



REQUEST FOR SEALED QUOTATIONS

NON-CONSULTANCY SERVICES

LUMP SUM

**PROCUREMENT OF NON-CONSULTANCY SERVICE FOR THE ACCOUNTING SYSTEM
(NACC)**

PROCUREMENT REFERENCE NO:

NCS/RFQ/NACC - 05/2025

ISSUED ON:

28/01/2026

CLOSING DATE:

13 February 2026 @ 10H00 AM

COST: FREE

Name of Bidder:
Total Bid Price:	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

Declaration in Respect of Exclusive Preference



LETTER OF INVITATION

TO: _____

NCS/RFQ/NACC-05/2025

28 January 2026

Dear Sirs/Madam

REQUEST FOR QUOTATIONS FOR PROCUREMENT NON-CONSULTANCY SERVICES FOR THE ACCOUNTING SYSTEM

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

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to 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,

Nghaamwa
.....

Ndapandula Nghaamwa

Head of Procurement Management Unit

Declaration in Respect of Exclusive Preference

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

- (a) Accept or reject any quotation;
- (b) cancel the quotation process and reject all quotations at any time prior to contract award;
- (c) Reduce or increase the quantity of goods/services required where applicable;
- (d) Cancel procurement process not finalised within the financial year (2025/26) cycle; and
- (e) Inspect the business premises to establish whether such service provider has the capacity to provide such services.
- (f) Disqualify previous bids of service provider that failed to comply with the terms and conditions of contract for such services listed under **Sections: III, IV and V** of this bidding document.
- (g) Terminate contract of services not delivered within 30 working days, excluding weekends 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 bidder. (Not applicable)
- (h) Report defaulting service provider to Review Panel for further adjudication

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.

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 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 **60** working days from the date of submission deadline.

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4. Eligibility Criteria

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

- (a) submit a valid certified copy of Company Registration Certificate which outlines that bidders principle line of business is in line with this procurement;
- (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) submit a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- (f) submit a certificate indicating SME Status (for Bids reserved for SMEs); (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 Air conditioners and Refrigeration.

4.3. 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; and**
- c) meets any or more of the criteria specified in paragraph 14 (*Margin of Exclusive Preference*) of the bidding document.**

5. Bid Security/Bid Securing Declaration

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

6. Contract Period for Services

The contract shall be on fixed rate for a period of 30 days commencing from the date of placement of a purchase order.

7. 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.

8. Sealing and Marking of Quotations

- 8.1. Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number and addressed to the Namibian Competition Commission with the Bidder's name at the back of the envelope.

9. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Procurement Management Unit Office, **Namibian Competition Commission, Head Office, Marien Ngouabi Street, Windhoek**, not later than **13 February 2026 at 10h00 am**.

Quotations by post or hand delivered should reach Namibian Competition Commission, Head Office, by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

10. 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-Securing Declaration** will be available to any bidder on request within three working days of the Opening.

11. 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.

12. 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.

13. 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.

14. Margin of Exclusive Preference

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

No.	Categories of bidders	A1.1 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 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 (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 <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 (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	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		
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%			

Declaration in Respect of Exclusive Preference

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.

CATEGORY OF BIDDER UNDER WHICH DECLARATION IS MADE	APPENDIX TO BE ATTACHED	TICK
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:

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

.....
Signature

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

.....
Signature of witness

.....
Name of witness

14.3.1 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:

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

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

Declaration in Respect of Exclusive Preference

14.4.1 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 (E.g. to protect the environment/ maintain ecosystems/sustainable use of natural resources)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

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

.....
Full Name of witness

14.5.1 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:

No.	Full Legal Name	Identification Number	Nationality (E.g. Namibian)	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. 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. 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.

17. 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 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 Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]

Quotation Addressed to :	Namibian Competition Commission
Procurement Reference Number:	NCS/RFQ/NACC-05/2025
Subject matter of Procurement:	PROCUREMENT FOR NON-CONSULTANCY SERVICES FOR THE ACCOUNTING SYSTEM

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

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 quotation validity.

The services will commence within _____ ***[to insert number]*** days from date of issue of Purchase Order.

The services will be completed within _____ ***[to insert number]*** days from date of issue of Purchase Order.

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	



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.: **NCS/RFQ/NACC-05/2025**

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.

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

Date:[Day/month/year]

Procurement Ref No.: *NCS/RFQ/NACC-05/2025*

To: **Namibian Competition Commission, Marien Ngouabi 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: SCOPE OF SERVICES

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/NACC-05/2025**

[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

No.	Description	Quantity	Unit price (VAT Excl.)	Total price (VAT Excl.)
1.	Supply And Implement the Accounting System	1		
2.	Execute The Financial Information Take-On Process	1		
3.	Provide End-User Training	1		
4.	Offer Post-Implementation Support, Where Necessary.	1		
			Sub-total	
			VAT @ 15%	
			TOTAL	

Additional Information to Bidders

SPECIFICATIONS

The service provider should have experience and expertise in the provision, management of cloud based accounting systems, and should be able to train the staff of the Commission on how to use the system. The service provider must submit;

- A company profile
- Details on past experience, and evidence of similar services provided to entities within Namibia, and reference letters, and a minimum of three years of experience is required.

The proposed cloud based accounting system should, at minimum, provide the following functionalities and features;

- Trial Balance. Ability to generate a trial balance reflecting accurate financial positions at any point in time.
- General Ledger. The system should allow for the definition and configuration of a chart of accounts, including main GL accounts, sub-GL accounts, departments, and cost centres.
- Financial management and reporting/reports. Should have capability to produce a variety of management and financial reports, including budget versus actual reports, segmented by GL accounts, sub-ledgers, and departments.
- Fixed assets management/register. The system must include comprehensive fixed asset management functionality, including;
 - Automated depreciation calculation and asset tracking.
 - Ability to record assets by unique identifiers, such as asset number, description, location, custodian, and purchase date.
 - Maintenance of a detailed fixed asset register with assigned useful life and depreciation method per asset.
 - Functionality to capitalise assets, modify depreciation methods or values, recalculate depreciation, record profit/loss on disposal, write-offs, and transfers, and post directly to the general ledger.

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- Automated alerts for end users on asset useful lives, maintenance schedules, and reassessment needs.
- Ability to transfer assets between departments, locations, or asset groups.
- Ability to export the fixed asset register in multiple formats (e.g., xls, csv, pdf, word etc).
- Debtors management and aging. Full functionality for debtor control, including debtor accounts management and ageing analysis.
- Processing and issuing of invoices. Capability to process and issue invoices and support internal purchase requisition workflows.
- Bank balances and management. The system should have the ability to process payments against various accounts such as suppliers, debtors, and also host the banking function in order to import the bank statements. The system should be able to perform bank reconciliations for various bank accounts and generate bank reconciliation reports.
- Creditors management. Comprehensive supplier management and ageing functionality for accounts payable.
- Budgeting, forecasting and expenditures management and tracking. Functionality to prepare budgets, track forecasts, and monitor expenditures against budget allocations at both account and departmental levels.
- Inventory / Consumables Management. Ability to record, track, and manage inventory or consumable items.
- Automated period end process. Functionality to automate month-end and year-end closure activities, including reconciliations and financial reporting. The system should also include controls that restrict the posting or modification of financial data after period closure, unless specifically authorised by an end user with the appropriate access rights.
- Capability to migrate and host minimum of 5 years of historical financial data.
- System integration. Seamless integration with existing systems such as Sage 300 People (Payroll) and other relevant platforms.
- Comprehensive audit trail. The system should maintain a complete and secure log of system activities, including journal processing and approval, authorisation of transactions, and data modification etc.
- Custom reporting. System should have ability to create user defined reports and layouts based on selected criteria, exportable in multiple formats (e.g. xls, csv, pdf, word etc).
- Departmental segregation. Should have the functionality to pre-define and manage delegation of authority and approval workflows for various users.
- Delegation of authority. System should be able to pre-define delegation of authority for various users.
- Workflow notifications. Should have automated email notifications to end users for approval workflows and other system alerts.

Additional requirements.

The service provider will be expected to deliver the following services and support components as part of the implementation process:

- End-User Training. The service provider should provide comprehensive training to all end users within the Finance Division of the Commission to ensure effective use of the new accounting system.
- System Configuration and Customisation. The service provider should configure and customise the system in line with the Commission's operational and reporting requirements.
- Data Migration. The service provider should perform a complete take-on and migration of the Commission's historical financial information, covering the financial years 2021 to 2025/2026.
- System Testing and Validation. The service provider should conduct thorough system testing and validation to ensure accuracy, completeness, and proper functioning prior to going live.

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- Go-Live and Post-Implementation Support. The service provider should provide on-site or remote support during the go-live phase and offer post-implementation technical and functional support as required.
- Cost Estimate and Breakdown. The service provider should submit a detailed cost estimate and breakdown, indicating both costs excluding VAT and costs including VAT.

EXPERIENCE AND QUALIFYING CRITERIA

- **Company Profile and Capacity:**
Interested bidders must be able to demonstrate that they possess the capacity and expertise to render the services by providing details on the structure of their organization, submit CVs detailing the experience and professional/technical abilities of the facilitators.
- **Proven Track Record:**
Bidders should provide a list of previous clients, indicate the type of related services rendered to them and include three relevant written testimonials for previous and similar projects.
- **Service Delivery:**
The Commission envision for the service provider to provide and assist with a suitable accounting system, to assist with the take on from 2021 to 2025/2026 financial year, while ensuring that it aligns with the organisational policies, and allows the Commission to process and report financial information as required by the relevant financial reporting standards.
- Bidders are required to provide at minimum, the specifications required and other relevant options and functions that the accounting system can do that may be necessary and not necessarily stated. Bidders are also required to indicate the resources that will be used to carry out this service and the service delivery standards in terms of turn-around times.
- **Costing Structure:**
Bidders should specify the total cost of the accounting system, take on process, go- live assistance, user training, as well as the cost for support services which may be required on a need basis after the service has been delivered.

Priced Activity Schedule Authorised By: *[insert company seal]*

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			

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SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]

Procurement Reference Number: **NCS/RFQ/NACC-05/2025**

[Bidders should complete columns C and D with the specifications 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
	Product		
1	Supply And Implement the Accounting System		
2	Execute The Financial Information Take-On Process		
3	Provide End-User Training		
4	Offer Post-Implementation Support, Where Necessary.		

* 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 Purchase Order/ Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the procurement of services- Reference No: NCS-LS/RFQ-GCC on the Namibian Competition Commission website: NaCCProcurement@nacc.com.na except where modified by the Special Conditions below.

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SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/NACC-05/2025**

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].

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(a)	Adjudicator is Not Applicable for this contract
Definitions GCC 1.1(l)	The Member is: <i>[to be inserted at contract signing]</i>
Definitions GCC 1.1(o)	The Service Provider is: <i>[to be inserted at contract signing]</i>
Notices GCC 1.4	Any notice shall be sent to the following addresses: Namibian Competition Commission, WINDHOEK Procurement Management Unit, For the [Service Provider] , the address and contact name shall be:
Authorised Representatives GCC 1.6	The Authorised Representatives are: For the Public Entity: Mrs. N. Nghaamwa For the Service Provider:
Effectiveness of Contract GCC 2.1	The Contract shall be deemed to come into effect as from the date when the contract is signed by both parties.
Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is:
Intended Completion Date GCC 2.3	The intended completion date is:

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Prohibition GCC 3.2.3(c)	List of Activities: N/A
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	The other actions are: N/A
Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9	Restrictions on the use of documents prepared by the Service Provider are: N/A
Payments of Liquidated Damages GCC 3.10.1	Not Applicable
Lack of Performance Penalty GCC 3.10.3	The percentage N/A to be used for the calculation of lack of Performance Penalty(ies) is N/A
Performance Security GCC 3.11	(i) No Performance Security is required * Delete as appropriate

Assistance and Exemptions GCC 5.1	The assistance and exemptions provided to the Service Provider are(<i>where applicable</i>): N/A
Contract Price GCC 6.2(a)	The amount in local currency is _____.
Terms and Condition of Payment GCC 6.4	Insert the payment terms in line with the GCC. Once invoice is submitted and certified that the services is rendered to the office satisfaction.
Interest on Delayed Payments GCC 6.5	Payment shall be made within 30 days of receipt of the invoice and the relevant documents, and within N/A days in the case of the final payment. The interest rate is interest rate on the market
Price Adjustment	Price adjustment is/not applicable.

Declaration in Respect of Exclusive Preference

GCC 6.6.1	N/A
Identifying Defects GCC 7.1	The following inspections shall be carried out: N/A The defect liability period is: N/A
Dispute Settlement GCC 8.2	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute may be referred to court by either party.
Dispute Settlement GCC 8.2.3	Not Applicable
Dispute Settlement GCC 8.2.4	The arbitration procedures of N/A will be used (applicable to overseas service provider)
Dispute Settlement GCC 8.2.5	Not Applicable

SCHEDULE 4

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-05/2025

Description	Yes	No
Quotation Letter		
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		
Documents is duly completed and initialled at each page		
The principal of business: Software System Providers		

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.*

Declaration in Respect of Exclusive Preference