



# Supply and delivery of branded winter jackets to the NAB

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**(Exclusive Preference to local suppliers)**

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**Procurement Reference No: [G/RFQ/NAB-23/2022/2023]**

Bidder:

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Contact No:

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Email Address:

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Postal Address:

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Physical Address:

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Total bidding amount (Incl. VAT)

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**Closing date: 14 March 2023 @11h00 AM**

*[NAB, P.o.Box 5096, Tel: 061379500, pmu@nab.com.na , 1/03/2023]*

## Letter of Invitation

*To all bidders*

***G/RFQ/NAB-23/2022/2023***

***1 March 2023***

Dear bidder

### **Design and printing of various NAB annual reports**

The NAB 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 [pmu@nab.com.na](mailto:pmu@nab.com.na) ,contact person Mr S.Shilongo.

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,

*Mr S.Shilongo*

*Head :PMU*

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The NAB 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 60 days from the date of submission deadline.

### 4. Eligibility Criteria

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

- (a) Attach certified copy of company Registration documents/certificate and certified copies of identification document of directors/shareholders;
- (b) Attach original/certified copy of valid good Standing Tax Certificate form NAMRA;
- (c) Attach original /certified copy of valid good Standing Social Security Certificate;
- (d) Attach 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) 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) Submit a minimum of four (4) references by means of a completion certificate/references letters/testimonial of similar work done within the last 3 years, **(completion certificate/reference letter/testimonial must indicate, contract value and description of work done. Certificates/reference letter/testimonial with the required missing information will not be considered for evaluation)**

(h) All pages of the bid document must be initialled and bid document must be duly completed

**NB/ failure to meet any of the above will lead to disqualification from the bidding process.**

#### **5. Bid Securing Declaration**

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

#### **6. Delivery**

Delivery shall be *15 days* 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 Public Entity 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 *NAB Head office, No 30 David Meroro Road, Agricultural boards building, at the reception* not later than *[14th March 2023 @ 11h00]*. Quotations by post or hand delivered should reach *NAB Head office, No 30 David Meroro Road, Agricultural boards building* 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 Public Entity 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 Security/Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

#### **10. 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 price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

#### **11. Technical Compliance**

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 remain fixed in Namibian Dollars for the duration of the contract.

## 13. Margin of Preference

13.1. The applicable margins of preference and their application methodology are as follows:

Categories of bidders	Criteria
Micro, Small and Medium Enterprise (MSME)	A bidder whose minimum equity is 51% owned by Namibians
Women owned enterprise	A bidder who is a woman or whose minimum equity is 51% owned by Namibia women
Youth owned enterprise	A bidder who is a youth or whose minimum equity is 51% owned by Namibian youth. Age 16-35 years as defined in the NYC Act, 2009.
Previously Disadvantaged Person owned enterprise (PDP)	A bidder who is a PDP or whose minimum equity is 51% owned by Namibian PDPs as contemplated in Article 23(2) and (3) of the Namibian Constitution
Bidder providing employment to Namibians	A bidder who employs 50% or more Namibian citizens

13.2. Bidders applying for the Margin of Preference shall submit, document evidence

Categories of bidders	Margin of preference	Criteria
Micro, Small and Medium Enterprise (MSME)	1%	<ul style="list-style-type: none"> <li>- SME registration certificate</li> <li>- Declaration from bidder indicating the percentage of Namibian MSME ownership.</li> </ul>
Women owned enterprise	1%	<ul style="list-style-type: none"> <li>- IDs of all shareholders</li> <li>- Founding statement/ company registration indicating ownership structure/shareholder certificate</li> <li>- Declaration from bidder indicating the percentage of Namibian female ownership.</li> </ul>
Youth owned enterprise	2%	<ul style="list-style-type: none"> <li>- IDs of all shareholders</li> <li>- Founding statement/ company registration indicating ownership structure/shareholder certificate</li> <li>- Declaration from bidder indicating the percentage of Namibian youth ownership.</li> </ul>
Previously Disadvantaged Person owned enterprise (PDP)	2%	<ul style="list-style-type: none"> <li>- IDs of all shareholders</li> <li>- Founding statement/ company registration indicating ownership structure/shareholder certificate</li> <li>- Declaration from bidder indicating the percentage of Namibian PDPs ownership.</li> </ul>

Bidder providing employment to Namibians	1%	- Bidder declaration that bidder will employ 50% or more Namibian citizens for this bid.
<b>Total</b>	<b>7%</b>	

**Bidders applying to be evaluated for margin of preference must submit a pack of the required documents clearly marked “Margin of preference”.**

If a bidder qualifies for margin of preference on more than one basis, all such margins of preference will be granted to the bidder and, when considering the bid, the bid price will be reduced with the amount determined in accordance with the formula below:

$$A = MP \times BP / 100$$

In which formula:

“A” represent the amount to be determined;

“MP” represents the total percentage of all margins of preference granted in respect to the bid;

“BP” represents the bid price

#### **14. Award of Contract**

The Bidder having submitted the lowest evaluated economical and substantive responsive bid within budget estimates 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.

#### **Performance Security**

*None*

#### **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:	NAB
Procurement Reference Number:	G/RFQ/NAB-23/2022/2023
Subject matter of Procurement:	Design and printing of various NAB annual reports.

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 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 to *[forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

The validity period of the Quotation is 60 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	

# **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**





## Republic Of Namibia

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

**Witten 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: LIST OF GOODS AND PRICE SCHEDULE

**: QUOTATION FOR: NAB**

**Procurement Ref No: G/RFQ/NAB-23/2022/2023**

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [To be filled by the Public Entity]				Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit                      G=Total price for one item ( C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page					
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month)	Country of Origin
1.	<b>Hudson Jacket Men (Code: ALT-HUD)</b> (100 polyester 40D 210T lining polyester wadding, Fully padded quilted jacket, Slanted zipped pockets, Elasticated binding on the bottom hem and sleeves, Standard fit, Colour: Grey, Embroided with NAB logo in full color)  See annexure 1 for photo samples	43							
2	<b>Hudson Jacket Men (Code: ALT-HUD)</b> (100 polyester 40D 210T lining polyester wadding, Fully padded quilted jacket, Slanted zipped pockets, Elasticated binding on the bottom hem and sleeves, Standard fit, Colour: Blue, Embroided with NAB logo in full color)	1			TOTAL				

3	<b>Hudson Jacket Ladies (Code: ALT-HUL)</b> (100 polyester 40D 210T lining polyester wadding, Fully padded quilted jacket, Slanted zipped pockets, Elasticated binding on the bottom hem and sleeves, Standard fit, Colour: Grey, Embroided with NAB logo in full color)	43							
4	<b>Hudson Jacket Ladies (Code: ALT-HUL)</b> (100 polyester 40D 210T lining polyester wadding, Fully padded quilted jacket, Slanted zipped pockets, Elasticated binding on the bottom hem and sleeves, Standard fit, Colour: Blue, Embroided with NAB logo in full color)	1							
NAME:		POSITION:		SIGNATURE			DATE		
NAME OF BIDDER:		ADDRESS:							

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency : ..... Exchange Rate: .....

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

## 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: \_\_\_\_\_

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	<b>Hudson Jacket Men (Code: ALT-HUD)</b> (100 polyester 40D 210T lining polyester wadding, Fully padded quilted jacket, Slanted zipped pockets, Elasticated binding on the bottom hem and sleeves, Standard fit, Colour: Grey, Embroided with NAB logo in full color)		
	<b>Hudson Jacket Men (Code: ALT-HUD)</b> (100 polyester 40D 210T lining polyester wadding, Fully padded quilted jacket, Slanted zipped pockets, Elasticated binding on the bottom hem and sleeves, Standard fit, Colour: Blue, Embroided with NAB logo in full color)		
	<b>Hudson Jacket Ladies (Code: ALT-HUL)</b> (100 polyester 40D 210T lining polyester wadding, Fully padded quilted jacket, Slanted zipped pockets, Elasticated binding on the bottom hem and sleeves, Standard fit, Colour: Grey, Embroided with NAB logo in full color)		

	<b>Hudson Jacket Ladies (Code: ALT-HUL)</b> (100 polyester 40D 210T lining polyester wadding, Fully padded quilted jacket, Slanted zipped pockets, Elasticated binding on the bottom hem and sleeves, Standard fit, Colour: Blue, Embroided with NAB logo in full color)		
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*[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.]*

*\* 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	

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

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Attach original /certified copy of valid good Standing Social Security Certificate;		
Attach original/certified copy of valid good Standing Tax Certificate form NAMRA		
Attach certified copy of company Registration documents/certificate and certified copies of identification document of directors/shareholders;		
Certified copy of affirmative action compliance status		
Submit a minimum of four (4) references by means of a completion certificate/references letters/testimonial of similar work done within the last 3 years, (completion certificate/reference letter/testimonial must indicate, contract value and description of work done)		

**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.

**EVALUATION CRITERIA****STEP 1**

#	DESCRIPTION
1	Attach certified copy of company Registration documents/certificate and certified copies of identification document of directors/shareholders;
2	Attach original/certified copy of valid good Standing Tax Certificate form NAMRA
3	Attach original /certified copy of valid good Standing Social Security Certificate;
4	Attach 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	Submit signed Bid-securing Declaration (duly completed, signed and stamped)
6	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 (duly completed, signed and stamped)
8	All pages of the bid document must be initialled and bid document should be duly completed

***All the above warrant disqualification: failure to submit any of the requested compulsory documentation will result in disqualification and exclusion of the bid from further evaluation and comparison.***

**STEP 2: TECHNICAL EVALUATION (100 points)**

Bidders must score the maximum of 100 points to be considered substantially responsive

CRITERIA	QUALIFYING	POINTS	MAXIMUM
Compliance to specifications	Compliance to specifications as per specification compliance sheet on page 13 of the bid document	60	100
Experience	Submit a minimum of four (4) references by means of a completion certificate/references letters/testimonial of similar work done within the last 3 years, (completion certificate/reference letter/testimonial must indicate, contract value and description of	40	



	work done, Certificates/reference letter/testimonial with the required missing information will not be considered for evaluation)		
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### STEP 3: FINANCIAL EVALUATION

CRITERIA	QUALIFYING
Quoted price	Lowest evaluated economical and substantive responsive bid within budget estimates after applying marginal preference to qualifying bidders as set out in section 13

## ANNEXURE 1 SAMPLES


**ALT-HUD**  
**Mens Hudson Jacket**

**Fabric** 100% polyester 40D, 210T lining, polyester wadding  
 • fully padded quilted jacket • slanted zipped pockets  
 • elasticated binding on bottom hem and sleeves

BL GY N

STANDARD FIT

HALF CHEST (CM)

S	M	L	XL	2XL	3XL	4XL	5XL
52	56	60	64	68	72	76	80

**ALT-HUL**  
**Ladies Hudson Jacket**

**Fabric** 100% polyester 40D, 210T lining, polyester wadding  
 • fully padded quilted jacket • slanted zipped pockets  
 • elasticated binding on bottom hem and sleeves

BL GY N

STANDARD FIT

HALF CHEST (CM)

S	M	L	XL	2XL	3XL	4XL
50	54	58	62	66	70	74