



NAMIBIA FILM COMMISSION

PROCUREMENT MANAGEMENT UNIT

BIDDING DOCUMENT

ISSUED ON

05 February 2025

**FOR
PROCUREMENT OF**

Procurement and Installation of Prefabricated Guard House

WORKS

Name of the Bidder:	
Contact Number:	
Email Address:	
Total Bid Amount(N\$):	

Procurement Reference No: W/RFQ/ NFC - 60/2024/2025

Namibia Film Commission
c/o Jenner and Schonlein Street, Windhoek West
061 – 381900

NAMIBIA FILM COMMISSION
Procurement

2025-02-05

**P.O.Box 41807 Ausspannplatz
WINDHOEK**



NAMIBIA FILM COMMISSION

PROCUREMENT MANAGEMENT UNIT

Letter of Invitation

TO: All Bidders

Procurement Reference No: W/RFQ/NFC – 60/2024/2025

05 February 2025

Dear Sir/Madam

Procurement and Installation of Prefabricated Guard House

The Namibia Film Commission invites you to submit your best quote for the services described in detail hereunder

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

For enquiries, please do not hesitate to contact the following people

Enquiries: [HYPERLINK "mailto:pmu-nfc@mict.gov.na" pmu-nfc@mict.gov.na](mailto:pmu-nfc@mict.gov.na), Tel 061-381 900

Please, prepare and submit your quotation at NFC by **12H00 on Friday, 21 February 2025**, in accordance with the instructions given or inform the undersigned in writing if you will not be submitting your quotation.

Yours faithfully,

.....

Mrs. Shirley Kariange

HEAD OF PROCUREMENT MANAGEMENT UNIT



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Ministry of Information Communication and Technology reserves the right:

- (a) To split the contract as per the lowest evaluated cost per item, and
- (b) To accept or reject any quotation or 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 Works 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 List of Goods and Price Schedule Section III;
- (c) The Specifications and Compliance Sheet in Section V; and
- (d) Any other attachment deemed appropriate.
- (e) All pages and correction made must be initialled and every blank (provided) space must be completed.

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 60 days from the date of submission deadline.

4. Eligibility Criteria

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

- 1. Have a valid certified copy of company registration certificate**
- 2. Have an original or certified copy of valid good Standing Tax Certificate**
- 3. Have an original or certified copy of valid good Standing Social Security Certificate;**
- 4. 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;**
- 5. Have a valid SME certificate**
- 6. Submit signed bid security declaration**
- 7. Submit duly completed and signed bidding document**
- 8. Duly completed and signed written undertaking in terms of section 138 of the la the labour Act, 2007 a section 50(2)(D) of the Procurement Act.**
- 9. Have Company whereby the core business is in line with this bid**
- 10. Have done similar works in the past 5years (attach Proof- reference letters stamped and with traceable contact information.**

5. Bid Securing Declaration

Bidders are required to submit a Bid Security Declaration for this procurement process

6. Works Completion Period

The completion period for works shall be 30 days after acceptance of purchase order.

Deviation in completion period shall not be accepted if such deviation is not reasonable

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the **Procurement Reference Number W/RFQ/NFC – 60/2024/2025**, addressed to the Commission 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

The Namibia Film Commission- c/o Jenner & Schonlein Street, Windhoek West (by 12H00 on Friday, 21 February 2025)

Quotations by post or hand delivered should reach by the same date and time at latest.

Late quotations will be rejected.

Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Commission within 5 days after the closing time referred to section 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a bid Security/Bid Securing Declaration, will be posted on the website of the Ministry, and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

The Commission 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, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

1. Evaluation

Stages 1: Administrative

Evaluation Criteria	Yes/No
A certified copy of founding statement/company registration certificate	
A valid original/certified copy of Good Standing Tax Certificate;	
A valid original/ certified copy of Good Standing Social Security Certificate;	
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;	
Principal business should be in line with the nature of this procurement	
Submit duly signed Bid – Securing declaration	
Submit duly signed a Written Undertaking, in terms of Section 138 of the Labour Act, 2007	
All pages and attachments should be initialled	

Stage 2: Awarding Methodology

NB: Only one (1) most responsive lowest bidder will be awarded.

11. 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.

12. 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.

13. Margin of Preference

No margins of preference

14. Award of Contract

The bidder having submitted the lowest evaluated responsive quotation and qualified to perform the 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 and General Conditions of Contract

15. Notification of Award and Debriefing

The Public Entity shall after award must promptly inform all unsuccessful bidders in writing of the name, 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 Public Entity 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 this RFQ prevail over any attachments. **If your quotation is not authorised, it may be rejected.**]

Quotation Addressed to : [Name of Public Entity]:	
Procurement Reference Number:	W/RFQ/NFC – 60/2024/2025
Subject matter of Procurement:	

We offer to provide the services detailed in the Scope of Service, 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 Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead **disqualification on the grounds mentioned in the BDS.**

The validity period of our Quotation is **30 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 quotation validity.

The services will commence within **one (1) days** from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within **one (1) days** from date of issue of Purchase Order/ Letter of acceptance.

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	

BID SECURING DECLARATION

(Section 45 of Act) (Regulation 37(5) and 56(2))

Date: _____

Procurement Ref No. W/RFQ/NFC – 60/2024/2025

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



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.



**APPLICATION FOR PREFERENCE FORM IN TERMS OF PUBLIC PROCUREMENT
CODE OF GOOD PRACTICE ON PREFERENCE, 31 JANUARY 2023.**

DATE: _____

PROCUREMENT REF: _____

SUBJECT:

TO: Namibia Film Commission

**I/We owner of (company name) in terms of the Public
Procurement Act no.15 of 2015, Code of Good Practice on preference hereby wishes to apply
for exclusive preference in the following categories;**

Please tick on the appropriate column:

Tick	Category	Margin of preference	Documentary evidence to be attach
	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
	MSME	1%	SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
	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
	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
	PDP owned enterprise	2%	-IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificates - declaration indicating the percentage of Namibian PDPs ownership
	Supplier promoting Environmental protection	1%	-declaration and proof that the bidder meets the requirements set out in the bidding document
	Service rendered by Namibian citizens	1%	declaration that the bidder employs 50% or more Namibian citizens
	TOTAL	10%	

NB: Failure to attach the Documents Evidence and declaration will result in the application deemed invalid and will not be consider.

The maximum cumulative allowable margin of preference applicable to exclusive preferences for price evaluation purposes is 10%.

(Only applicable if applying for preference on code of good practices)

DECLARATION FORM

I/We owner of (company name) hereby declare:
(Choose only where its applicable)

-% of my company shares are owned by Previously Disadvantage Person(PDP).
-% of my company shares are owned by youth. (age 15-30)
-% of my company shares are owned by women.
- Employees % Namibian citizen.

(Company must employ 50% more Namibian citizen)

Therefore, I would like to apply for exclusive preference in terms of the Public Procurement Act no.15 of 2015, Code of Good practice on preference ,2023.

Signed

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

Capacity of:

.....
[indicate legal capacity of person (s) signing]

Name:

.....

Date

Company stamp

SECTION III: SCOPE OF SERVICES

The Service provider will be expected to print brochures, catalogues, invitation cards, programmes and schedules, business cards, posters and any other print materials when need arises. Quantities and paper type as described and listed in the Priced Activity. A service level agreement will be entered for a period of twenty-four (24) months. **NB: All artwork to be supplied by the Employer.**

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/RFQ/NFC – 60/2024/2025**

[Complete the unit and total prices for each item listed below in Namibian dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be re-designed and customized as per the type of services required].

Currency of Quotation: N\$

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1.	Personnel DOOR with Frame & Acc SD 2.400x1.170	1			
2.	SiPanel - 50MM; SD 2.400(L)x2.400(W)	2			
3.	SiPanel - 50MM; SD 2.400(L)x1.800(W)	1			
	SiPanel - 50MM; SD 2.400(L)x0.630(W)	1			
	SiPanel - 50MM; Roof; SD 3.000(L)x2.000(W)	1			
	Base frame with floor and laminated 2.400(L)x1.800(W)	1			
	Alu Window (Bronze) 0.900(L)x0.900(W)	4			
	Extras				
	Contractors Acrylic	6			
	Aluminium Pop Rivets	400			
	PPGL U-Channel 50MM; 2.400(L)x0.050(W)	4			
	PPGL Inside Angle 40MM; 2.400(L)x0.040(W)	14			
	PPGL Outside Angle 75MM; 2.400(L)x0.075(W)	10			

	Roof Facia Capping 2.400(L)x0.040(W)	2			
	Electrical	1			
	Including base light and double plug, DB Board, Cables with accessories, plastic conduit pipes and fittings				
	Assembly	1			
	PPGL Window Trim - per window	4			
	PLEASE ATTACHED COLOUR PICTURE/DRAWING WITH BIDDING DOCUMENT				
<i>Enter 0% VAT rate if VAT exempt.</i>			Other additional costs		
			Subtotal		
			VAT @ %		
			Total		

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

Priced Activity Schedule Authorised By: *[insert company seal]*

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			

SECTION IV:**SPECIFICATIONS AND PERFORMANCE REQUIREMENTS**

The Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: W/RFQ/NFC – 60/2024/2025

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

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	PREFABRICATED PORTABLE GUARDHOUSE, W/DIMENSION OF 1.2 X 1.2M X 2.4 H		
2	COUNTER TOP		
3	PERSONNEL DOOR 2X0.8M(PREFABRICATED) 28CM THICKNESS		
4	TREATED WOODEN FLOOR WITH VINYL TILES		
5	SLIDING WINDOW 0.9X0.6M		
6	WEATHER PLUG DUAL PLUG POINT		
7	LIGHT(FLUORESCENT) & LIGHT SWITCH		
8	BULK HEAD LIGHT		

Specifications and Compliance Sheet Authorised By:

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

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. W/RFQ/NFC – 60/2024/2025)

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number **W/RFQ/NFC – 60/2024/2025**

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

GCC clause reference	Special Conditions
Site GCC 1.1(m)	Namibia Film Commission
Intended completion date	The Intended completion of date is: 20 days after issuance & acceptance of official purchase order.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the Namibia Film Commission, the contact shall be pmu-nfc@mict.gov.na @ 061 381900 For the Supplier, the address and contact name shall be for the Supplier, the address and contact name shall be: _____
Project Manager GCC 1.1 (y)	The Project Manager is: Namibia Film Commission
Site: GCC1.1 (aa)	The side is located at: Namibia Film Commission c/o Jenner & Schonlein Street, Windhoek West
Start date GCC1.1(dd)	The start date shall be: 7 days after official purchase order is issued
The Works GCC1.1 (hh)	The Works consist of: Procurement and installation of a prefabricated Guard House at the Namibia Film Commission buildings
Interpretation GCC 2.2	The work should be completed in 30days

GCC clause reference	Special Conditions
Interpretation GCC2.3	The following additional documents shall form part of the contract: This special conditions of contract General conditions of contract Specifications and compliance sheet Purchase order Quotation letter Bid securing declaration Written undertaking in terms of section 138 of the labour act 2007 Statement of requirements Price activity schedule
Language and law GCC3.1	The language of the contract is English The Law that applies to the contract is the law of Namibia
Project manager decisions 4.1	The project manager shall obtain specific approval from the employer before carrying out any of his duties under the Contract which in the Projects Managers opinion will cause the amount finally due under Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property. N/A
Notices	Any notice shall be sent to the following address The Namibia Film Commission P. O. Box 41807 Ausspannplatz Windhoek Attention: pmu-nfc@mict.gov.na c/o Jenner & Scholein Street, Windhoek West For the contractor, the address shall be as given on the first page of the purchase order/letter of acceptance and the contact name shall be _____
Site Date	The site date shall be: No site meeting
Possession of the site GCC	The Site Possession date shall be 7 days after official Purchase Order is issued.

GCC clause reference	Special Conditions
Procedure for disputes GCC24	No adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party. N/A
Defects liability period GCC33.1	The Defects Liability Period is: 12 months.
Payment Certificates GCC39.7	A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor. N/A
Payment GCC 40	The amount certified by the Project Manager shall be paid in full within 30days of receipt of the Employer of an invoice, supported by: The payment certificate, and a certificate of Completion of the Works
Adverse weather conditions GCC41.1	Not applicable
Price Adjustment GCC 44	The Contract is not subject to price adjustment.
Advance payment GCC 48.1	No advance payment shall be made.
Performance Security GCC 49.1	No Performance Security is required

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: W/RFQ/NFC – 60/2024/2025

Description	Attached (please tick if submitted and cross if not)	Not Attached
Quotation Letter		
A valid certified copy of founding statement /company Registration Certificate		
A valid certified copy /original of good Standing Tax Certificate;		
A valid certified copy /original of good Standing Social Security Certificate;		
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;		
A duly signed Bid-securing Declaration.		
A duly signed written undertaking		
Nature of business should be in line with the bid.		
Pages and attachments should be initialled		

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.