



Request for Sealed Quotations for Goods

CORPORATE WEAR FOR FRONTLINE STAFF

Procurement Reference No: G/RFQ/*NAC-47/2023*

P.O. Box 23061

Windhoek

Tel: 061 - 295 5000

Fax: 061- 295 5022

E-mail: karlh@airports.com.na / shivutetbj@airports.com.na



Letter of Invitation

Bidders Name _____

PO Box _____

Place _____

Procurement Reference Number. G/RFQ/ NAC-47/2023

26 May 2023

Dear Sirs,

Request for Quotation for Corporate wear for Frontline Staff

The NAC 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 *John Shivute, Tel: 061 – 295 5000 /0811 255344*

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,

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The NAC 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 90 days from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should: **Please take note that all eligible documents that are copies should be certified by the Namibian Police**

- (a) have a valid company Registration Certificate
- (b) have an original valid good Standing Tax Certificate;
- (c) have an original valid 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) have a certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Submit signed Bid-securing Declaration.
- (g) Service provider must provide two (2) contactable references of similar supply and delivery of corporate wear done in the past 2-3 years.

5. Bid Security/Bid Securing Declaration

Bidders are required to *submit a Bid Securing Declaration* for this procurement process. The Bidder shall furnish as part of its quotation, a Bid Security as per the format contained in Appendix to Quotation Letter of this document.

6. Delivery

Delivery shall be *30 days* after acceptance/issue of Purchase Order.

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 *145 Independence Avenue, Sanlam Centre, Windhoek* not later than **29 June 2023 at 12H00**. Quotations by post or hand delivered should reach 145 Independence Avenue, Sanlam 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 five 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

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

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 be fixed in Namibian Dollars (N\$). The NAC shall not consider price increases due to exchange rates

13. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation 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.

14. 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:	Namibia Airports Company
Procurement Reference Number:	G/RFQ/NAC-47/2023
Subject matter of Procurement:	Corporate Wear for frontline staff

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications.

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 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 90 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	

Appendix to Quotation Letter

BID SECURING DECLARATION

(Section 45 of Act)

(Regulation 37(1)(b) and 37(5))

Date:

Procurement Ref No.:

To: Namibia Airports Company

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.]



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description:

.....

.....

Anticipated Contract Duration:

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

.....

3. UNDERTAKING

I [insert full name], owner/representative

of[insert full name of company]

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

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

Signature:

Date:

Seal:.....

Please take note:

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

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Namibia Airports Company

Procurement Ref No. G/RFQ/NAC-47/2023

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]					<u>Bidders shall fill-in columns E - I and fill the total</u> 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 ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
1.	Kiera Jacket Long Sleeve - Ladies	80	Ea						
2.	Jordan Jacket Long Sleeve – Ladies	80	Ea						
3.	Sizani Skirt 60cm pencil skirt lined – Ladies	80	Ea						
4.	Sally Skirt 70cm pencil skirt lined - Ladies	80	Ea						
5.	Lynn Coat Classic melton coat pockets - lined - Ladies 92cm	40	Ea						
6.	Kerry Shirt short sleeve, basic shirt 67cm - Ladies	80	Ea						
7.	Rachel Dress short sleeve, A-lined dress – Ladies	80	Ea						
8.	Zintle shirt long sleeve shirt, concealed button 65cm - Ladies	80	Ea						
9.	Jake pants slim fit pants 4pockets – Gents	117	Ea						
10.	David Blazer Super Slim fit blazer one button – Lined - Gents	117	Ea						
11.	Noah Coat classic melton coat, with pockets -Lined 90cm -Gents	39	Ea						
12.	Adam Pullover long sleeve V-neck -Gents	78	Ea						
13.	Shirt long sleeve, slim fit shirt – Gents	117	Ea						
14.	Shirt short sleeve, slim fit shirt – Gents	117	Ea						
15.	Sophie Waistcoat, back in lining material, tie back buckle lined – 50cm Ladies	40	Ea						
16.	Phoebe Jacket short sleeve – lined - Ladies	40	Ea						

17.	Helga Slax ladies pants	80	Ea						
18.	Vivien Waistcoat sleeve 71 cm - Ladies	40	Ea						
19.	Ladies court shoes – color black genuine leather (short heel)	46	Ea						
20.	Ladies court shoes – color black genuine leather (long heel)	34	Ea						
						TOTAL			
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.

Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS



TERMS OF REFERENCE

FOR

THE NAC CORPORATE UNIFORM (FRONTLINE STAFF)

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PURPOSE

The purpose of this terms of reference is to outline the scope of work for the supply and delivery of the NAC corporate wear, frontline staff at all our respective airports.

OBJECTIVES

A high standard of personal presentation is always required from employees whilst on duty, it is expected that items of personal hygiene are attended to daily, and all clothing are clean, neatly pressed and are in good condition. Frontline staff who are directly interact with the NAC customers should appears presentable and easily identifiable all the time. This includes.

- Personal Assistant
- Receptionist/ attendant
- Parking Cashiers
- Drivers
- Information Desk Officers

The objective of the terms of reference is to appoint a professional and reputable company to supply, branding, and delivery of the frontline corporate wears to the Namibia Airports Company's Head Office and all respective airports to create a conducive and welcoming environment for its professionals and clients alike. The Namibia Airports Company invites Corporate Wear Suppliers to submit quotations for supply, branding, and delivery of corporate wear within the scope as provided hereunder.

BACKGROUND

The Namibia Airports Company Limited (NAC) is a State-Owned Enterprise established in terms of the Airports Company Act, (Act No.25 of 1998).

The NAC is a 100% state-owned enterprise, which functions autonomously under a Board of Directors, appointed by its portfolio minister, the Ministry of Public Enterprises. The NAC owns and manages eight (8) airports regulated by the Namibia Civil Aviation Authority.

The vision of the NAC is to be a world class service provider in airports operations and management and its mission involves developing and managing our airports on sound business principles with due considerations to the interest of our stakeholders. The company's core values are integrity, accountability, and teamwork.

The NAC's main objectives are to ensure:

- the arrival, surface movement, parking, and departure of aircrafts.
- the servicing of aircrafts, including the supply of fuel and lubricants; and
- ground handling of aircrafts, passengers, baggage, and cargo.

SCOPE OF WORK / EXPECTED OUTPUT

Namibia Airports Company seeks to appoint a suitable and reputable corporate wear supplier for the supply of the frontline staffs corporate uniform, branding and delivery to the Namibia Airports Company Corporate Office housed in the Sanlam Centre, Independence Avenue, Windhoek.

The scope of work entails the supply, branding, and delivery of corporate wear to the frontline staffs and head office and all our respective airports.

4.1 The Service providers will be required to source, supply the corporate wear as outlined below.

- i. Supply, branding, and Delivery of corporate wears for frontline staffs.
- ii. Co-ordinate and schedule the project, from inception to completion.
- iii. Perform quality assurance and control until final inspection and handover.
- iv. Provide a detailed inventory of all corporate wears.

The corporate wear must be:

- v. high quality material and finishes.
- vi. Corporate wear should be formal, crease free, colour fast.
- vii. modern, contemporary, aesthetically pleasing.
- viii. modular, functional, ergonomically designed.
- ix. suitable for an eight (8) hour workday,
- x. Shoes supplied should be fit for work purpose made of leather.
- xi. The uniform should be individual packaged with the name of the official and each package must have its own delivery note which must be signed off by Procurement Division.
- xii. The potential bidders who have passed the first phase of the evaluation, will be required to bring in four samples of the materials that will be used for the final product for visual screening. The samples of the materials will be kept at the Procurement Division for the contract duration.
- xiii. the unsuccessful bidders will be required to collect samples within seven days upon notification.

3.5 Branding of Garments:

3.5.1 A certain degree of formality is required in these uniforms. They should be functional and simple, look crisp, and be crease free and colour fast, i.e. of a very high quality. Continuous washing should not have any effect on the texture and colour dresses, suits, skirts and pants should be of the same material. New stock of the same quality and colour should be easily obtainable. 3.5.2 the primary house colour is dark grey. It is recommended that one set be in grey (jacket, trousers/pants and skirt and dresses) All other shirts/blouses should be in white, and patterned or textured.

Technical Requirements

The service provider must indicate its compliance / non-compliance to the requirements and should substantiate its response in the space provided below. If more space is required to justify compliance, please ensure that the substantiation is clearly cross-referenced to the relevant requirement.

PROPOSED SOLUTION/METHODOLOGY

The service provider must provide detailed comprehensive, proposed solution or methodology that includes the following:

- providing an overview of the type of material and colour scheme proposed.
- Presentation boards with photographs/pictures/3 D presentation of the actual samples of the corporate wear
- Corporate wear guarantees and lifespan.
- A detailed list of unique features or apply creativity that will set your company apart of other competitors in relation to the corporate wear

PROJECT PLAN IMPLEMENTATION

The service provider must provide its implementation plan on this project which should be completed by _____. The plan must be detailed and must include, but not be limited to, the following:

Activities and tasks

- Timeframes
- Deliverables
- Project Initiation Document;
- Project Kick-off Meeting;
- Project Close-out Report

SITE VISIT

The service provider must be able to show the corporate wear being offered, allow for inspection of the quality of all items offered and demonstrate its ability to source, supply not later than _____. The service provider samples to the Namibia Airports Company.

REFERENCES

The service provider must provide two (2) contactable references or more for the provision of similar supply and delivery of corporate wear done in the past 2-3 years.

EVALUATION CRITERIA

The technical and financial proposals will be evaluated in terms of, but not limited to the below minimum guidelines:

Evaluation criteria	Sub evaluation criteria	Weight
Methodology	<ul style="list-style-type: none"> ▪ providing an overview of the type of corporate wear and colour scheme proposed. ▪ Presentation boards with photographs/pictures/3 D presentation of the actual corporate wear, as well as samples of materials offered; ▪ Corporate wear guarantees and lifespan; ▪ A detailed list of unique features or apply creativity that will set your company apart of other competitors in relation to the required corporate wear. 	30
Project Implementation Plan	<ul style="list-style-type: none"> ▪ Timeframes ▪ Deliverables ▪ Project management plan 	15
Experience	<ul style="list-style-type: none"> ▪ A minimum of two to three years' experience in the supply and delivery of corporate wear ▪ Provide two or more contactable reference in the provision of similar office equipment in the last three to five years 	25
Price Tendered	<ul style="list-style-type: none"> ▪ Detailed costing plan on the supply and delivery of office furniture 	30
Total		100

CONFIDENTIALITY STATEMENT

All data and information received from the NAC for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of this Terms of Reference. All intellectual property rights arising from the execution of this Terms of Reference are assigned to the Namibia Airports Company Limited. The content and material obtained and used in the assignment may not be disclosed to any third parties with the expressed advance written authorization of the Chief Executive Officer of the Namibia Airports Company.

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)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	Kiera Jacket Long Sleeve - Ladies		
2	Jordan Jacket Long Sleeve – Ladies		
3	Sizani Skirt 60cm pencil skirt lined – Ladies		
4	Sally Skirt 70cm pencil skirt lined - Ladies		
5	Lynn Coat Classic melton coat pockets - lined - Ladies 92cm		
6	Kerry Shirt short sleeve, basic shirt 67cm - Ladies		
7	Rachel Dress short sleeve, A-lined dress – Ladies		
8	Zintle shirt long sleeve shirt, concealed button 65cm - Ladies		
9	Jake pants slim fit pants 4pockets – Gents		
10	David Blazer Super Slim fit blazer one button – Lined - Gents		
11	Noah Coat classic melton coat, with pockets -Lined 90cm -Gents		
12	Pullover long sleeve V-neck -Gents		
13	Shirt long sleeve, slim fit shirt – Gents		
14	Shirt short sleeve, slim fit shirt – Gents		
15	Waistcoat, back in lining material, tie back buckle lined – 50cm Ladies		

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Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
16	Jacket short sleeve – lined - Ladies		
17	Waistcoat sleeve 71 cm - Ladies		
18	Helga Slax ladies pants		
19	Ladies court shoes – color black genuine leather (short heel)		
20	Ladies court shoes – color black genuine leather (long heel)		

[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.]

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** 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	

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. **G/RFQ-GCC** on the website of the Public Entity www.airports.com.na except where modified by the Special Conditions below.

SECTION VI: 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 except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: _____

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

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: <i>Namibia Airports Company Limited</i>
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods Head Office
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the NAC, the address and the contact name shall be: _____ For the Supplier, the address and contact name shall be: _____

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Subject and GCC clause reference	Special Conditions
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____
Delivery and Documents GCC 13.1	The Goods are to be delivered within ____30____ days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed “shall not” be adjustable.
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price “shall not be” adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser’s name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser. ii) An interest rate of <i>[insert percentage]</i> is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
Performance Security GCC 18.1	(i) No performance security is required

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Subject and GCC clause reference	Special Conditions
Discharge of Performance Security GCC 18.4	The performance security will be discharged and returned to the supplier not later than <i>[insert number of days]</i> following completion date. N/A
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: _____
Insurance GCC 24.1	<i>The Bidder bear the cost of insurance</i>
Transportation GCC 25	The Goods shall be delivered at NAC Head office Sanlam Centre, 5 th floor, 145 Independence Avenue
Inspection and Test GCC 26.1	The inspection and tests shall be at the suppliers expense. The inspection and tests shall be to be carried out upon delivery.
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: delivery NAC Head Office. 5 th floor Boardroom
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are <i>1%</i> per week. The maximum amount of liquidated damages for the whole contract is <i>5%</i> of the final contract price.
Warranty GCC 28.3	The period of validity of the warranty shall be: 12 months.
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 12 months from date of delivery.

Attachment: Price Adjustment Formula

If in accordance with GCC 15.1, prices shall be adjustable, the following method shall be used to calculate the price adjustment:

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- 15.2 Prices payable to the Supplier, as stated in the Contract, shall be subject to adjustment during performance of the Contract to reflect changes in the cost of labor and material components in accordance with the formula:

$$P_1 = P_0 \left[a + \frac{bL_1}{L_0} + \frac{cM_1}{M_0} \right] - P_0$$

$$a+b+c = 1$$

in which:

- P_1 = adjustment amount payable to the Supplier.
 P_0 = Contract Price (base price).
 a = fixed element representing profits and overheads included in the Contract Price and generally in the range of five (5) to fifteen (15) percent.
 b = estimated percentage of labor component in the Contract Price.
 c = estimated percentage of material component in the Contract Price.
 L_0, L_1 = labor indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively.
 M_0, M_1 = material indices for the major raw material on the base date and date for adjustment, respectively, in the country of origin.

The coefficients a, b, and c as specified by the Purchaser are as follows:

- $a = [insert\ value\ of\ coefficient]$
 $b = [insert\ value\ of\ coefficient]$
 $c = [insert\ value\ of\ coefficient]$

The Bidder shall indicate the source of the indices and the base date indices in its bid.

Base date = thirty (30) days prior to the deadline for submission of the bids.

Date of adjustment = $[insert\ number\ of\ weeks]$ weeks prior to date of shipment (representing the mid-point of the period of manufacture).

The above price adjustment formula shall be invoked by either party subject to the following further conditions:

- (a) No price adjustment shall be allowed beyond the original delivery dates unless specifically stated in the extension letter. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The Purchaser will, however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment.
- (b) If the currency in which the Contract Price P_0 is expressed is different from the currency of origin of the labor and material indices, a correction factor will be

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applied to avoid incorrect adjustments of the Contract Price. The correction factor shall correspond to the ratio of exchange rates between the two currencies on the base date and the date for adjustment as defined above.

- (c) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment.

SCHEDULE 2

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	N\$	N\$
Raw Materials, Accessories & Components		
• Imported (CIF)	
• Local (VAT & Excise Duty Fee)
Labour Cost		
• Direct Labour
• Clerical Wages
• Salaries to Management
Utilities		
• Electricity	
• Water	
• Telephone
Depreciation	
Interest on Loans	
Rent
Other (please specify)		
•	
•	
•
TOTAL COST		

$$\text{Local Value Added} = \frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$$

NB! The cost structure should be certified by a Certified Accountant

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

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
Evidences for conformity of Goods		
Service provider must provide two (2) contactable references of similar supply and delivery of corporate wear done in the past 2-3 years.		

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.*