

NAMIBIA FILM COMMISSION

PROCUREMENT MANAGEMENT UNIT

BIDDING DOCUMENT

ISSUED ON

05 January 2025

FOR
PROCUREMENT OF

Social Media Content Creation And Management For A Period Of 24 Months

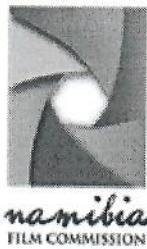
Non-Consultancy Services

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

Procurement Reference No:
NCS/RFQ/ NFC - 59/2024/2025

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





NAMIBIA FILM COMMISSION

PROCUREMENT MANAGEMENT UNIT**Letter of Invitation****To: All Bidders**Procurement Reference No: **NCS/RFQ/NFC-59/2024/2025****05 January 2025**

Dear Sir/Madam

Request for Quotations for Social Media Content Creation And Management For A Period Of 24 Months

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: pmu-nfc@mict.gov.na, Tel 061-381 900

Please, prepare and submit your quotation at NFC by **10H00 on Monday, 28 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 Namibia Film Commission 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 **90 days** from the date of submission deadline.

4. Eligibility Criteria

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

- (a) **Have a valid certified copy of founding statement /company Registration Certificate (indicating core nature of the business)**
- (b) **Have a valid certified copy/original of good Standing Tax Certificate;**
- (c) **Have a valid certified copy/original of 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) **Submit duly signed Bid-securing Declaration.**
- (f) **Submit a duly signed written undertaking**
- (g) **Nature of business should be in line with the bid.**
- (h) **Bidder to attach three (3) signed and stamped reference letters/ award letters for similar work done in the past three (3) years**
- (i) **Bidder should attach company profile**
- (j) **All pages and attachments should be initialled**

5. Bid Securing Declaration

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

6. Contract Period for Services

For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed a ceiling of *[insert ceiling amount]*. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant. The payments made under the Contract consist of the Consultant's remuneration as defined in sub-paragraph B below and of the reimbursable expenditures as defined in sub-paragraph C below.

B. Remuneration

The Client shall pay the Consultant for Services rendered at the rate(s) per man/month spent¹ (or per day spent or per hour spent, subject to a maximum of eight hours per day) in accordance with the rates agreed and specified in Annex C, "Cost Estimate of Services, List of Personnel and Schedule of Rates."

C. Reimbursables

The Client shall pay the Consultant for reimbursable expenses, which shall consist of and be limited to:

- (i) normal and customary expenditures for official travel, accommodation, printing, and telephone charges; official travel will be reimbursed at the cost of less than first class travel and will need to be authorized by the Client's coordinator;
- (ii) such other expenses as approved in advance by the Client's coordinator.²

D. Payment Conditions

Payment shall be made in Namibia Dollar (N\$) not later than 30 days following submission of invoices in duplicate to the Coordinator designated in paragraph 4.

Payments shall be made to Consultant's bank account

7. Documents to be submitted

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

8. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number and 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 c/o of Jenner & Schonlein street, Windhoek west, Windhoek, not later than 28 February 2025, 10H00. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

¹ Select the applicable rate and delete the others.

² Specific expenses can be added as an item (iii) in paragraph 3.C.

10. Opening of Quotations

Quotations will be opened internally by the Public Entity within 5 working days 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

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;	
A certificate indicating SME Status (if applicable) Not ground for disqualification	
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, where applicable and that it will abide to sub-clause 6.8 of the General conditions of Contract if it is awarded the contract or part thereof; and;	
Principal business should be in line with the nature of this procurement (masonry works, electrical services, plumbing, security and surveillance)	
Submit duly signed Bid – Securing declaration	
Submit duly signed a Written Undertaking, in terms of Section 138 of the Labour Act, 2007	
Submit written power of attorney of the signatory of the Bid	
Submit duly signed Self - Declaration form	
All pages and attachments should be initialled	

Stage 2: Technical

DESCRIPTION	SCORING NOTES	WEIGHT
Provision of service of similar nature		
Attach Reference Letters indicating similar services rendered.	Signed & stamped reference letters from Three (3) companies in the past five(5) years	30
	Signed & stamped reference letters from Two (2) companies in the Three (3) past years	15
	Signed & stamped reference letters from One (1) company in the past Two (2) years	5
Experience		
<p>The experience required to be demonstrated by the Bidder should include as a minimum that they have executed the following works and services during the last 5 years:</p> <p>Major and Minor maintenance (Outdoor/Indoor maintenance works)</p> <p>Plumbing services</p> <p>Electrical services</p> <p>Surveillance services</p> <p>Attach Service Contracts; Reference letters or Purchase Orders</p>	Signed & stamped Service Contracts, Reference Letters or Purchase Orders from Three (3) companies in the past five(5) years	30
	Signed & stamped Service Contracts, Reference Letters or Purchase Orders from Two (2) companies in the Three (3) past years	15
	Signed & stamped Service Contracts, Reference Letters Purchase Orders from One (1) company in the past Two (2) years	5
Essential Equipment		
The essential equipment to be made available for the Contract by the Bidder shall be:	Attached vehicle registration certificates, Justifiable proof of ownership/lease hire account, agreement with a third party/tool hire company	20

Company vehicles, Equipment and tools relevant for the performance if this contract.	No attached vehicle registration certificates, Justifiable proof of ownership/lease hire account, agreement with a third party/tool hire company	0
Contract Management/Support staff		
Contract Manager/support staff with three (3) years' experience in Services of an equivalent nature and volume, including two (2) year as Manager; and	Attach Curriculum Vitae (CV) indicating required experience and qualification with verifiable references (stamped reference letter);	10
Electrical Service – should attach a wireman license and trade certificate	CV without proof of relevant qualification but experience	5
Plumbing Services – Certificate in Plumbing and trade certificate	CV with relevant qualification and No experience	5
Surveillance Services – should attach a letter for vetting from Namibian Central Intelligence Services		
OR		
If the experience and qualifications of the Contract Manager does not relate to the services, CV's and qualifications of a foreman and two support staff with the relevant experience and qualifications related to the services may be submitted.	Attach Curriculum Vitae (CV) indicating required experience and qualification with verifiable references (stamped reference letter)-foreman/support staff only or foreman and two (2) support staff;	10
ITB 5.5 (d)	CV without proof of relevant qualification but experience - foreman/support staff only or foreman and one (1) support staff;	5
	CV with relevant qualification and No experience – foreman/support staff only or foreman and two (2) support staff.	5

NB: only bidders that scored 75% will proceed to the next stage of financials.

Stage 3: Financials

DESCRIPTION	SCORING NOTES	WEIGHT (30)
FINANCIALS		
Bank Statement of the last six(6) months	Attach signed and stamped six (6) months bank statement	20
	Attach signed and stamped three months (3) bank statement	10
	No attached signed and stamped bank statement	0
Working Capital	Attach six (6) months bank statement with a balance of not less than N\$50 000.00	20
	No bank statement attached	0
Total	50	

Stage 4: Awarding Methodology

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

12. 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.

13. 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.

14. Margin of Preference

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

Category	Margin of preference
Manufacturer (not applicable)	2%
MSME	1%
Women owned enterprise	1%
Youth owned enterprise	2%
PDP owned enterprise	2%
Supplier promoting Environmental protection	1%
Service rendered by Namibian citizens	1%
TOTAL	10%

14.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

Documentary evidence
-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
SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
- IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian female ownership
- IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian youth ownership
-IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificates - declaration indicating the percentage of Namibian PDPs ownership
-declaration and proof that the bidder meets the requirements set out in the bidding document
declaration that the bidder employs 50% or more Namibian citizens

15. 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

16. 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:	
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, 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: MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

**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	1%	-declaration and proof that the bidder meets the requirements set out in the bidding document

	Environmental protection		
	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: NCS/RFQ/NFC-59/2024/2025

Currency of Quotation: Namibian Dollars

Item No	Brief Description of Services	Quantity	Unit Measure	of	Unit Price	Total Price
A*	B*	C*	D*		E	F
1	<u>Social Media Management:</u> <ul style="list-style-type: none"> ➤ Develop and execute a comprehensive social media strategy aligned with our brand objectives. ➤ Manage and monitor our social media accounts across platforms, including but not limited to Facebook, X, Instagram, LinkedIn, YouTube and others. ➤ Create and curate engaging and shareable content that resonates with our target audience. ➤ Implement effective community management to foster meaningful interactions 	1	EA			

2	<u>Content Creation:</u> <ul style="list-style-type: none"> ➤ Generate high-quality, visually appealing, and relevant content for social media platforms. 				
	<ul style="list-style-type: none"> ➤ Develop a content calendar that aligns with our marketing goals and key events. 				
	<ul style="list-style-type: none"> ➤ Utilize multimedia elements such as images, videos, infographics, etc., to enhance content effectiveness 				
3	<u>Graphic Design services:</u> <ul style="list-style-type: none"> ➤ Design visually appealing graphics for use across social media platforms, ensuring brand consistency. 				
	<ul style="list-style-type: none"> ➤ Develop creative assets, including but not limited to banners, infographics, and promotional materials 				
	<ul style="list-style-type: none"> ➤ Collaborate with our team to ensure that graphic elements align with overall branding guidelines. 				

3	<u>Analytics and reporting:</u>				
	➤ Provide regular performance reports and analytics on social media activities.				
	➤ Use data insights to refine and optimize social media strategies for better engagement and results.				
				Other additional costs	
				Subtotal	
				VAT @ %	
				Total	

Enter 0% VAT rate if VAT exempt.

* 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 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)
A*	B*	C	D
1	<u>Social Media Management:</u> <ul style="list-style-type: none"> ➤ Develop and execute a comprehensive social media strategy aligned with our brand objectives. 		
	<ul style="list-style-type: none"> ➤ Manage and monitor our social media accounts across platforms, including but not limited to Facebook, X, Instagram, LinkedIn, YouTube and others. 		
3.	<ul style="list-style-type: none"> ➤ Create and curate engaging and shareable content that resonates with our target audience. 		
4.	<ul style="list-style-type: none"> ➤ Implement effective community management to foster meaningful interactions 		
5.	<u>Content Creation:</u> <ul style="list-style-type: none"> ➤ Generate high-quality, visually appealing, and relevant content for 		

	social media platforms.		
6.	<ul style="list-style-type: none"> ➤ Develop a content calendar that aligns with our marketing goals and key events. 		
7.	<ul style="list-style-type: none"> ➤ Utilize multimedia elements such as images, videos, infographics, etc., to enhance content effectiveness 		
8.	<p><u>Graphic Design services:</u></p> <ul style="list-style-type: none"> ➤ Design visually appealing graphics for use across social media platforms, ensuring brand consistency. 		
9.	<ul style="list-style-type: none"> ➤ Develop creative assets, including but not limited to banners, infographics, and promotional materials 		
	<ul style="list-style-type: none"> ➤ Collaborate with our team to ensure that graphic elements align with overall branding guidelines. 		
	<u>Analytics and reporting:</u>		

	➤ Provide regular performance reports and analytics on social media activities.		
	➤ Use data insights to refine and optimize social media strategies for better engagement and results.		

* 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/RFQ/NFC-59/2024/2025** for procurement of services (lump-sum) available on the website of the Public Entity (www.mict.gov.na) except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/NFC-59/2024/2025**

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:
Definitions GCC 1.1(o)	The Service Provider is: Namibia Film Commission
Notices GCC 1.4	Any notice shall be sent to the following addresses: Namibia Film Commission, c/o Schonlein & Jenner street, Windhoek West, to Head of Procurement at pmu-nfc@mict.gov.na
Authorised Representatives GCC 1.6	The Authorised Representatives are: Namibia Film Commission For the Service Provider: _____
Effectiveness of Letter of award GCC 2.1	The letter of Award shall to come into effect as from the date of signature.

Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is _____.
Intended Completion Date GCC 2.3	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall enter into a service level agreement for twenty-four months (24). With option of extension by not more than twelve (12) months.
Prohibition GCC 3.2.3(c)	List of Activities:
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	N/A
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: _____
Payments of Liquidated Damages GCC 3.10.1	Liquidated damages for the whole contract are <i>[insert percentage of the final contract price]</i> per week. The maximum amount of liquidated damages for the whole contract is <i>[insert percentage]</i> of the final contract price.
Lack of Performance Penalty GCC 3.10.3	The percentage _____ to be used for the calculation of lack of Performance Penalty(ies) is _____. (Where applicable)
Performance Security GCC 3.11	<p>(i) No Performance Security is required*or</p> <p>(ii) A Performance Security in the form of a Bank Guarantee representing <i>[insert percentage]</i> of the final contract price shall be required.*</p> <p>* Delete as appropriate</p>

Assistance and Exemptions GCC 5.1	The assistance and exemptions provided to the Service Provider are (where applicable): _____
Contract Price GCC 6.2(a)	The amount in local currency is _____.
Terms and Condition of Payment GCC 6.4	Payments will be made to the Service Provider on a monthly basis after receipt of invoice.
Interest on Delayed Payments GCC 6.5	Payment shall be made within 30 days of receipt of the invoice and the relevant documents, and within _____ days in the case of the final payment. The interest rate is _____.
Price Adjustment GCC 6.6.1	Price adjustment <i>is/not</i> applicable.
Identifying Defects GCC 7.1	The following inspections shall be carried out: _____ The defect liability period is: _____
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.: NCS/RFQ/NFC-59/2024/2025

Description	Attached (please tick if submitted and cross if not)	Not Attached
Quotation Letter		
A valid certified copy of founding statement /company Registration Certificate (indicating principal nature of the business)		
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.		
Three (3) signed and stamped reference letters/ award letters for similar work done in the past three (3) years		
Company profile		
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.