



---

**REQUEST FOR SEALED QUOTATIONS**

**NON-CONSULTANCY SERVICES**

---

**PROCUREMENT OF 2507Ci /BP-30M35 TWO (2) MULTIFUNCTIONAL  
PRINTERS & RELATED SERVICES – 36 MONTHS**

---

**PROCUREMENT REFERENCE NO:**

**NCS/RFQ/NACC - 02/2026**

**ISSUED ON:**

16 JUNE 2026

**CLOSING DATE:**

17 JULY 2026 @ 10H00 AM

**COST: FREE**

<b>Name of Bidder:</b>	..... .....
<b>Total Bid Price:</b>	N\$. ..... .....(excl. VAT)

**Namibian Competition Commission**  
Marien Ngoubi Street, Windhoek, NAMIBIA  
Tel: +264 61 224 622, Fax: 061 +264 61 401 900,  
[www.nacc.com.na](http://www.nacc.com.na)



**LETTER OF INVITATION**

TO: \_\_\_\_\_

**NCS/RFQ/NACC-02/2026**

**16 JUNE 2026**

Dear Sir/Madam

**PROCUREMENT OF 2507Ci /BP-30M35 TWO (2) MULTIFUNCTIONAL PRINTERS AND RELATED SERVICES - 36 MONTHS CONTRACT**

The Namibian Competition Commission (NACC) invites you to submit your best quote for the items described in detail in Section III.

Any resulting contract shall be subject to the terms and conditions referred to in the document. Bidders are urged to initial each page and ensure that all spaces provided in this document are completed. Furthermore, bidders must indicate no quote to items that they cannot supply. Failure to adhere to the instructions, your bid will be disqualified.

Queries, if any, should be addressed to [NaCCProcurement@nacc.com.na](mailto:NaCCProcurement@nacc.com.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,

*Ngahaamwa*  
.....

**Ndapandula Ngahaamwa**

**Head of Procurement Management Unit**

# SECTION I: INSTRUCTIONS TO BIDDERS

## 1. Rights of Public Entity

- (a) Accept or reject any quotation;
- (b) May cancel the quotation process and reject all quotations at any time prior to contract award;
- (c) Reduce or increase the quantity of items where applicable;
- (d) Cancel any bidding process that was not finalised during the 2026/27 financial year cycle.
- (e) Inspect the business premises to determine whether the service provider has the capacity to deliver the required goods.
- (f) Disqualify bidders which previously failed to comply with the terms and conditions of contract for the supplies of goods listed under Sections: III, IV and V of this bidding document.
- (g) Terminate contract of services not delivered within 22 working days and in case extension was granted for 7 working days and still fail to deliver such contract shall be awarded to the second lowest evaluated substantially responsive bidder.
- (h) Report defaulting service provider to Review Panel for further adjudication.

## 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 where applicable;
- (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.
- (e) a separate formal quotation on your company's letter head.

The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at Bidder's risk and may result in the rejection of its bid

*Furthermore, 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** working days from the date of submission deadline.

### 4. Eligibility Criteria

**4.1.** To be eligible to participate in this Quotation exercise, you must:

- (a) submit a valid certified copy of Company Registration Certificate which outlines that bidder's principle line of business is in line with this procurement; or copy of certified document serving as evidence of registration as a trust and the trust deed for a trust registered under laws regulating trusts in Namibia;
- (b) submit an original or valid certified copy of Good Standing Tax Certificate valid by the time of submission of bid;
- (c) submit an original or valid certified copy of Good Standing Social Security Certificate valid by the time of submission of bid;
- (d) submit 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 valid by the time of submission of bid;
- (e) complete and submit a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- (f) submit a valid certified copy of certificate indicating SME Status (Optional);
- (g) submit signed Bid-securing Declaration;
- (h) complete all spaces provided and initial each page of the bidding document

**4.2.** Bid is reserved for bidders in the business of supplying office / IT equipment.

**4.3.** Have a reference letter/purchase order of supplying similar goods and services.

**(This option only applies to new bidders, who are participating for the first time and have never been awarded a similar contract by Namibian Competition Commission).**

**4.4.** Please take note that this procurement is subject to code of good practice and exclusive preference shall be given to bidder who:

- a) qualifies as a Namibian bidder in terms of section 71(3) of the Act;
- b) demonstrates that the bidder meets the local content, by **attaching to its bid**, the **cost structure for value added** certified by the accountant; and
- c) meets any or more of the criteria specified in paragraph 13 (*Margin of Exclusive Preference*) of the bidding document.

### 5. Bid Securing Declaration

Bidders are required to **subscribe to a Bid Securing Declaration** for this procurement process

### 6. Delivery

Delivery shall be within 22 working days after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable.

### 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 Bid Box located at **Namibian Competition Commission, Head Office, Marien Ngouabi Street, Windhoek**, not later than **17 July 2026 at 10h00 am**. Quotations by post or hand delivered must reach **Namibian Competition Commission, Marien Nguombi Street, WINDHOEK** by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail/fax 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 Securing Declaration**, Company Registration Certificate, Good Standing Tax Certificate, Good Standing Social Security Certificate, Affirmative Action Compliance Certificate/Letter from Employment Equity Commission and Written Undertaking will be 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. Only the lowest bidder's in terms of price who met the eligibility criteria set in paragraph 4 shall be considered for the award of procurement contract.

## 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

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency.

## 13. Qualification and Application of Exclusive Preference

### 13.1 Withdrawal of Reserved Procurement

**Please Note:** As per Section 72 (4) of the Public Procurement Act, 2015 (Act No. 15 of 2015) if the Office receives no acceptable offer from a qualified local supplier, the Office will withdraw the reserved procurement and re-solicit new offers on unrestricted basis.

## 14. Margin of Preference

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

No.	Categories of bidders	Definition/Criteria	Margin of preferences	Documentary evidence to be submitted with the bid <i>(all the documents required per category must be submitted)</i>	Document evidence submitted (bidder to indicate yes/no by ticking)	
					Yes	No
1.	Manufacturer	“manufacturer” means a person 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;	2%	a) Certified copy of Certificate of registration from a registering authority		
				b) Declaration <b>(under oath)</b> 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 <i>Calculation</i> .		
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 <b>(under oath)</b> 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 <b>(under oath)</b> 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  <i>“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)</i>	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 <b>(under oath)</b> 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  <b><i>“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);</i></b>	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 <b>(under oath)</b> indicating the percentage of Namibian PDPs ownership		
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 <b>(under oath)</b> 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 <b>(under oath)</b> that the bidder employs 50% or more Namibian citizens		
				b) Certified copies of IDs of Namibian citizens employed by the bidder		
<b>Total</b>			<b>10%</b>			

14.2 Bidders applying for the Margin of Preference shall submit, evidence document as indicated in column number five (5) above and must complete the attached declaration templates

**14.2.1 DECLARATION IN RESPECT OF EXCLUSIVE PREFERENCE**

**Paragraph 9(3) and Annexure 6 of the Code of Good Practice on Preferences Referred to in Section 71 and 72 of Public Procurement Act, 2015**

Bidder to tick the appropriate box to indicate the category under which it has made a declaration.

<b>CATEGORY OF BIDDER UNDER WHICH DECLARATION IS MADE</b>	<b>APPENDIX TO BE ATTACHED</b>	<b>TICK</b>
Manufacturer	Cost structure for Value Added Calculation as per Annexure 1 of Code of Good Practice.	
Micro, Small and Medium Enterprise	N/A	
Women owned enterprise	N/A	
Youth owned enterprise	N/A	
Previously Disadvantaged, Person (PDP) owned enterprise	N/A	
Supplier providing environmental protection	N/A	
Suppliers providing employment to Namibian	N/A	

Full Name of authorised person: \_\_\_\_\_

Company: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Seal:

**Manufacture’s Declaration in Terms of Paragraph 9(3) and Annexure 6 of the Code of Good Practice**

I/We hereby declare under oath 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.

The Local Value Added amounts to: N\$\_\_\_\_\_

**NB: The cost structure reflecting the above amount must be attached to the bid for reference.**

Sworn/affirmed before me at.....this.....day of.....20.....

.....  
Signature

.....  
Name and Rank: Commissioner of Oaths

.....  
Signature of witness

.....  
Name of witness

**ANNEXURE 1**  
**COST STRUCTURE FOR VALUE ADDED CALCULATION**  
 (Paragraph 1)

	<b>Product</b>
	<b>N\$</b>
<b>Raw Materials, Accessories and Components</b>	
• Imported (CIF)	
• Local (Value Added Tax and Excise Duty Fee)	
• Local (Cost, Insurance, Freight)	
<b>Labour Cost</b>	
• Direct Labour	
• Clerical Wages	
• Salaries to Management	
<b>Utilities</b>	
• Electricity	
• Water	
• Telephone	
<b>Depreciation</b>	
<b>Interest on Loans</b>	
<b>Rent</b>	
<b>Other (please specify)</b>	
<b>TOTAL COST</b>	
<b>COST OF IMPORTED INPUTS</b>	
LOCAL VALUE ADDED	
<b>% LOCAL VALUE ADDED</b>	

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

**NB! The cost structure must be certified by an Accountant**

**Micro, Small And Medium Enterprise/ Women Owned Enterprise Declaration/ Youth Owned Enterprise Declaration/ Previously Disadvantaged, Person (PDP) Owned Enterprise Declaration in Terms of Paragraph 9(3) and Annexure 6 of the Code of Good Practice**

I/We declare under oath that the company's total **equity owned by:**

**Namibians (MSME)** is \_\_\_\_\_ (insert percentage)

**Namibian women** is \_\_\_\_\_ (insert percentage)

**Namibian youth** is \_\_\_\_\_ (insert percentage)

**Namibian PDPs** is \_\_\_\_\_ (insert percentage)

The following are the names of all shareholders and the percentage shares held by each member:

<b>SN</b>	<b>Full Legal Name</b>	<b>Identification Number</b>	<b>Nationality</b> <i>(E.g. Namibian)</i>	<b>Gender</b>	<b>Age</b>	<b>PDP Category</b>	<b>% Shares</b>
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
<b>Total Shares</b>							

**NOTE: The above table may be reproduced if the space provided is not sufficient to cover the names of all shareholders. Micro, Small And Medium Enterprise/ Women Owned Enterprise Declaration/ Youth Owned Enterprise Declaration/ Previously Disadvantaged, Person (PDP) Owned Enterprise Declaration in Terms of Paragraph 9(3) and Annexure 6 of the Code of Good Practice continued...**

Sworn/affirmed before me at.....this.....day of.....20.....

.....  
Signature

.....  
Name and Rank: Commissioner of Oaths

.....  
Signature of witness

.....  
Full Name of witness

**Supplier Providing Environmental Protection Declaration in Terms of Paragraph 9(3) and Annexure 6 of the Code of Good Practice**

I/We declare under oath that the company deals with environmental protection and the following are programs that are initiated to protect the environment, maintain ecosystems and sustainable use of natural resources:

SN	Name of Program	Purpose of Program <i>(E.g. to protect the environment/ maintain ecosystems/sustainable use of natural resources)</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		

**NOTE: The above table may be reproduced if the space provided is not sufficient to cover the names of all programs.**

Sworn/affirmed before me at.....this.....day  
of.....20.....

.....  
Signature

.....  
Name and Rank: Commissioner of Oaths

.....  
Signature of witness

.....  
Name of witness

**Suppliers Providing Employment to Namibians Declaration in Terms of Paragraph 9(3) and Annexure 6 of the Code of Good Practice**

I/We declare under oath that the company employs 50% or more Namibian citizens and the following are the names of all employees:

SN	Full Legal Name	Identification Number	Nationality <i>(E.g. Namibian)</i>	Occupation
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

**NOTE: The above table may be reproduced if the space provided is not sufficient to cover the names of all employees.**

Sworn/affirmed before me at.....this.....day of.....20.....

.....  
Signature

.....  
Name and Rank: Commissioner of Oaths

.....  
Signature of witness

.....  
Name of witness

#### **15. Award of Contract**

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items 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 Agreement and General Conditions of Contract.

#### **16. 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 within seven (7) working days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (7) working 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:	<b>Namibian Competition Commission</b>
Procurement Reference Number:	<b>NCS/RFQ/NACC-02/2026</b>
Subject matter of Procurement:	<b>PROCUREMENT OF 2507Ci /BP-30M35 TWO (2) MULTIFUNCTIONAL PRINTERS</b>

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 **disqualification on the grounds mentioned in the BD**

The validity period of the Quotation is \_\_\_\_\_ working 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 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		

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

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

**Procurement Ref No.:** NCS/RFQ/NACC-02/2026

**To:** Namibian Competition Commission, Marien Nguombi Street, 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:

.....

.....

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\****)

### SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: PROCUREMENT OF TWO (2) MULTIFUNCTIONAL PRINTERS AND RELATED SERVICES

Procurement Ref No: NCS/RFQ/NACC-02/2026

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.				<b>Bidders shall fill-in columns E - I and fill the total</b> 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	
Item no.	Description		Qty	*	Price per unit NAD <sup>1</sup>	Total price NAD	Delivery days/ weeks /month	Country of Origin
1	PROCUREMENT OF 2507Ci /BP-30M35 TWO (2) MULTIFUNCTIONAL PRINTERS AND RELATED SERVICES		2					
				<b>Sub-Total</b>				
				<b>Vat @ 15%</b>				
				<b>TOTAL</b>				
NAME:		POSITION:		SIGNATURE			DATE	
NAME OF BIDDER:		ADDRESS:						

- 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**

Supply and delivery of items as specified in Section III

**SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET**

Procurement Reference Number: **NCS/RFQ/NACC-02/2026**

No	Technical details	Specifications		Compliance of Specifications and Performance Offered	Details of Non-Compliance/Deviation (if applicable)
	A*	B*		C	D
1	Procurement of 2507Ci /BP-30M35 two (2) multifunctional printers and related services	<b>Standard functions</b> Model  Interface/Connectivity  Device memory Hard drive Document feeder type Print & and volume per month Paper capacity Output capacity Speed Security Features  <b>Copying &amp; Printing</b> Resolution Black & White / Colour Duplex Zoom in/out  <b>Scanning</b> Resolution Black & White / Colour Duplex Scan formats Scanning destinations  <b>Media for Printing &amp; Scanning</b> Formats Paper grammage	<b>Copying, Printing, Scanning</b> model with a touch pad, Users Private Printing (user Code) USB 2.0 10/100Base TX Ethernet; & wireless connection 512 MB or more 40 GB or more Duplex Automatic Document Feeder 10,000 pages per month  1,100 sheets 200 Sheets 300 ppm User authentication measures (e.g codes to be entered by employees using the MFP)  600 x 600 dpi Black & White Automatic 50% to 200%  <b>Mobile Printing and Stappling</b>  Monochrome 600 x 600 dpi: Colour: 300 x 300 dpi Black & White and Colour Automatic PDF,JPG,TIFF Scan to email scan to PC scan USB scan to FTP scan to network  A5, A4 & A3 70g/m2 – 160g/m2		

*[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]*

**\* 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 Namibian Competition Commission website: [www.nacc.com.na](http://www.nacc.com.na) except where modified by the Special Conditions below.

## SECTION VII: 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: **NCS/RFQ/NACC-02/2026**

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: <b>Namibian Competition Commission</b>
Site GCC 1.1(m)	The final destination for delivery of the Goods is <b>Namibian Competition Commission</b> , Marien Nguombi Street, <b>Windhoek</b>
Incoterms Edition GCC 4.2(b)	Not Applicable
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the, the address and the contact name shall be: <b>Namibian Competition Commission</b> , Marien Nguombi Street, Windhoek, <b>N. Nghaamwa</b> .  For the Supplier, the address and contact name shall be: _____ _____ _____
Dispute GCC 10.2	Not Applicable

Subject and GCC clause reference	Special Conditions
<b>Delivery and Documents</b> <b>GCC 13.1</b>	The Goods are to be delivered within 22 working days from the date of receiving the Purchase Order. Deviation in delivery shall be considered if such deviation is reasonable The documents to be furnished by the Supplier are: (a) signed invoice and Purchase order
<b>Price Adjustment</b> <b>GCC 15.1</b>	Not applicable
<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 working days after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment</b> <b>GCC 16.4 (a)</b>	The price “shall not be” adjustable to the fluctuation in the rate of exchange.
<b>Payment Period</b> <b>GCC 16.5</b>	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:  i) <b>On Acceptance:</b> The Contract Price of goods received shall be paid no later than thirty (30) working 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) A reasonable interest rate as may be determined by supplier is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
<b>Performance Security</b> <b>GCC 18.1</b>	(i) No performance security is required
<b>Discharge of Performance Security</b> <b>GCC 18.4</b>	Not Applicable
<b>Packing</b> <b>GCC 23.2</b>	The packing, marking and documentation within and outside the packages shall be: In accordance with a manufacturing packaging procedure.
<b>Insurance</b> <b>GCC 24.1</b>	Not Applicable
<b>Transportation</b> <b>GCC 25</b>	The Goods shall be delivered to: <b>The Namibian Competition Commission, Marien Nguoambi Street</b>

Subject and GCC clause reference	Special Conditions
Inspection and Test GCC 26.1	Inspection will be done upon delivery.
Location of Inspection and Tests GCC 26.2	<b>The Namibian Competition Commission, Marien Nguoambi Street</b>
Liquidated Damages GCC 27.1	<b>Not Applicable</b>
Warranty GCC 28.3	Not Applicable
Repair and Replacement GCC 28.5	Not Applicable

## SCHEDULE 2

### 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.: NCS/RFQ/NACC-02/2026**

Description	Yes	No
Quotation Letter attached		
List of Goods and Price Schedule attached		
Specification and Compliance Sheet attached		
Bid Securing Declaration attached		
Certified mandatory documents attached		
Quotation on bidders letterhead attached		
Document is duly completed and initialled at each page		
The Principle of business: Office / IT equipment		

**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.*