



**PROCUREMENT MANAGEMENT UNIT**  
**BIDDING DOCUMENT**  
**FOR**  
**PROCUREMENT OF**

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**PROVISION OF NEWSPAPER ADVERTISING AND OTHER RELATED SERVICES TO NHE FOR A PERIOD OF THREE (3) YEARS**

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**PROCUREMENT REFERENCE NO:**

**NCS/RB/NHE-02/23/24**

**ISSUED ON:**

14 JUNE 2024

**CLOSING DATE:**

24 JULY 2024 @ 10H00 AM

**COST: FREE**

<b>Name of Bidder:</b>	..... .....
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**National Housing Enterprise**  
7 Gen. Murtala Muhammed Ave, Eros, Windhoek, NAMIBIA  
Tel: 061 2927111, Fax: 061 222 941,  
[procurement@nhe.com.na](mailto:procurement@nhe.com.na)  
[www.nhe.com.na](http://www.nhe.com.na)



## LETTER OF INVITATION

**NCS/RB/NHE-02/23/24**

**06 May 2024**

Dear Sir/Madam

### **PROVISION OF NEWSPAPER ADVERTISING AND OTHER RELATED SERVICES TO NHE FOR A PERIOD OF THREE (3) YEARS**

The National Housing Enterprise invites you to submit your best quotation for the services listed 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@nhe.com.na](mailto:procurement@nhe.com.na)

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

**Noreen Siyanga**  
**Secretary of PC Committee**

# SECTION I: INVITATION FOR BIDS

## 1. Preparation of Bids

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

- (a) the Bid Letter in Section II with its annex for Bid Securing Declaration,
- (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 Invitation for Bids document, including the Contract Data Sheet in Section VII, before preparing your bid. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

## 2. Documents to be Submitted

Bidders shall submit along with their bid:

- (a) a company profile, experience and evidence of similar services provided and customers' reference details, and
- (b) An indication of wide circulation of your newspaper to various locations in Namibia and outside Namibia, if applicable.

## 3. Validity of Bids

The Bid validity required is 90 days from the date of submission deadline.

## 4. Contract Period for Services

The contract shall be for a period of three (3) years with fixed rates for an initial period of 12 months with new rates to be submitted on an annual basis. The bidder is required to provide NHE with a new rate card at the beginning of each year for a period of three (3) years or at any other period when there are changes in the bidder's prices.

## 5. Sealing and Marking of Bids

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

## 6. Submission of Bids

Bids should be deposited in the Bid Box located at **NHE Head Office Eros** on or before **26 July 2024 @ 10H00**.

Bidder is advised to submit the bid at their earliest possible time. Early submission will expedite the award process because the bid does not involve any competition.

Late submissions will be rejected. Bids received by fax or e-mail will not be considered.

## 7. Opening of Bids

There will not be a bid opening reading. Bids will be opened and evaluated internally by NHE.

## 8. Evaluation of Bids

The Public Entity shall have the right to request for clarifications during evaluation.

Bidders are requested to submit along with their bid:

- (a) a company profile, experience and evidence of similar services provided and customers' references details.
- (b) the bid is restricted to companies known for providing newspaper advertising services based in Namibia.
- (c) technical evaluation of this bid will be based on the information required in paragraph (a) and (b) above. Failure to submit a full information may result in your bid being disregarded.

## 9. Financial Evaluation

- (a) The Financial Evaluation shall be based on the bidder's rate card / tariffs schedule for the current financial year to be submitted together with the bid.
- (b) Bidders will be required to submit a new rate card / tariff schedule at the beginning of each year or at any other period when there are changes in the bidder's price. Failure to submit new rate card/tariff schedule will result in no price changes.
- (c) The submission of the rate cards/tariff schedule shall be for a period of three (3) years, thereafter NHE will invite new bids.
- (d) Failure to submit a rate card/tariff schedule may result in your bid being disregarded.

## 10. Eligibility Criteria

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

## 11. Mandatory Requirements

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

- a) an original or certified copy of a valid certificate of good standing with the Receiver of Revenue.
- b) a valid certificate of good standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission.
- c) as required by the Affirmative Action (Employment) Act, 1998 (Act No. 29 of 1998) -
  - (i) a certified copy of a valid affirmative action compliance certificate issued under section 41 of that Act.

- (ii) a certified copy of an exemption issued under section 42 of that Act, or
  - (iii) a certified copy of proof from the Employment Equity Commissioner that the Consultant or supplier is not a relevant employer as defined in that Act.
- d) a written undertaking as contemplated in section 138(2) of the Labour Act, 2007(Act No. 11 of 2007), and
- e) a certified copy of a valid –
- (i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia.
  - (ii) certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia.
  - (iii) document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia, or
  - (iv) partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements,

but a bidder or supplier who is a sole proprietor only needs to comply with the provisions of paragraph (a) to (d).

**NB!!** *Certification of documents should be done 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).  
Only documents with original certification stamps will be accepted.  
Scanned copies of certified documents (in colour or black and white) are not accepted.  
All copies of documents should be in black and white.*

## **12. Technical Criteria**

The Specifications and Compliance Sheet details the minimum specifications of the services required. The services offered must meet these specifications, but no credit will be given for exceeding the specification.

## **13. Currency of Bid**

Bids shall be priced in Namibian Dollars and all payments will be made in this currency.

## **14. Bid Security/Bid-Securing Declaration**

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

## **15. Labour clause**

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 a bid that meets the following requirements will be considered for award for a period of three (3) years, on condition that a new rate card/tariff schedule is submitted at the beginning of each year or at any time when the bidder's prices changes

A bidder proving to be qualified to perform the service 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.

**17. Notification of Award and Debriefing**

The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

Furthermore, The Purchaser shall promptly attend to all debriefing for the contract made in writing and within 30 days from the date of the publication of the award or date the unsuccessful bidders are informed about the award.

**18. Rights of Public Entity**

NHE reserves the right:

- (a) to split the contract as per the lowest evaluated cost per site, and
- (b) to accept or reject any bid or to cancel the bidding process and reject all bids at any time prior to contract award.

## SECTION II: BID LETTER

### (to be completed by Bidders)

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

Bid Addressed to:	<b>National Housing Enterprise (NHE)</b>
Procurement Reference Number:	<b>NCS/RB/NHE-02/23/24</b>
Subject matter of Procurement:	<b>PROVISION OF NEWSPAPER AVERTISING AND OTHER RELATED SERVICES TO NHE FOR A PERIOD OF THREE (3) YEARS</b>

We offer to supply the services detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Invitation for bids referenced above.

We confirm that we are eligible to participate in this Bid Exercise and meet the eligibility criteria specified in Part 1: Bid Procedures of your Invitation for bids.

We undertake to abide by the Conduct for Bidders and Contractors as provided under section 67 of Public Procurement Act, 2015 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 shall be construed as a Bid Securing Declaration which could lead to disqualification on the grounds mentioned in the BSD. *[Public Entity shall delete this paragraph in case no security is required or re-write the paragraph accordingly in case a Bid Security is requested].*

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 Bid is \_\_\_\_\_ days from the time and date of the submission deadline.

We confirm that the prices quoted in the List of Services and 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.

#### **Bid Authorised By:**

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

**Appendix to Bid Submission Form**

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

**Date:** \_\_\_\_\_

**Procurement Ref No.:** \_\_\_\_\_

**To:** \_\_\_\_\_

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

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

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

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

Signed:

\_\_\_\_\_  
[insert signature of person whose name and capacity are shown]

Capacity of:

\_\_\_\_\_  
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:

\_\_\_\_\_  
[insert complete name of person signing the Bid Securing Declaration]

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

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Corporate Seal (where appropriate)

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

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





## Republic Of Namibia

### Ministry of Labour, Industrial Relations, and Employment Creation

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

#### 1. EMPLOYERS DETAILS

Company Trade Name: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Vat Number: \_\_\_\_\_

Industry/Sector: \_\_\_\_\_

Place of Business: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Tell No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Full name of Owner/Accounting Officer: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

#### 2. PROCUREMENT DETAILS

Procurement Reference No.: \_\_\_\_\_

Procurement Description: \_\_\_\_\_

\_\_\_\_\_

Anticipated Contract Duration: \_\_\_\_\_

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

\_\_\_\_\_

### 3. UNDERTAKING

I \_\_\_\_\_ [insert  
full name], owner/representative

of \_\_\_\_\_ [insert  
full name of company]

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

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

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Seal:** \_\_\_\_\_

*Please take note:*

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

### **SECTION III: SCOPE OF SERVICERS**

The National Housing Enterprise (NHE) is inviting bids for the provision of tv, radio, and other broadcasting related services to NHE for a period of three (3) years with wide circulation nationally (in Namibia) or internationally (outside Namibia) if applicable.

Bidders are requested to submit along with their bid:

- (a) a company profile, experience and evidence of similar services provided and customers' reference details.
- (b) an indication of wide circulation of the newspaper to various locations in Namibia and outside Namibia, if applicable.
- (c) the bid is restricted to companies known for providing newspaper advertising services based in Namibia.
- (d) technical evaluation of this bid will be based on company profile submitted as required in paragraph(a) above. Failure to submit a company profile may result in your bid being disregarded.
- (e) the Financial Evaluation shall be based on the bidder's rate card / tariffs schedule for the current financial year to be submitted together with the bid. Failure to submit a rate card/tariff schedule may result in your bid being disregarded.
- (f) a bidder if selected for award, will be required to submit a new rate card / tariff schedule at the beginning of each year or at any other period when there are changes in the bidder's price. Failure to submit new rate card/tariff schedule will result in no price changes.

The Bidder having submitted a bid that meets the following requirements will be considered for award for a period of three (3) years, on condition that a new rate card/tariff schedule is submitted at the beginning of each year or at any time when the bidder's prices changes.

A bidder proving to be qualified to perform the service 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.

## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RB/NHE-02/23/24**

**Bidders are requested to provide a full rate card / tariff schedule outlining prices for various advertising services as per specification above or alternatively complete the below price activity schedule.**

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1					
2					
3					
4					
5					
6					
				<b>Other additional costs</b>	
				<b>Subtotal</b>	
				<b>VAT @        %</b>	
				<b>Total</b>	

*Enter 0% VAT rate if VAT exempt.*

\* Columns A to D to be completed as applicable by Public Entity

### List of Services and Priced Activity Schedule Authorised By:

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

## SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

**Procurement Reference Number: NCS/RB/NHE-02/23/24**

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

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	PROVISION OF NEWSPAPER ADVERTISING AND OTHER RELATED SERVICES TO NHE FOR A PERIOD OF THREE (3) YEARS		

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

**Specifications and Performance Standards Compliance Sheet Authorised By:**

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

## 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 TV and Radio Broadcasting and Advertising Services (available on website ([www.mof.gov.na](http://www.mof.gov.na) ) except where modified by the Special Conditions below.

## SECTION VII: CONTRACT DATA SHEET

**Procurement Reference Number: NCS/RB/NHE-02/23/24**

Clause	Contract Data
<b>GCC 1.1 Effectiveness of Contract</b>	The Contract [ <i>shall / shall be deemed*</i> ] to come into effect as from:
<b>GCC 1.3.1 Intended Completion date</b>	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by:  or by an additional period of up to twelve (12) months if the Contract is renewed thereafter by the Employer.
<b>GCC 1.6.1 Issue of notices</b>	The Authorized Representative of the Employer is: Ms. Noreen Siyanga Tel: 061-2927208 <a href="mailto:procurement@nhe.com.na">procurement@nhe.com.na</a>  The Authorized Representative of the Service Provider is:  .....
<b>GCC 2.7 Reporting Obligations</b>	The Service Provider shall report to: NHE Procurement Management Unit 7 Gen. Murtala Muhammed Avenue, Eros, Windhoek <a href="mailto:procurement@nhe.com.na">procurement@nhe.com.na</a>

### SCHEDULE 3: BID CHECKLIST SCHEDULE

**Procurement Reference No.: NCS/RB/NHE-02/23/24**

Description	Attached (please tick if submitted and cross if not)
Bid Submission Sheet	
List of Services and Priced Activity Schedule	
Specification and Compliance Sheet	
Bid Security (if applicable)	
Documents evidencing Eligibility	
Documents related to the company profile, experience, experience for similar services and the other documents requested to assess the qualification of the Bidder.	

**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.*