



Request for Sealed Quotations for Goods

Compiling, editing, proofreading and Printing of NamWater 2024/2025 Integrated Report

Procurement Reference No: G/RFQ/NW-066/2025

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

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

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

Namibia Water Corporation Ltd.
Private Bag 13389
176 Iscor Street, Aigams Building

**Closing Date: Thursday, 20 February 2025 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-066/2025]

[Date: 31 January 2025]

Dear Bidders,

Request for Quotations for Compiling, editing, proofreading and Printing of NamWater 2024/2025 Integrated Report

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) 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 [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,
- (c) have 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.
- (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) 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

Lot 1: AR Compilation

Initials.....

Delivery shall be **8 weeks** after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable.

Lot 2: AR Printing

Delivery shall be **3 weeks** after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the NamWater 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 20 February 2025 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.

Lot 1: Compiling, editing and proofreading

#	Item	Description	Max Score (Marks)
1	Experience	<p>Provide proof: provide hard copies and/or links to previous work. Including but not limited to articles, annual reports, newsletters, and creative writing pieces.</p> <ul style="list-style-type: none"> Evidence of work demonstrates outstanding data integration (before and after comparisons). Clear and logical flow of information with innovative and engaging storytelling. No errors in grammar, punctuation, or sentence construction. Fully adheres to principles of business reporting. 	60%

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		<p>(60 Marks)</p> <ul style="list-style-type: none"> • Evidence of work demonstrates effective data integration, with some minor inconsistencies. Flow of information is logical and engaging, but lacks a few innovative elements. Minimal grammar, punctuation, or sentence structure errors (not exceeding 2 errors per page) (40 marks) • Evidence of work is provided, but data integration is limited or unclear. Information flow and structure are basic, with occasional logical gaps. Errors in grammar, punctuation, or sentence structure do not exceed 5 per page. (20 marks). • No evidence of relevant work provided. Lacks logical structure, storytelling, and adherence to business reporting principles. Contains excessive errors in grammar, punctuation, or sentence construction. (0 marks) 	
2.	References	<p>Bidder must submit reference letters from entities whom the Bidder has successfully performed similar services (minimum two)</p> <ul style="list-style-type: none"> • 3 or more (10 marks) • 2 references (5 marks) 	10%
3.	Delivery schedule	<p>The purchaser shall use the evaluation methodology displayed below for delivery period:</p> <p><u>“Very Good:</u> ≤ 8 weeks from the date of award (30 marks).</p> <p><u>Acceptable:</u> > 8 weeks - ≤ 10 weeks from the date of award (20 marks).</p> <p><u>Not Eligible:</u> More than 10 weeks or failure to meet the requirements (0 marks).”</p>	30%
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

Lot 2: Printing of Annual Report Books

#	Item	Description	Max Score (Marks)
1	Experience	<p>Provide proof: provide hard copies and/or links to images of previous work.</p> <ul style="list-style-type: none"> • No visible smudging or alignment issues. Flawless execution of embellishments (e.g., relief, foil stamping). Clearly defined edges in die-cutting or laser cutting. (60 marks) • Minor smudging (e.g., not exceeding 1 smudge per page). Embellishments executed with slight inconsistencies. Minor alignment deviations. (40 marks) • Visible smudging and inconsistent alignments. (20 marks) • Irrelevant proof and none appealing products (0 marks) 	60%
2.	References	<p>Bidder must submit reference letters from entities whom the Bidder has performed similar services (minimum two)</p> <ul style="list-style-type: none"> • 3 or more (10 marks) • 2 references (5 marks) 	10%
3.	Delivery schedule	<p>The purchaser shall use the evaluation methodology displayed below for delivery period:</p> <p><u>Very Good</u> 2 weeks or below from date of Award (30)</p> <p><u>Acceptable</u> > 2 - ≤ 3 weeks from date of Award (10)</p> <p><u>Not Eligible</u> More than > 4 Weeks from date of Award, completely fails to meet standard (0)</p>	30%
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

Initials.....

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
Manufacturer	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.
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	2%	-IDs of all shareholders -Founding statement/company registration indicating	A bidder who is a PDP or whose minimum equity is 51% owned by Namibian PDPs.

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owned enterprise		ownership structure/shareholder certificates -declaration indicating the percentage of Namibian PDPs ownership	
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 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>	Namibia Water Corporation Ltd (NamWater)
Procurement Reference Number:	G/RFQ/NW-066/2025
Subject matter of Procurement:	Compiling, editing, proofreading and Printing of NamWater 2024/2025 Integrated Report

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**

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

Initials.....

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

Compiling, editing and proofreading

Compile, edit and proofread NamWater 2024/2025 Integrated report

- Integrate departmental reports into clear structural flow into integrated annual report writing
- Sound business diction and reporting
- Logical structure and flow of information
- Conforms to principle of business reporting and contains no errors in sentence construction, grammar and punctuation.
- Numbered accordingly with references to the sections in 2024/2025 Annual report.
- To provide text in word document.

Edited Report:

- Edited draft of the Integrated Report, with tracked changes and revisions.
- A final version of the report ready for proofreading and compiling.

Proofread Document:

- Final proofread version of the report with a clear record of corrections and any changes made.
- Ensure all sections, captions, headings, and references are properly proofed.

Design

- Conceptualize and develop a design theme that is in line with the company's brand identity.
- Create page templates for the Integrated Report that will accommodate all types of content (financial statements, sustainability data, narrative, etc.).
- Ensure that the design is user-friendly, accessible, and visually appealing, enhancing the readability of the report.

Section VII Special Conditions of Contract 16

- Work with relevant departments to incorporate infographics, charts, and visual elements where applicable.
- Ensure high-resolution files for both print and digital use.

Printing of Annual Report Books

- 350 copies
- Final product to be:
 - Printed version
 - Soft copy of the annual report that can be shared via social media
- Page range 130-150, inclusive of front and back covers, full cover throughout, bound using perfect binding or saddle-stitching.
- Full colour throughout
- Cover printed in full colour on both sides and UV varnished on the outside.
- The cover must include at least one unique feature such as but not limited to embellishment: relief or intaglio, die-cutting, digital foil, foil stamping, vanishing, laser cutting, etc.
- Text pages: 128 gsm Sunbrite Gloss
- Cover page: 250 gsm Sunbrite Gloss
- Printed copies must be securely packaged and delivered to NamWater's head office
- Preference will be given to bidders who use environmentally friendly materials and processes.

Initials.....

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/NW-066/2025

[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.]

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
Printing of Annual Report Books			
	350 copies		
	Page range 130-150		
	Full colour throughout		
	Cover printed in full colour on both sides and UV varnished on the outside.		
	Text pages: 128 gsm Sunbrite Gloss		
	Cover page: 250 gsm Sunbrite Gloss		
Compiling, editing and proofreading			
	Sound business diction and reporting		
	Logical structure and flow of information		
	Conforms to principle of business reporting and contains no errors in sentence construction, grammar and		

Initials.....

Section VII Special Conditions of Contract 18

	punctuation.		
	Numbered accordingly with references to the sections in 2023/2024 Annual report.		
	To provide text in word document.		
	Sound business diction and reporting		

** 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) 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-066/2025**

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 NamWater Head office, 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: The Accounting Officer E-mail: bids@namwater.com.na Private Bag 13389 Windhoek, Namibia. _____ For the Supplier, the address and contact name shall be: _____

Section VII Special Conditions of Contract 20

Subject and GCC clause reference	Special Conditions
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.
Delivery and Documents GCC 13.1	The Goods are to be delivered within 8 weeks (Lot 1) and 3 weeks (Lot 2) 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 from date of statement and 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: i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days from date of statement and 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 [<i>Market Related</i>] is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
Performance Security GCC 18.1	(i) No performance security is required

Section VII Special Conditions of Contract 21

Subject and GCC clause reference	Special Conditions
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: Not applicable
Insurance GCC 24.1	Not applicable
Transportation GCC 25	The Goods shall be delivered: DDP – Delivered Duty Paid
Inspection and Test GCC 26.1	The inspection and tests shall be: proofreading softcopy of the compiled draft, and hardcopy of printed draft
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: NamWater Head Office.
Liquidated Damages GCC 27.1	Not applicable
Warranty GCC 28.3	The period of validity of the warranty shall be: Not applicable
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: <i>[insert number]</i> day(s), not applicable

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SCHEDULE 2

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

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

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

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

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SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: G/RFQ/NW-066/2025**

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 Certificate Copy from Ministry of Trade and Industry		
Original valid good standing Tax Certificate from Inland Revenue or a valid certified copy of an original certified by the Namibian Police of good standing Tax Certificate		
Original valid good Standing Certificate from Social Security Commission 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 Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		

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