

		-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.	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.
Micro, Small and Medium Enterprise	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.
Women owned Enterprise	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.
Youth owned enterprise	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
Previously Disadvantaged Person owned enterprise	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.
Suppliers providing environmental protection	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.
Suppliers providing employment to Namibian	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
TOTAL	10%		

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

Initials:

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

NamWater 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, NamWater 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>	Namibia Water Corporation Ltd (NamWater)
Procurement Reference Number:	G/RFQ/NW-052/2025
Subject matter of Procurement:	Supply and Delivery of NamWater branded diaries, customized desk and tent calendars

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 *[insert number of 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**

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Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten 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:.....

Initials:

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

Supply and Delivery of NamWater branded diaries, customised desk and tent calendars

1. A5 2025 Diary

Colour: Navy

Branding: NamWater Logo and brand promise

Branding option: Debossing

Description:

- A5 hard cover
- 21.7 (l) x 14.5 (w) x 2.4 (h) cm
- Thermo PU & paper
- 336 pages
- matching elastic band, pen loop and ribbon marker

Features include:

- Page-a-day
- Personal information page
- Emergency contact numbers
- Calendars – 2025
- Namibian public holidays 2025
- NamWater related information (Water saving tips, HQ & area offices switchboard numbers, about NamWater)
- local information (country, capital, currency, dial-in code, GMT)
- year planner – 2025
- contact list (name and telephone numbers)

2. A4 2025 Diary

Colour: Navy

Branding: NamWater Logo and brand promise

Branding option: Debossing

Description:

- A4 hard cover
- 26.5 (l) x 21.6 (w) x 2.4 (h) cm
- thermo PU & paper
- 336 pages
- NamWater related information (Water saving tips, HQ & area offices switchboard numbers, about NamWater)
- Ribbon marker

Features include:

- page-a-day
- personal information page
- emergency contact numbers
- calendars – 2025
- Namibian public holidays 2025

- local information (country, capital, currency, dial-in code, GMT)
- year planner – 2025
- contact list (name and telephone numbers)
- Ribbon marker

3. Customised Desk Calendars (in line with Corporate Identity manual)

Description:

Size

- 42 x 59.4 cm

Format

- Monthly: Shows one month per page, with space for notes; highlight Namibian public holidays

Layout

- Landscape

Binding

- Glue bound: Tear-away pages; use monthly desk calendars

Material

- Paper Quality: 80-100 gsm
- Base Material: Cardboard

Printing

- Full colour

Features

- Note section: Space for to-dos
- Namibian Holidays & Special Dates: Pre-marked important dates
- Perforated Pages: Easily tearing for monthly calendar

Durability

- Reinforced edges

4. Customised Tent Calendars (in line with NamWater Corporate Identity manual)

Description:

Size

- 12 x 21 cm
- Calendar to stand vertically to allow for user to view all three sides

Layout

- Single-sided Display:
Side A: shows dates (January to June) – highlight public holiday dates
Side B: show dates (July to December) - highlight public holiday dates

- Side C: NamWater related information (HQ & area offices switchboard numbers) and Namibian public holidays, while the back is used for branding.

Binding and Structure

- Self-standing, Tent-Style

Material

- Paper Quality: 120-150 gsm
- Base Material: Plastic: Provides durability and stands well over time.
- Coating Options: Glossy Finish

Printing Options

- Full Colour

Durability

- Durable material to ensure that the calendar does not collapse

ALL ARTWORK SHOULD HAVE FINAL, SIGNED OFF APPROVAL BEFORE ANY PRINTING RESUMES

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/NW-052/2025**

[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.]

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

	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
Supply and Delivery of NamWater branded diaries, customized desk and tent calendars			
1	A5 2025 Diary (Navy)		
2	A4 2025 Diary (Navy)		
3	Customised Desk Calendars (in line with Corporate Identity manual)		
4	Customised Tent Calendars (in line with Corporate Identity manual)		
5	Design charges		

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) 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-052/2025**

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

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Namibia Water Corporation Ltd (NamWater)
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is Windhoek
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For NamWater, the address and the contact name shall be: Procurement Management Unit (Tel: +264 61 71 2009), E-mail: bids@namwater.com.na Private Bag 13389 Windhoek, Namibia _____ For the Supplier, the address and contact name shall be: _____
Disputes GCC 10.2	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.

Subject and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	The Goods are to be delivered within 30 days 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
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed shall not be adjustable. If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used
Terms of Payment GCC 16.1	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
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price shall not be adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: On Acceptance: 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.
Performance Security GCC 18.1	(i) No performance security is required
Discharge of Performance Security 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. Not applicable
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: NamWater branded labels
Insurance GCC 24.1	DDP – Delivered Duty Paid
Transportation GCC 25	The Goods shall be delivered: DDP – Delivered Duty Paid

Subject and GCC clause reference	Special Conditions
Inspection and Test GCC 26.1	The inspection and tests shall be: bases on the approved designed label and prescribed bottle specification
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: NamWater
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are 1/14 per day. The maximum amount of liquidated damages for the whole contract is 10% of the final contract price.
Warranty GCC 28.3	The period of validity of the warranty shall be: <i>[insert number]</i> day(s) Not applicable
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 5 working day(s)

SCHEDULE 3
QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/NW-052/2025

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		
Valid Company Registration from Ministry of Trade and Industry or BIPA , a valid certified copy of an original certified by the Namibian Police or Commissioner of Oath.		
Original valid good standing Tax Certificate from Inland Revenue or a valid certified copy of an original certified by the Namibian Police or Commissioner of Oath.		
Original valid good Standing Certificate from Social Security Commission or a valid certified copy of an original certified by the Namibian Police or Commissioner of Oath.		
Valid 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; a valid certified copy of an original certified by the Namibian Police or Commissioner of Oath or a Confirmation Letter from the Employment Equity Commission indicating that the employer did submit the report for the period following from the date when the certificate was issued;		
Company profile highlighting how long the business has been in operation and have been supplying branded notebooks/diaries/calendars.		
Reference letters from entities whom the Bidder has supplied similar goods (minimum three).		
Photographic evidence of branded notebooks/diaries/calendars delivered in respect of five (5) projects corresponding to the reference letters supplied in point 2		

Initials:



Our Ref.:
G/RFQ/NW-
052/2025

Your Ref.:



Enquiries: Puje Katjivena

Telephone: +264 61 71 2819
E-mail: Bids@namwater.com.na

14 November 2024

NOTICE TO BIDDERS – NO 1

PROCUREMENT REFERENCE NUMBER: G/RFQ/NW-052/2025

Supply and Delivery of NamWater branded diaries, customised desk, and tent calendars

Dear Bidders,

In accordance with Instruction to Bidders 8 (**Clarification of bidding Documents**) and 9 (**Amendment of Bidding Documents**) of the Bidding Document the Employer will respond in writing to any request for clarification, and should the Employer deem it necessary to amend the Bidding Document as a result of a request for clarification, it shall do so.

This notice to bidders form an integral part of the bidding documents and must be attached to the offer upon submission.

1. QUERIES

Technical enquiries on Annexure 1

Yours sincerely,

Ms. Puje Katjivena
HEAD: SUPPLY CHAIN MANAGEMENT





Date: Thursday, November 14, 2024

NOTICE TO BIDDERS - NO 1

PROCUREMENT REFERENCE NUMBER: G/RFQ/NW-052/2025

Supply and Delivery of NamWater branded diaries, customised desk, and tent calendars

ACKNOWLEDGEMENT OF RECEIPT

CONFIRMATION

I, of

Hereby confirm receipt of the Notice to Bidders – No 1

Signed at On this Day

.....
On behalf of the Bidder

ANNEXURE 1 - CLARIFICATION REQUEST

CLARIFICATION REQUEST		
QUESTION NO	BIDDER QUESTION	NAMWATER RESPONSE
1.	How many extra tip-in pages per diary.	2x per diary. At the front and back pages of the diary.
2.	How many pages will the tent calendars have.	<p>The tent calendar should have 3 sides whilst standing vertically. Kindly find image for reference purposes only:</p> 