



Request for Sealed Quotations for Non-Consultancy Services (RFQ)

**PROVISION OF ARCHITECTURAL PRINTING SERVICES FOR
NHE FOR A PERIOD OF 36 MONTHS**

**Procurement Reference No:
NCS/RFQ/NHE-01/21/22**

Date: 30 June 2021

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



Letter of Invitation

NCS/RFQ/NHE-04/20/21

30 June 2021

Dear Sirs/Madam

REQUEST FOR A QUOTATION IN RESPECT FOR THE PROVISION OF ARCHITECTURAL PRINTING SERVICES FOR NHE FOR A PERIOD OF 36 MONTHS

The National Housing Enterprise invites you to submit your best quotation for the services listed hereunder.

Your offer should be made on this form, with any annex which you may wish to enclose, and should be addressed to National Housing Enterprise, in a sealed envelope marked Quotation **Reference No: NCS/RFQ/NHE-01/21/22** for the services described in detail hereunder.

Your quotation should reach the National Housing Enterprise on **23 July 2021 by 10h00**.

For the promotion local economic development, local bidders will take preference during the selection process and bidders are encouraged to proof residence in the respective town or region.

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

Queries, if any, should be addressed to procurement@nhe.com.na

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Noreen Siyanga', written over a horizontal line.

Noreen Siyanga
Secretary of PC Committee

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The National Housing Enterprise reserves the right:

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

2. Preparation of Quotations

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

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

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

3. Validity of Quotations

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

The quotation submitted is for evaluation purposes and bidders are required to quote for one security guard during the day and one security guard at night.

The number of guards to be deployed at each site will be determined by the number of houses not yet occupied by clients. The number of guards deployed will be reduced accordingly as the houses are transferred and occupied by NHE clients.

4. Eligibility Criteria

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

- (a) have a valid certified copy of Company Registration Certificate;
- (b) have an original or certified copy of valid good Standing Tax Certificate;
- (c) have an original or certified copy valid good Standing Social Security Certificate;
- (d) have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) have a written undertaking as contemplated in section 138(2) of the Labour Act, 2007;
- (f) have a certificate indicating SME Status (Where applicable);

5. Contract Period for Services

A service Level Agreement (SLA) for a period of three years will be entered into between NHE and the successful bidder for all printing requirements as needed.

6. Documents to be submitted

- a) Bidders shall submit along with their quotation, mandatory documents as stated in paragraph 4 above and documents giving company's profile, experience, current activities and evidence of similar services provided with customer's reference details.
- b) Documentary proof of at least three (3) years of continuous experience in printing services provided (Attach at least three (3) reference letters from current/previous clients). The reference letters should be clearly indicative of the time-period (term) for which a bidder has provided the services.
- c) For the promotion of local economic development, preference will be given to SMEs and local suppliers.
- d) Bidders are required to provide NHE with fitness certificates from the local authority and/or a Title Deed or Lease Agreement as proof that the bidder is a local supplier. Providing of a municipal account in the name of the bidder will also be accepted as substantial proof of local service provider.

7. Technical Compliance

- a) The information on the documents submitted by Bidders as stated above in paragraph 6 will be used to assess technical conformity based on their importance to NHE. Bidders who demonstrate the capacity to provide the required services will proceed to be evaluated at the next stage of Financial Evaluation.
- b) Inspection will be carried out at any time by NHE Officials to the places of business/operation as indicated in the documents submitted and failure to be inspected may lead to disqualification, even after award of contract.

8. Financial Evaluation

- a) The bid document includes a price activity schedule.
- b) In addition to the price schedule, bidders are requested to submit Quotations on a company letter head.
- c) Bidders who are not registered for VAT are not allowed to charge VAT on their quotations.
- d) The assessment of the rates/prices will be coupled with the technical capacity demonstrated by the prospective bidder.

9. Sealing and Marking of Quotations

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

10. Submission of Quotations

Quotations should be deposited in the Bid Box located at **National Housing Enterprise (NHE)**, **Not later than the 23 July 2021 at 10:00. Late quotations will be rejected.**

Quotations may not be submitted by e-mail.

11. Opening of Quotations

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

12. Evaluation of Quotations

- a) Evaluation will be based on eligibility criteria as per paragraph 4. Bidders that demonstrated eligibility will be assessed on the information provided as stated in paragraph 6. Only bidders whose bids are responsive as required in paragraph 8 will proceed to be evaluated on pricing.
- b) NHE shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation
- c) NHE is not obligated to award the contract to bidder with the lowest quotation. A procurement contract will be awarded to the lowest evaluated substantially responsive bid that meets the requirements.

13. Scope of Services and Performance Standards

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

14. Price and Currency of Payments

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

15. Labour Clause

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

16. Award of Contract

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

17. Notification of Award and Debriefing

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

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

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

Quotation Addressed to:	National Housing Enterprise (NHE)
Procurement Reference Number:	NCS/RFQ/NHE-01/21/22
Subject matter of Procurement:	PROVISION OF ARCHITECTURAL PRINTING SERVICES FOR NHE FOR A PERIOD OF 36 MONTHS

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

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

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

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

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

The validity period of our quotation is _____ days *[insert number of days]* from the date of the bid submission deadline.

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

The service will commence within _____ *[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within _____ *[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.

Quotation Authorized by:

Name of Bidder		Company's Address and seal
Contact Person		
Name of Bidder		Company's Address and seal
Contact Person		

Name of Person Authorizing the Quotation:		Position:	Signature:
Date		Phone No./E-mail	



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

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

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:

Procurement Description:

.....

.....

Anticipated Contract Duration:

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

.....

3. UNDERTAKING

I [insert full name], owner/representative

of [insert full name of company]

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

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

Signature:

Date:

Seal:.....

Please take note:

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

SECTION III: SCOPE OF SERVICES

SPECIFICATIONS OF SERVICES AND PERFORMANCE REQUIREMENTS

IN GENERAL -ARCHITECTURAL PRINTING SERVICES FOR NHE

- Provide printing services to NHE as required.

WORKING HOURS

- 5 days a week as required.

PERFORMANCE REQUIREMENTS

- Bidder shall be efficient in providing the service in a timely manner when required.
- Bidder shall enter into Service Level Agreement with NHE over a period of three years.

SECTION IV: PRICE SCHEDULE

QUOTATION FOR: National Housing Enterprise

Item No	Brief Description	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1.	A3 print/copies one sided (black & white)	1	Each		
2.	A2 print/copies one sided (black & white)	1	Each		
3.	A1 print/copies one sided (black & white)	1	Each		
4.	A3 print/copies one sided (colour)	1	Each		
5.	A2 print/copies one sided (colour)	1	Each		
6.	A1 print/copies one sided (colour)	1	Each		
7.	A3 durerster print one sided (black & white)	1	Each		
8.	A2 durerster print one sided (black & white)	1	Each		
9.	A1 durerster print one sided (black & white)	1	Each		
10.	A3 durerster print one sided (colour)	1	Each		
11.	A2 durerster print one sided (colour)	1	Each		
12.	A1 durerster print one sided (colour)	1	Each		
13.	Scanning of single drawing to Pdf format	1	Each		
14.	A1 Lamination	1	Each		
15.	A2 Lamination	1	Each		

16.	A2 +140gsm paper prints (for presentation)	1	Each		
17.	A1 +140gsm paper prints (for presentation)	1	Each		
<p>Bidders may submit a separate quotation on their company letterheads to supplement this section.</p> <p>Enter 0% VAT rate if VAT exempt or if not registered for VAT.</p>				Subtotal	
				VAT @ 15%	
				Total	

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Priced Activity Schedule Authorised By:

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

ADDITIONAL INFORMATION

- Attached a list of companies with references for which your company has provided similar services for.
- Attached with your submission the applicable qualification requirement to be able to provide above mentioned services.

REFERENCE LIST

Attach letters of reference where service has been provided

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

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/NHE-01/21/22**

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

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	Paper 80g/m2 and above		
2	Colour: CMYK, Single side		
3	Colour black & white, single sided		

Specifications and Performance Standard Compliance Sheet Authorised by:

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

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

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

PROCUREMENT REFERENCE NO.: **NCS/RFQ/NHE-01/21/22**

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Performance Compliance Sheet	
Written undertaking in terms of section 138 of the Labour Act, 2007	
Documents evidencing eligibility	
Company profile, past experience and references where similar services have been provided	

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



SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC), Ref: NCS-TB/RFQ-GCC for the Provision of Security Services (available on website (www.nhe.com.na) except where modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: **NCS/RFQ/NHE-01/21/22**

The Conditions of Contract shall be subject to the following:

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract <i>shall</i> come into effect as from date of award.
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities at any time as it may be determined by NHE.
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is : <i>Mr Gisbertus Mukulu, CEO</i> The Authorized Representative of the Service Provider is:
GCC 2.6 Insurance and liabilities to Third Party	The Employer's and Workmen's Compensation, Third Party and Professional(for cleaning services only) Liabilities insurance covers shall be prorated to the contract amount if award is made on a split basis with reference to limits indicated in ITB 13.1 (e).
GCC 2.7 Reporting Obligations	The Service Provider shall report to: <i>Ms Noreen Siyanga, Manager Supply Chain Management and Administration, 061 292 7208.</i>

ANNEXURE 1: LOCAL SOURCING DECLARATION

(Section 73 of Act)
(Regulation 37(5) and 56(2))

Bid No.....

Date:

To:.....
[insert complete name of Public Entity]

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 local sourcing declaration by the bidders.

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

(a) If found that the goods, works and services are found to be not meeting the local content and is not supplied by the suppliers based and operating from the 14 regions of Namibia, and where the goods are required (b)

I/We* understand this local sourcing 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 local sourcing declaration]
Name:

[insert complete name of person signing the local sourcing 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 local sourcing declaration must be in the name of all partners to the joint venture that submits the bid,] *delete if not applicable appropriate.