



namibia
FILM COMMISSION

NAMIBIA FILM COMMISSION

PROCUREMENT MANAGEMENT UNIT

BIDDING DOCUMENT

ISSUED ON

09 September 2025

FOR PROCUREMENT OF

**Reader Services to review submissions for Short films,
Short webs and Documentaries.**

Procurement Reference No: NCS/RFQ/NFC-09/2025/2026

Name of the Bidder:	
Contact Number:	
Email Address:	
Total Bid Amount(NS):	

Namibia Film Commission

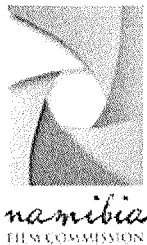
c/o Jenner and Schonlein Street, Windhoek West

061 – 381900

NAMIBIA FILM COMMISSION
Procurement

2025 -09- 09

P.O.Box 41807 Ausspannplatz
WINDHOEK



NAMIBIA FILM COMMISSION

PROCUREMENT MANAGEMENT UNIT

Letter of Invitation

09 September 2025

Procurement Reference No: **NCS/RFQ/NFC-09/2025/2026**

Reader Services to review submissions for Short films, Short webs and Documentaries

Dear Sir/Madam

The Namibia Film Commission request 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 Procurement Management Unit at the following email: pmu-nfc@mict.gov.na

Please, prepare and submit your quotation (**by 12h00 on Friday, 19 September 2025**), in accordance with the instructions given or inform the undersigned in writing if you will not be submitting your quotation.

Yours faithfully,

A handwritten signature in black ink, appearing to read "S. Kariange", written over a dotted line.

MS. SHIRLEY KARIANGE

HEAD OF PROCUREMENT MANAGEMENT UNIT

NAMIBIA FILM COMMISSION
Procurement

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P.O.Box 41807 Ausspannplatz
WINDHOEK

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Namibia Film Commission reserves the right:

- (a) to accept or reject any quotation; or
- (b) 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 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 Compliance Sheet 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 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 bid submission deadline.

4. Eligibility Criteria

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

- (a) **Have a certified copy of Founding Statement/valid Company Registration Certificate**
- (b) **Have an original/certified copy of a valid Good Standing Tax Certificate;**
- (c) **Have an original/certified copy of a valid Good Standing Social Security Certificate;**
- (d) **Have a valid certified copy of the Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;**
- (e) **Submit signed Bid-Securing Declaration;**
- (f) **Written undertaking in terms of section 138 of the Labour Act, 2015**
- (g) **Principal business should be in line with the nature of this procurement.**
- (h) **Attach CV's of principal staff indicating their qualifications and experience**
- (i) **Industry Experience: Minimum of 5 years in film development, production, screenwriting, or a related field.**

5. Bid Securing Declaration

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

6. Services Completion Period

The completion period for services shall be after acceptance/issue of Purchase Order. Deviation in completion period shall not be considered if such deviation is not reasonable.

7. Documents to be submitted

Bidders shall submit along with their quotations documents giving company's profile, past experience and evidence of similar services provided together with customer's reference details.

8. Sealing and Marking of Quotations

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

9. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Namibia Film Commission, 29 C/o Schonlein & Jenner street, Windhoek west** not later than by **12h00 on Friday, 19 September 2025**. Quotations by post or hand delivered should reach **Namibia Film Commission** by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

10. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid Security/Bid-Securing Declaration will be put on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

11. Evaluation of Quotations

The Public Entity 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.

12. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Evaluation will be carried out as per the defined scope..

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

13. Prices and Currency of Payment

Prices for the execution of services shall be fixed in Namibian Dollars as quoted. 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 included in the prices quoted.

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 : <i>[Name of Public Entity]</i> :	
Procurement Reference Number:	
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(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 _____, _____
 [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**



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of Section 138 of the Labour Act, 2007 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

Reader Services to Review Short film, Short webs and Documentary Submissions

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/NFC-09/2025/2026

Currency of Quotation: NAMIBIAN DOLLAR (N\$)

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1.	1. Read & Evaluate Submissions: Thoroughly review Synopsis, treatments, budget and supporting materials. 2. Provide Written Report: Submit detailed Report including: <ol style="list-style-type: none"> Scoresheet (Rankings per category) Overview Technical recommendations and motivation Strength and weaknesses (narrative, characters, dialogue, and originality) Commercial Viability (target audience, and market potential) Recommendation 3. Score Submissions based on predefined criteria (story, originality, and feasibility).				
				Other additional costs	
				Subtotal	
				VAT @ %	
				Total (N\$)	

Enter 0% VAT rate if VAT exempt.

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

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

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]

Procurement Reference Number: _____

[Bidders should complete columns C and D with the specifications 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)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	<p>1. Read & Evaluate Submissions: Thoroughly review Synopsis, treatments, budget and supporting materials.</p> <p>2. Provide Written Report: Submit detailed Report including:</p> <ul style="list-style-type: none"> a. Scoresheet (Ratings per category) b. Overview c. Technical recommendations and motivation d. Strength and weaknesses (narrative, characters, dialogue, and originality) e. Commercial Viability (target audience, and market potential) f. Recommendation <p>3. Score Submissions based on predefined criteria (story, originality, and feasibility).</p>		

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

Specifications and Performance Standard 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-LS/RFQ-GCC for procurement of services (lump-sum) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: _____

The clause numbers given in the first column correspond to the relevant clause numbers of the GCC [This section is to be customised by the Public Entity to suit the requirements of the specific procurement].

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(a)	Adjudicator is Not Applicable for this contract
Definitions GCC 1.1(l)	The Member is: <i>[to be inserted at contract signing]</i>
Definitions GCC 1.1(o)	The Service Provider is: <i>[to be inserted at contract signing]</i>
Notices GCC 1.4	Any notice shall be sent to the following addresses: For the Namibia Film Commission , the address and the contact name shall be: C/o Schonlein & Jenner street, Windhoek west. Ms. Shirley Kariange Head of Procurement Management Unit For the [Service Provider], the address and contact name shall be <i>[to be inserted at contract signing]</i> : _____
Authorised Representatives GCC 1.6	The Authorised Representatives are: For the Public Entity: Ms. Florence Haifene – Accounting Officer For the Service Provider <i>[to be inserted at contract signing]</i> : _____
Effectiveness of Contract GCC 2.1	The date on which this Contract shall come into effect is on the date of signing

Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is on the date of the award.
Intended Completion Date GCC 2.3	The intended completion date is five days after the date of contract award.
Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9	Restrictions on the use of documents prepared by the Service Provider are: <hr/>
Payments of Liquidated Damages GCC 3.10.1	Liquidated damages for the whole contract are <i>[100%]</i> per week. The maximum amount of liquidated damages for the whole contract is <i>[100%]</i> of the final contract price.
Lack of Performance Penalty GCC 3.10.3	The percentage <u> 100% </u> to be used for the calculation of lack of Performance Penalty(ies) is <u> 100% </u> . <i>(Where applicable)</i>
Performance Security GCC 3.11	(i) No Performance Security is required

Assistance and Exemptions GCC 5.1	The assistance and exemptions provided to the Service Provider are(<i>where applicable</i>): _____None_____
Contract Price GCC 6.2(a)	The amount in local currency is _____.
Terms and Condition of Payment GCC 6.4	50% payment on the signing of the contract and 50% on submission and approval of the final report.
Interest on Delayed Payments GCC 6.5	Payment shall be made within 5 days of receipt of the invoice and the relevant documents, and within _____10_____ days in the case of the final payment.
Price Adjustment GCC 6.6.1	Price adjustment is not applicable.
Identifying Defects GCC 7.1	Not applicable
Dispute Settlement GCC 8.2	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. 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 14 days after one party has notified the other in writing of the dispute, then the dispute may be referred to court by either party.
Dispute Settlement GCC 8.2.3	Not Applicable
Dispute Settlement GCC 8.2.4	The arbitration procedures of _____ will be used (applicable to overseas service provider)
Dispute Settlement GCC 8.2.5	Not Applicable

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.:** _____

Description	Attached	Not Attached
Bid Letter		
Price Activity Schedule		
Specification and Compliance Sheet		
Bid- Securing Declaration		
Written undertaking in terms of section 138 of the Labour Act, 2007		
Original / Valid certified copy of a Tax Good Standing Certificate – NAMRA		
Original / Valid 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;		
Valid Company Registration Certificate/ certified copy of Founding Statement (Indicating the nature of the business)		
Company profile, experience and references where similar services have been provided		
Attach CV's of principal staff indicating their qualifications and experience		

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.