



Procurement Management Unit

Issue Date: 30 October 2025
Closing Date: 21 November 2025 @ 10h00

Request for Sealed Quotations for Non-Consultancy Services

Provision of Creative Services for the Namibia Qualifications Authority for a period of 24 months (Time- Based Contract)

Procurement Reference No: NSC/RFQ/NQA-08/2025/26

Bidder's Name:	
Contact Details:	Tel:
	Email:
Total Quote, VAT incl. (N\$):	

Namibia Qualifications Authority
Private Bag 13247
Windhoek
Namibia

Phone: +264 61 384 100
Website: www.namqa.org

Fax: +264 61 384 114



Letter of Invitation

Procurement Reference No: **NCS/RFQ/NQA-08/2025/26**

Date: 30 October 2025

Dear Sir/Madam,

Provision of Creative Services for the Namibia Qualification Authority for a period of 24 months

The Namibia Qualifications Authority invites you to submit your best quote for the works described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document. Moreover, bidders are urged to ensure that all spaces provided for the bidder in this document are completed. Bidders must also indicate "no quote" to goods specifications they cannot provide. Failure to adhere, may result in the disqualification of your bid.

Queries, if any, should be addressed to Ms. Johanna Filippus at Johanna.Filippus@namqa.org or +264 (61) 384 165/113.

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,

Paulus Paulus
Head of Procurement

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

Namibia Qualifications Authority 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 120 working days from the date of submission deadline.

4. Eligibility Criteria

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

- (a) submit a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)), of a **full valid Founding Statement including any amendment, and with a Certificate of Incorporation, clearly indicating ownership and shares.**
- (b) submit an original or a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)), of a **valid Good Standing Tax Certificate; Certificate must be valid at the date of submission.**
- (c) submit an original or a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963)), of a **valid Good Standing Social Security Certificate; Certificate must be valid at the date of submission.**
- (d) submit a valid certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), 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 or **a valid certified copy of the original document; Certificate must be valid at date of submission.**

- e) submit a **Written Undertaking** in terms of section 138 of the Labour Act, 2007 and section 50(2)(d) of the Public Procurement Act, 2015.
- f) submit a signed Bid Securing Declaration.
- g) A declaration outlining the preference the bidder qualifies for as well as documentary evidence as outlined in the table at ITB no. 14 below.
- h) A bidder must have a minimum of three (3) years proven experience in the graphic design, layout and production of corporate communication materials (attach three (3) signed reference letters not older than five (5) years.)
- i) Must have a minimum of two (2) years' experience in the production of videos for institutional campaigns or profile videos (attach valid two (2) signed reference letters not older than five (5) years.)
- k) Submit comprehensive CVs and qualifications of qualified and skilled design key personnel including at least:
 - **One (1) senior graphic designer** with a diploma in graphic design or visual communication.
 - **One (1) video production specialist** or editor with a diploma in Film Production/ Media Studies/ Communications/ Broadcasting
- l) Submit a company profile with proof of experience and evidence of similar services provided.
- j) A bidder that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission or thereafter, shall be disqualified.
Bids from service providers appearing on the ineligibility lists of African Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.

Links for checking the ineligibility lists are available at:

- Government Republic of Namibia, Procurement Policy Unit
<https://egp2.gov.na/EGovProcClient/forms/SearchSuspendedBidders.jsf>
- African Development Bank
<https://www.afdb.org/en/projects-operations/debarment-and-sanctions-procedures>
- World Bank Group
<http://www.worldbank.org/en/projects-operations/procurement/debarred-firms>
- European Bank for Reconstruction and Development
<http://www.ebrd.com/pages/about/integrity/list.shtml>
- Inter-American Development Bank Group
<http://www.iadb.org/en/topics/transparency/integrity-at-the-idbgroup/sanctioned-firms-and-individuals,1293.html>
- World Bank Group

<http://www.worldbank.org/en/projectsoperations/procurement/debarred-firms>

BIDDERS' CONFLICT OF INTEREST DECLARATION

(to be completed by the bidder)

Mandatory Requirements	Yes	No
Does the bidder have a relationship with any other bidder(s), directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the Purchaser regarding this bidding process?		
Has the bidder participated in more than one bid in this bidding process? Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one bid?		
Has the bidder (owners/shareholders) or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of this Bid?		
Has the bidder participated in the deliberations or take part in the decision-making process in relation to the bidding process?		
Is the bidder a member of the Board, Bid Evaluation Committee, Procurement Committee, an Accounting Officer or staff member of Procurement Management Unit of the NQA?		

Note: Any Bidder found to have a conflict of interest shall be disqualified. The conflict of interest will be evaluated throughout all the stages of the evaluation process.

5. Contract Period for Services

The contract shall be for a period of 24 months.

6. Documents to be submitted

Bidders shall submit along with their quotation documents giving company's profile, experience and evidence of similar services provided with customers' reference details and any other document proving eligibility with reference to the eligibility criteria in **Instruction to Bidder No.4** above.

7. 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.

8. Submission of Quotations

Quotations should be delivered to Namibia Qualifications Authority, Head Office, Corner of Simeon Shixungileni and Dr. W. Külz Street Windhoek not later than **Friday, 21 November 2025 at 10h00am**. Quotations by post or hand delivered should reach Namibia Qualifications Authority, 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 section 8 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.

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 evaluated cost to determine the lowest evaluated quotation

11. 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.

12. 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.

13. Labour Clause

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

14. Margin of Preference

The applicable margins of preference and the documentary evidence required are outlined in the table below. Moreover, in addition to the documentary evidence outline in the table below, a bidder **MUST** include a **DECLARATION** in its bid, outlining the preference the bidder qualifies for (this declaration doesn't have to be from the Police, the bidder can type one and duly sign it on the company letterhead):

No.	Categories of bidders	Definition/Criteria	Margin of preferences	Documentary evidence to be submitted with the bid. (all the documents required per category must be submitted)	Document evidence submitted (bidder to indicate yes/no by ticking)	
					Yes	No
1.	Manufacturer	"manufacturer" means a person	2%	a) Certified copy of Certificate of registration from a registering authority		

		or a company that is involved in the physical or chemical transformation of materials or components into new products whether or not –(a) the transformation is through work - (i) performed by a power-driven machine or by hand; or (ii) done in a home or factory; or (iii) the new products are sold on a wholesale or retail basis;		b) Declaration (under oath) by the bidder that the manufactured goods meet the local content as determined in Annexure 1 of Code of Good Practice, as per the cost structure for Value Added Calculation.		
2.	Micro, Small and medium Enterprise	a bidder who is a MSME, means an enterprise that has a valid micro, small and medium enterprise certificate issued by the Ministry responsible for trade, whose minimum equity is 51% owned by Namibians	1%	a) Certified copy of SME registration certificate b) Declaration (under oath) indicating the percentage of Namibian MSME		
3.	Women-owned enterprise	a bidder who is a woman or whose minimum equity is 51% owned by Namibian women	1%	a) Certified copy of Identity Documents (IDs) of all shareholders b) Certified copy of founding statement/company registration indicating ownership structure/certified copy of shareholder certificate c) Declaration (under oath) indicating the percentage of Namibian female ownership		
4.	Youth owned enterprise	a bidder who is a youth or whose minimum equity is 51% owned by Namibian youths. “youth” means a young person aged from 16 to 35 years old as per Section 1 of the National Youth Council Act, 2009 (Act No. 3 of 2009)	2%	a) Certified copy of IDs of all shareholders b) Certified copy of founding statement/company registration indicating ownership structure/certified copy of shareholder certificate c) Declaration (under oath) indicating the percentage of Namibian youth ownership		
5.	Previously Disadvantaged, Person (PDP) owned enterprise	a bidder who is a PDP or whose minimum equity is 51% owned by Namibian PDPs “Previously disadvantaged persons” means persons contemplated in Article 23(2) of the Namibian Constitution and includes - (a) women; and (b) persons with any disability as defined in the National Disability Council Act, 2004 (Act No. 26 of 2004);”	2%	a) Certified copy of IDs of all shareholders b) Certified copy of founding statement/company registration indicating ownership structure/certified copy of shareholder certificates c) Declaration (under oath) indicating the percentage of Namibian PDPs ownership (declaration to specify which category of PDP is being applied for)		
6.	Supplier providing environmental protection	A bidder that promotes the protection of the environment, maintain ecosystems and sustainable use of natural resources as specified by the public entity in the bidding document	1%	a) Declaration (under oath) by the bidder that the latter deals with environmental protection		
7.	Suppliers providing employment to Namibian	A bidder who employs 50% or more Namibian citizens	1%	a) Declaration (under oath) that the bidder employs 50% or more Namibian citizens. b) Certified copies of IDs of Namibian citizens employed by the bidder		
Total			10%			

15. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order 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 will promptly inform all unsuccessful bidders by posting a notice of award of ward on its website within seven (7) working days of award. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (7) working days of the publication of the notice of award.

17. Performance Security

The successful bidder shall upon acceptance of its offer submit a Performance Security as per the format contained in the Schedule for an amount of 10 % of the contract price per year.

18. Successful bidder's performance management

The successful bidders are subjected to annual performance reviews to be completed by the respective NQA representative. The review will be done at intervals to be decided upon by the Accounting Officer.

The performance reviews will amongst others cover the following issues:

- **Reliability:** How reliably do you follow through on your commitments to NQA?
- **Cost:** How closely did your final total costs correspond to your expectations at the beginning of the transaction?
- **Order Accuracy:** How well did the product/service delivered matched your order specifications and quantity?
- **Delivery / Timeliness:** How satisfied is the appraiser about the timeliness of the product/service delivery?
- **Quality:** How satisfied is the appraiser about the quality of the product/service provided by your company?
- **Documentation Accuracy:** Does your company present its all and correct documents with its deliveries?
- **Personnel:** How satisfied is the appraiser about the attitude, courtesy, and professionalism of your company's staff?
- **Customer Support:** How satisfied is the appraiser about the customer support she/he received from your company?
- **Responsiveness:** How responsive is your company to information requests, issues, or problems that arose in the course of the transaction?

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 the RFQ prevail over any attachments. **If your quotation is not authorised, it may be rejected.]***

Quotation Addressed to:	Namibia Qualifications Authority
Procurement Reference Number:	NCS/RFQ/NQA – 08/2025/26
Subject matter of Procurement:	Provision of Creative Services for the Namibia Qualification Authority for a period of 24 months (Time- Based Contract)

We offer to provide the services detailed in the Scope of Services, 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 to disqualification on the grounds mentioned in the BDS.

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

The validity period of our quotation is _____ days *[insert number of 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 bid validity.

The service will commence within _____ *[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within _____ *[insert number]* 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./E-mail	

BID SECURING DECLARATION
(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))

Date: _____[Day|month|year]

Procurement Ref No.: NCS/RFQ/NQA – 08/2025/26

To: Namibia Qualifications Authority
Private Bag 13247
Windhoek

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]

Company Stamp:



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: SCOPE OF SERVICES

Procurement Title: Provision of Creative Services for the Namibia Qualifications Authority (NQA) for a Period of Twenty-Four (24) Months

1. Background

The Namibia Qualifications Authority (NQA) is a statutory body established by the Namibia Qualifications Authority Act (Act No. 29 of 1996) with the mandate to oversee and coordinate the National Qualifications Framework (NQF) and ensure quality assurance in education and training.

To enhance its visibility, brand image, and stakeholder engagement, the NQA requires the services of a qualified and experienced Creative Agency to provide ongoing creative, branding, and design support.

3. Purpose of the Procurement

The purpose of this procurement is to appoint one professional service provider to deliver creative, graphic design, and branding services to support the NQA's marketing, communication, and public engagement initiatives for a period of 24 months.

3. Scope of Work

The appointed service provider shall be required to deliver, on an as-needed basis, the following creative and design services:

3.1 Graphic Design and Layout

- Design of corporate documents (annual and quarterly reports, posters, booklets, pamphlets and flyers, strategic plans, brochures, business plan, adverts, folders, newsletters, etc.).
- Proof reading services of all documents.
- Layout and formatting of print and digital publications.
- Design of promotional materials such as banners, flyers, posters, pull-up banners, billboards, and adverts.
- Conceptualisation and design of campaign artwork (both online and offline).
- Adaptation of existing creative materials for different media platforms.

3.2 Branding and Corporate Identity

- Maintenance and development of the NQA's corporate identity and visual style guide.
- Design and production of branded collateral (stationery, folders, corporate gifts, etc.).
- Development of creative concepts for corporate and stakeholder events.

3.3 Digital and Multimedia Services

- Design of digital graphics for social media, web, and email signatures and marketing.
- Design and production of short promotional videos or animations (motion graphics).
- Provision of creative concepts and layout for digital campaigns.

3.4 Production Support

- Preparation of print-ready artworks.
- Liaising with printers or production houses to ensure quality and adherence to specifications.
- Quality assurance of final output (digital and print).

4. Deliverables

The successful service provider will be required to:

- Deliver high-quality creative materials in line with NQA's corporate identity.
- Provide editable source files (e.g., Adobe Illustrator, Photoshop, InDesign, etc.).
- Adhere to agreed turnaround times for all assignments.
- Maintain confidentiality and uphold NQA's brand integrity.

5. Duration

The duration of the contract shall be **twenty-four (24) months**, commencing from the date of signing the Service Level Agreement (SLA).

6. Reporting and Management

The service provider shall report to the **Manager: Marketing and Corporate Communications** or an appointed NQA representative. Regular progress meetings may be convened to review ongoing assignments, outputs, and quality standards.

7. Performance Standards

- All work must meet professional design and production standards.
- Deadlines must be strictly observed.
- All materials must align with the NQA's corporate identity and brand guidelines.
- Any revisions or reworks required due to poor quality will be at the contractor's cost.

8. Confidentiality and Ownership

All creative work, concepts, and designs produced under this contract shall become the property of the NQA. The service provider shall not reuse or reproduce such materials without written consent from the NQA.

9. Payment Terms

Payment will be made within 30 days after submission of invoice on deliverables completed and accepted and approval by the NQA. Rates shall remain fixed for the duration of the contract unless otherwise agreed in writing.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/NQA – 08/2025/26**

[Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be redesigned and customized as per the type of services required].

Currency of Quotation: Namibian Dollars

Item No	Brief Description of Services		Unit of Measure	Unit Price	Total Price
A*	B*	C	D*	E	F
1.	Design and layout of:	Quantity			
	Letterhead	5 boxes with 100 letterheads	A4		
	Annual report	10x 70 pages	A4		
	Folders	100 boxes with 100 folders	A4		
	Annual Business Plan	1 digital copy with 100 pages	A4		
2.	Design and production of NQA booklets	1 with 50 pages	A4		
3.	Production of NQA profile video	1, 5 minutes	Hour		
4.	Production of NQA technical Section videos	3, 5-minute	Hour		
Other additional costs <i>Specify.....</i>					
Subtotal					
VAT @ %					
Total					

** Columns A to D to be completed as applicable by Public Entity*

Priced Activity Schedule Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:	Company		

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/NQA – 08/2025/26**

[Bidders should complete columns C and D with the specifications and Performance standards 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 Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	See attached priced activity schedule.		

* 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-TB/RFQ-GCC** for the procurement of services (time based) available on the website of the Public Entity (*insert website address*) except were modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: NCS/RFQ/NQA – 08/2025/25

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].

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract shall come into effect as from: Within 30 days after the notice of award
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by 24 Months from the effective date of contract execution.
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is: Ms. Harmoni Beukes Contact: +264 61 384 107 Email: Harmoni.Beukes@namqa.org The Authorized Representative of the Service Provider is: Name: _____ Contact: _____ Email: _____
GCC 2.6 Insurance and liabilities to Third Party	N/A
GCC 2.7 Reporting Obligations	The Service Provider shall report to: Ms. Lina Ndengu Manager: Marketing and Communications Contact: +264 61 384 107 Email: Lina.Ndengu@NAMQA.ORG
GCC 2.10 Performance Security	N/A
GCC 4.2 Contract Price	The amount payable is: _____ per month.

GCC 4.3 Terms of Payment	Payments will be made to the Service Provider within 30 days after submission of invoice.
GCC 4.5 Price Adjustment	The fees indicated in Section IV: price Schedule shall Not be adjustable

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: NCS/RFQ/NQA – 08/2025/26**

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Company profile, experience and references where similar services have been provided	
Mandatory documents and other documentary evidence as required in the Instructions to Bidder	
Any other supporting document to make your bid competitive and responsive	

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.*