Procurement Policy Unit
(Established under section 6 of the Public Procurement Act, 2015)

Ref: NCS/RFQ/AGRI-14/2026-2027

STANDARD BIDDING DOCUMENTS

for

Request for Sealed Quotations

[Issued in terms of section 7(1)(i) of the Public Procurement Act, 2015]
Non-Consultancy Services: Time Based

Procurement Policy Unit
Ministry of Finance
Head Office (6th Floor, room 6.11)
Moltke Street
Windhoek Namibia

Tel: +264 61 209 2463 |Fax: +264 61 230 179
|Website: www.mof.gov.na/procurement-policy-unit

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STANDARD FORMAT FOR REFERENCE NUMBERS: P/M/ID - X/20X

Guidance notes

1. ***P – Procurement Category*** *(select appropriate abbreviation below)*
   a) *Goods – G*
   b) *Works – W*
   c) *Consultancy Services – SC*
   d) *Non-Consultancy Services – NCS*

2. ***M – Procurement Method*** *(select appropriate abbreviation below)*
   a) *Open National bidding – ONB*
   b) *Open International Bidding – OIB*
   c) *Restricted Bidding – RB*
   d) *Request for Sealed Quotation – RFQ*
   e) *Emergency Procurement – EP*
   f) *Execution by Public Entities – EPE*
   g) *Request for Proposals – RP*
   h) *Direct Procurement – DP*
   i) *Electronic Reverse Auction – ERA*
   j) *Small Value Procurement – IQ*

3. ***ID – Organizational Identity*** *(select appropriate abbreviation below)*
   a) *Office/Ministry/Agencies - Budget Vote Number*
   b) *Public Enterprise – Official abbreviation of Public entity name*
   c) *Regional Council & Local Authority - Official abbreviation of Public entity name*

4. ***X – Procurement Contract Number for the Financial Period***

5. ***20X – Procurement year***

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10 Post street Mall, Windhoek, Namibia, Telephone: *+264 61 207 4327, E*mail: tenders@agribank.com.na

Letter of Invitation

[Name and Address of Bidder]

Procurement Reference Number: NCS/RFQ/AGRI-14/2026-2027

07 October 2026

Dear Sirs,

Request for Sealed Quotation (Time Based) Design Lay-out Proofread and Editing of Annual Reports.

Agribank invites you to submit your best quote for the services 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 ***Head: Management Unit: Vicky Hauwanga,*** *Tel: 061 207 4221.*

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,

Mrs. Victoria Hauwanga
Head PMU

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SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

Agricultural Bank of Namibia (Agribank) 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:

(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;

5. Bid Securing Declaration

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

6. Contract Period for Services

Three (3) Years Contract.

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7. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Public Entity will in no case be responsible or liable for those costs. Bidders may purchase the bid document as follow:

7.1. Prospect bidders will be required to pay a non-refundable administration fee of N**$ 300.00** including VAT, during the bidding process.

7.2. Electronic Payments can be done through the following account:

Account Name	:	Agricultural Bank of Namibia
Bank Name	:	Standard Bank
Account Number	:	041469380
Branch Number	.:	082372
Swift Code	:	SBNMNANX

7.3. A valid proof of payment must be forwarded to tenders@agribank.com.na before a Bidding Document is issued and a valid proof of payment must accompany the Bidding document during the Bid submission process.

8. 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.

9. 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.

10. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at 10 Post Street Mall, Windhoek, Namibia, Ground Floor, not later than **28 October 2026** at 11H00. Quotations by post or hand delivered should reach 10 Post street Mall, Windhoek, Namibia, Ground Floor by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

11. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately 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-

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Securing Declaration will be put on the website of the Public Entity and available to any bidder on request within five working days of the Opening.

12. 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.

13. 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.

14. 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.

15. 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.

16. Margin of Preference

15.1. The applicable margins of preference and their application methodology are as follows: ***N/A***

15.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: ***N/A***

16. 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/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract.

17. Performance Security

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N/A

18. Notification of Award and Debriefing

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.

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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*: [name of Public Entity]*	*Agricultural Bank of Namibia (Agribank)*
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instruction to Bidders.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the *Bid 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 _____ days *[insert number of 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	

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[This form is to be deleted if Bid Securing Deceleration is not applicable.] **Appendix to Quotation Letter**

BID SECURING DECLARATION

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

Date: .....*[Day|month|year]*.....

Procurement Ref No.:

To: Agricultural Bank of Namibia (Agribank), 10 Post street Mall, Windhoek, Namibia.

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

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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:……..

Tel No.:……

Fax No.:……

Email Address:……..

Postal Address:……..

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

…….....

Email Address:……..

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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*

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.

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SECTION III: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/AGRI-14/2026-2027

Currency of Quotation: Namibian Dollars

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price Year 1 (Excl)	Unit Price Year 2 (Excl)	Unit Price Year 3 (Excl)	Total Price 3 Years (Excl)
A*	B*	C*	D*	E	F	G	H
1..	Drafting, Design & Lay-out, of the Integrated Annual Report	1	Per Annum				
2.	Professional Photo Sessions for seven Board members	1	Per Annum				
3.	Professional Photo Sessions for eleven Executive Committee	1	Per Annum				
4.	Printing and Delivery of Annual Reports	1	Per Annum				
			Other additional costs				
			Subtotal (excl)				
	Enter 0% VAT rate if VAT exempt.		**VAT @ 15 %**				
			Total (Incl)				

** 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	

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SECTION IV: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/AGRI-14/2026-2027

[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 of Specifications and Performance Offered**	**Details of Non-Compliance/ Deviation (if applicable)**
A*	***B****	***C***	***D***
1	Drafting, Design & Lay-out, of Integrated Annual Report for a three (3) year period in accordance with the International Integrated Reporting Framework.		
2	Professional Photo Sessions for seven (7) Board each year separately.		
3	Professional Photo Sessions for eleven (11) Executive Committee members each year separately.		
4	Printing and Delivery of 100 copies of Annual Reports per year for three (3) years.		

* 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	

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Evaluation of the Proposals

The bid submitted by the bidders will be evaluated as per the following procedure:

a) First level of evaluation (**Section A)** will be for the pre-qualification bid, which comprises of evaluating bids against the Preliminary, Eligibility, and compulsory criteria. Only those firms that complied with all items in the compulsory criteria section will be considered for further evaluation.

b) Second level of evaluation (**Section B & C**) will be based on the Administrative and Financial admissibility.

c) Third level of evaluation (**Section D)** will be based on Technical & Relevant Experience evaluation category, before considering cost.

d) On technical response, bids will be evaluated as per the following weights:

1. Financial Admissibility (30%)
2. Technical Requirements (70%)

e) Final evaluation level will be the techno-commercial bid based on the combined scores as per the guideline **d)** above verses the bid amount. The allocated score for the financial proposal will be done through the following formula:

- Whereby PS = (Price Scoring)
- Lowest Bid: The price provided by the lowest costed bidder
- Tendered Amount: The total bid amount under consideration.

$$P^s = \textit{weight of financial score} \quad \frac{\text{Lowest bid}}{\text{Bid Amount}}$$

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Evaluation Criteria	Weight (%)
Section A	
Legal Admissibility (this section is compulsory and bidder that fail to submit any of the required documents will be disqualified automatically)	**YES or NO**
Attached proof of purchasing the bid document	
Attached a certified copy of a valid company Registration Certificate;	
Complied with ITB 5.5 (c) (A) Standard Assets & B) standard Uniforms	
Attached an original or certified copy of a valid good Standing Tax Certificate;	
Attached an original or certified copy of a valid good Standing Social Security Certificate;	
Attached a certified copy of a valid 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;	
Section B	
Administrative Requirements (Bidder is required to submit duly filled in, signed, stamped, and dated documents as applicable).	**YES or NO**
Quotation Letter	
Bid Securing declaration	
Priced Activity Schedule;	
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;	

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Section C		***Financial Admissibility***	**30%**	
	1.	The Bidder must submit audited financial statements for the past 3 financial years; and such statements must show its income statements, balance sheets, cashflows and solvency position; For Closed Corporations it should be signed off by an Accounting Officer, and for PTY's it should be audited.		
		Years 1	1	15
		Years 2	5	
		Years 3 & above	15	
	2.	Bidder to provide proof of working capital to the value of N$150 000 in the form of proof of funds from the bank or pre-approval facility from a bank. In the form of a commitment letter from the bank		
		Value less than N$150 000	0	15
		Value of N$150 000 & above	15	
Section D		**Technical & Relevant Experience Evaluation categories**	**Weight of Score**	
	1.	**Technical Evaluation**	**70%**	
		Detailed proposed work plan and production schedule None=0, Partial=3, Well detailed=10	**10**	
		Qualifications of personnel to work on the integrated report content None=0, honours degree=1, master's degree=3, PhD=5	**5**	30
		Curriculum vitae of consultant/s leading the compilation of the integrated report 0 – No CV provided 1 – Poor: Very limited with significant gaps. 2 – Fair: Partially meets the requirement but with notable weaknesses. 3 – Good: Meets the requirement satisfactorily. 4 – Very Good: Exceeds the requirement with strong evidence. 5 – Excellent: Comprehensive CV with strong, relevant and verifiable evidence.	**5**	

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		Provide an outline of recent experience on integrated reporting projects executed during the last three years None=0, Partial=3, Well detailed=10	**10**	
	2.	**Bidder's relevant experience, skills, and strength:** Minimum three (3) years' experience in drafting/compiling Integrated Annual Reports for corporate institutions. Provide details and documentary proof of relevant assignments, including client, year and scope of work.	**10%**	10%
		a. Years 3	1	
		b. Years 4	5	
		c. Years 5 & above	10	
	3.	**Sample proof or previous work experience:** Samples of Previous Publications in Integrated Annual Reports published in the last 3 years (Attach proof).	**15%**	15%
		a. 1 Sample	1	
		b. 2 Sample	5	
		c. 3 Sample	15	
	4.	**Reference check:** Reference letters by entities to whom bidders provided Integrated Annual Reports for the past 3 years (Attach proof).	**15%**	15%
		a. 1 Letter	1	
		b. 2 Letters	5	
		c. 3 Letters and above	15	
		TOTAL:	**100%**	

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SECTION V: SCOPE OF SERVICES

[insert (a) a brief description of the services ; and (b) the performance requirements and specifications of services. It is recommended to describe outputs and performances, rather than inputs, wherever possible.

Brief Description of the Services

The appointed service provider shall provide professional services for the compilation, design, production and printing of the Integrated Annual Report for the Public Entity for a period of three (3) consecutive financial years.

The Integrated Annual Report shall be prepared in accordance with the International Integrated Reporting Framework. The applicable framework, reporting requirements and relevant institutional information will be provided by the Public Entity.

The services shall cover the end-to-end production of the Integrated Annual Report, including information gathering and consolidation, content development and editing, design and layout, incorporation of financial and non-financial information, professional photography, quality assurance, stakeholder review and incorporation of comments, final artwork, printing and delivery.

The scope shall also include professional photographic sessions for the Public Entity's seven (7) Board members and eleven (11) Executive Committee members. The Board and Executive Committee photographic sessions shall be conducted separately on an annual basis.

The service provider shall print and deliver one hundred (100) copies of the approved Integrated Annual Report.

1. Scope of Work

The services shall therefore comprise, but not be limited to, the following:

1.1 Integrated Annual Report Compilation

The service provider shall:

a) Develop a production plan and reporting schedule in consultation with the Public Entity;

b) Review and consolidate information, content and supporting material supplied by the Public Entity;

c) Compile and structure the Integrated Annual Report in accordance with the International Integrated Reporting Framework and the Public Entity's prescribed reporting requirements;

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d) Edit, proofread and quality assure the report to ensure accuracy, consistency, readability and professional presentation;

e) Integrate financial, operational, governance, sustainability and other relevant non financial information supplied or approved by the Public Entity;

f) Develop an appropriate report narrative and ensure consistency in messaging, terminology, tone and presentation throughout the report;

g) Design and format the report, including appropriate use of infographics, tables, charts, photographs and other visual elements;

h) Facilitate the incorporation of comments and amendments from designated representatives of the Public Entity through the review and approval process;

i) Produce final print ready and electronic versions of the approved Integrated Annual Report; and

j) Ensure that the final report is professionally presented and fit for publication and distribution.

1.2 Professional Photography

The service provider shall conduct professional photographic sessions annually for:

- Seven (7) Board members; and
- Eleven (11) Executive Committee members.

The Board and Executive Committee sessions shall be conducted separately.

The photography services shall include appropriate professional lighting, makeup, composition, editing and post-production to produce high-resolution photographs suitable for the Integrated Annual Report, corporate communication materials and other approved institutional uses.

The service provider shall provide the Public Entity with the final approved high-resolution digital photographs in an agreed electronic format.

1.3 Printing and Delivery

For each of the three (3) annual reporting cycles, the service provider shall:

a) Print and deliver one hundred (100) copies of the final approved Integrated Annual Report;

2. Performance Requirements and Specifications

The appointed service provider shall be required to meet the following minimum performance requirements:

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No.	Requirement	Expected Output/Performance
1	Annual production planning	A detailed production schedule aligned to the Public Entity's reporting and approval timelines
2	Framework compliance	Integrated Annual Report compiled in accordance with the International Integrated Reporting Framework and applicable requirements provided by the Public Entity
3	Content development and editing	Accurate, coherent, professionally written and edited content based on information approved/provided by the Public Entity
4	Design and layout	A modern, professional and visually coherent report incorporating approved branding, photographs, graphics, charts and tables
5	Data and information accuracy	Appropriate quality-control processes to minimise factual, numerical, typographical and formatting errors
6	Review and amendments	Timely incorporation of comments and reasonable amendments provided by authorised representatives of the Public Entity
7	Photography	Separate annual professional photographic sessions for seven (7) Board members and eleven (11) Executive Committee members, including edited high-resolution photographs
8	Final electronic report	Submission of a final, approved, high-resolution electronic version in an agreed format, together with a print-ready version
9	Printing	Production of 100 high-quality printed copies of the approved Integrated Annual Report per year
10	Delivery	Delivery of the printed reports to the Public Entity within the agreed delivery period and in good condition
11	Quality assurance	Final product must be free from material design, formatting, typographical and production errors
12	Confidentiality	All information, documents, data and materials supplied by the Public Entity shall be treated as confidential and shall not be disclosed or used for purposes other than the execution of the contract
13	Intellectual property and source files	Final approved artwork and agreed electronic/source files shall be provided to the Public Entity upon completion of each reporting cycle
14	Annual repetition	The above services shall be provided for three (3) consecutive annual reporting cycles, subject to the terms and conditions of the contract

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3. Key Deliverables

The key deliverables for each annual reporting cycle shall include:

1. Annual Integrated Annual Report production plan and schedule;
2. Compiled and professionally edited draft Integrated Annual Report;
3. Professionally designed and formatted Integrated Annual Report;
4. Separate annual professional photographic sessions for the Board and Executive Committee;

5. Edited, high-resolution photographs of the respective Board and Executive Committee members;
6. Revised report incorporating comments and amendments from the Public Entity;
7. Final approved electronic version of the Integrated Annual Report;
8. Print-ready artwork/files;
9. One hundred (100) printed copies of the final Integrated Annual Report; and
10. Delivery of the printed copies to the Public Entity.

The service provider shall be responsible for ensuring that all deliverables are completed to the required professional standard and within the agreed reporting and production timelines for each of the three (3) annual reporting cycles.

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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 where modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number:_ NCS/RFQ/AGRI-14/2026-2027

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 ***Date- TBC***
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 ***Date TBC***, renewable on an annual basis.
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is : Ms. ***Hileni Amadhila, Tel: 061 207 4332, Email: hamadhila@agribank.com.na*** The Authorized Representative of the Service Provider is: _____ _____
GCC 2.6 Insurance and liabilities to Third Party	The amount of the Professional Indemnity Insurance Cover shall be at least:_____
GCC 2.7 Reporting Obligations	The Service Provider shall report to: Ms. ***Hileni Amadhila, Tel: 061 207 4332, Email: hamadhila@agribank.com.na***
GCC 2.10 Performance Security	The Performance Security shall be for an amount *[5%]* of the Contract Price or part thereof if the contract is awarded on a split basis.
GCC 4.2 Contract Price	The amount payable is: _____ per service rendered.
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider on a monthly basis ***7 days*** after receipt of invoice.
GCC 4.5 Price Adjustment	Prices not shall be adjustable.

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SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

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

Procurement Reference No.: NCS/RFQ/AGRI-14/2026-2027

Description	Attached	Not Attached
Quotation Letter		
Price Activity Schedule		
Specification and Compliance Sheet		
have a valid company Registration Certificate;		
have an original valid good Standing Tax Certificate;		
have an original valid good Standing Social Security Certificate;		
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;		
Evaluation Matrix		

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.*

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