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NAMIBIA STATISTICS AGENCY

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# **Request for Quotation For**

## **Procuring video production services**

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**Procurement Reference No: G/RFQ/NSA-13-2023**

*Tel: +26461 431 3293 Fax: +26461 431 3253 P.O. Box 2133 Windhoek, FGI House,  
Post Street Mall*



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NAMIBIA STATISTICS AGENCY

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**Letter of Invitation**

*Name and Address of Bidder: .....*

*Procurement Reference Number: G/DP/NSA-13-2023*

*12 March 2023*

Dear Sir/Madam,

**RE: Procuring video production services**

**Namibia Statistics Agency** 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 **Ms. R. Paulus, Namibia Statistics Agency @ +26461 431 3293, [rpaulus@nsa.org.na](mailto:rpaulus@nsa.org.na)**

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,

.....

**Ms. R. Paulus**

**Procurement Management Unit**

## **SECTION I: INSTRUCTIONS TO BIDDERS**

### **1. Rights of Public Entity**

**Namibia Statistics Agency** reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or
- (b) 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) 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) Bid-securing Declaration.
- (g) 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;
- (h) 100% Namibian owned Companies
- (i) Certified copy of Identification Document (ID)

## 5. Bid Securing Declaration

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

## 6. Delivery

Delivery shall be **30 days** after acceptance/issue of Purchase Order. Deviation in delivery period shall be accepted provided that approval is granted by Namibia Statistics Agency.

6.1. The following tests and inspections will be carried out on the goods at delivery:

## 7. Sealing and Marking of Quotations

Quotations should be sealed in a **single envelope, clearly marked with the Procurement Reference Number**, addressed to the **Namibia Statistics Agency 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 **Namibia Statistics Agency, FGI House, Post Street mall, Ground Floor at Reception area**, not later than **20 March 2023, 11h00**. Quotations by hand delivery only should reach **Namibia Statistics Agency**, 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 **Namibia Statistic Agency** immediately after the closing time referred to in instruction 8 above.

## 10. Evaluation of Quotations

The **Namibia Statistic Agency** 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 **Namibia Statistic Agency** 's requirements.

## 12. Prices and Currency of Payment

12.1 Payments shall be made promptly by the Purchaser, but in no case later than **thirty (30) days** after submission of an invoice or request for payment by the Supplier, and after the purchaser has accepted it.

12.2 Prices shall be fixed in Namibian Dollars.

12.3 The currencies in which payments shall be made to the Supplier under this Contract shall be made subject to the following general principle:

- (a) Payment will be made in the currency or currencies in which the bid price is expressed.
- (b) Local bidders will be paid in fixed Namibian dollar or Namibian Dollar adjusted to the fluctuation in the rate exchange at the time of delivery.

### **13. Margin of Preference**

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

*Not Applicable*

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

*Not Applicable*

### **14. 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.

### **15. Performance Security**

*Not applicable*

**16. The Public Entity shall after award must 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 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. N/A**

## 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 Statistics Agency
Procurement Reference Number:	<b>G/RFQ/NSA-13-2023</b>
Subject matter of Procurement:	Procuring of video production services

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications 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 Securing Declaration** (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to **disqualification on the grounds mentioned in the BDS.**

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	

Appendix to Quotation Letter

**BID SECURING DECLARATION  
(Section 45 of Act)  
(Regulation 37(5) and 6(2))**

**Date:** .....

**Procurement Ref No.:**

**To: Namibia Statistics Agency, FGI House, Post Street Mall**

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.**
- (e) Failure to present single printed letter head to management for approval**

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**





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

*[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.]*

**NA**

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/NSA-13-2023**

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

Item No	Technical Specification	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>D</i>	<i>E</i>
<b>1</b>	Kindly refer to the attached annexure 1.		

### Specifications and Compliance Sheet Authorised By:

Name:	R. Paulus	Signature:	
Position:	Head of PMU	Date:	
Authorised for and on behalf of:		Company	NSA

## **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. *(available at public entities physical address/website: Insert Public Entity address/website)* 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: **G/FRQ/NSA-13-2023**

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].*

<b>Subject and GCC clause reference</b>	<b>Special Conditions</b>
<b>Site GCC 1.1(m)</b>	The Site/final destination for delivery of the Goods is Namibia Statistic Agency
<b>Incoterms Edition GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.

Subject and GCC clause reference	Special Conditions
<b>Notices</b> <b>GCC 8.1</b>	Any <b>notice</b> shall be sent to the following addresses: For <b>Namibia Statistics Agency</b> , the address and the contact name shall be: <b>The Procurement Management Unit</b> <b>Namibia Statistics Agency</b> <b>FGI House</b> <b>Post Street Mall</b> <b>P.O. Box. 2133</b> <b>Windhoek</b> <b>Tel: +264 61 4313293</b> <b>E-Mail: rpaulus@nsa.org.na</b>
<b>Delivery and Documents</b> <b>GCC 13.1</b>	The Goods are to be delivered within <b>30 days</b> from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) Bid Security Declaration (b) Full Specification and compliance Sheet (c) Quotation Letter (d) List and Good price schedules
<b>Terms of Payment</b> <b>GCC 16.1</b>	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
<b>Terms of Payment</b> <b>GCC 16.3</b>	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment</b> <b>GCC 16.4</b>	The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of Requirements.
<b>Performance Security</b> <b>GCC 18</b>	(i) No performance security is required
<b>Insurance</b> <b>GCC 24</b>	<i>Not Applicable</i>
<b>Transportation</b> <b>GCC 25</b>	The Goods shall be delivered: Incoterm for transportation <b>Not applicable</b>

Subject and GCC clause reference	Special Conditions
<b>Inspection and Tests GCC 26.</b>	Inspection and test shall be done
<b>Liquidated Damages GCC 27</b>	Liquidated damages for the whole contract are <i>Not applicable</i> per day. The maximum amount of liquidated damages for the whole contract is <i>Not applicable</i> of the final contract price.
<b>Warranty GCC 28.3</b>	<b>Responsibility of Bidder</b>

**SCHEDULE 3: QUOTATION CHECKLIST SCHEDULE**

*[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]*

**Procurement Reference No.: G/RFQ/NSA-13-2023**

<b>Description</b>	<b>Attached (please tick if submitted and cross if not)</b>
Company's Quotation	
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid securing declaration	
Valid Good Standing Tax certificate certified copy	
Valid Good Standing Social Security certificate	
Valid company Registration Certificated	
Valid Affirmative Action Compliance Certificate, proof from Employment Equity Commission certified copy	
Have a certificate indicating SME Status (for Bids reserved for SMEs)	
Certified copy of Identification document (ID)	

***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.*

## Annexure 1: Technical Specifications

**Procurement reference: G/RFQ/NSA-13-2023**

DESCRIPTION	QUANTITY	SPECIFICATIONS
1. Procure video production services	1	<p><b>The specifications are as follow:</b></p> <p><b>Census awareness video:</b></p> <p>Video Length: 30 seconds</p> <p>Script: Will be provided</p> <p>Voice over: Provided by supplier</p> <p>Camera quality: 4K DSLR cameras, high film and cinematic quality and style,</p> <p>Audio equipment: high quality sound kits and boom mics</p> <p>Light reflectors: Swit lights</p> <p>Editing software: Davinci resolve Final Cut Pro ProX</p> <p>Images: To be provided by supplier; must be of highest resolution available</p> <p>Production team: camera operators, video editors, directors, producers and graphic designers, sound technicians</p> <p>Usage: HD product ready for broadcast and social media friendly versions</p> <p>Final product: 4K high resolution production (3840 x 2160 picels) resolution</p> <p><b>Census video episodes:</b></p> <p>Design: Video episodes to explain and create awareness of the census</p> <p>Episodes: 10</p> <p>Video Length: 20 seconds</p> <p>Script: Will be provided</p> <p>Voice over: Provided by supplier</p>

		<p>Camera quality: 4K DSLR cameras, high film and cinematic quality and style,</p> <p>Audio equipment: High quality sound kits and boom mics</p> <p>Light reflectors: Swift lights</p> <p>Editing software: Davinci resolve Final Cut Pro X</p> <p>Images: To be provided by supplier; must be of highest resolution available</p> <p>Production team: Camera operators, video editors, directors, producers and graphic designers, sound technicians</p> <p>Usage: HD product ready for broadcast and social media friendly versions</p> <p>Final product: 4K high resolution production with resolution of 3840 x 2160 pixels</p>
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