



REQUEST FOR SEALED QUOTATIONS FOR GOODS

NON-CONSULTANCY SERVICES

**SUPPLY AND DELIVERY OF DOUBLE CAB 2.8 VEHICLE
(NACC)**

PROCUREMENT REFERENCE NO:

G/RFQ/NACC-01/2026/27

ISSUED ON:

25 JUNE 2026

CLOSING DATE:

06 JULY 2026 @ 10H00 AM

COST: FREE

Name of Bidder:
Total Bid Price:	N\$.....(excl. VAT)

Namibian Competition Commission
15 Eugene Street, Windhoek, NAMIBIA
Tel: +264 61 224 622, Fax: 061 +264 61 401 900,
www.nacc.com.na

LETTER OF INVITATION

TO: _____

G/RFQ/NACC-01/2026/27

25 JUNE 2026

Dear Sirs,

SUPPLY AND DELIVERY OF DOUBLE CAB 2.8 VEHICLE

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. Bidders are urged to initial each page and ensure that all spaces provided in this document are completed.

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

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Purchaser shall have the right to:

- (a) Reject all quotations;
- (b) Ask for clarification at time of evaluation quotations;
- (c) Increase or reduce the quantity of goods/services/works required;
- (d) Cancel procurement process not finalized within the financial year (2026/27) cycle;
- (e) Inspect the business premises of any supplier to determine whether they have the capacity to supply and deliver the required goods in accordance to the specified items;
- (f) Disqualify previous bidders which previous failed to comply with the terms and conditions of contract for such goods listed under **Sections: III, IV and V** of this bidding document.
- (g) Terminate contract of goods 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.
- (i) The bidder is expected to examine all instruction forms, terms and specifications in the bidding document. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding document in every respect will be at the bidder's risks and may result in the rejection of its bid.

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.

2.1 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 document or to submit a bid not substantially responsive to the bidding document in every respect will be at Bidder's risk and may result in the rejection of its bid.

2.2 *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.

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; or copy of certified document serving evidence of registration as a trust and the trust deed for a trust registered under laws regulating trusts in Namibia. Bidder's who is a sole proprietor in terms of Section 50(2) of the Public Procurement Act, 2015 (Act No. 15 of 2015) as amended do not need to comply with the provision of this paragraph.
- (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 certificate indicating SME Status (for Bids reserved for SMEs); (Optional)
- (g) submit signed Bid-securing Declaration;
- (h) Bidders must complete all spaces provided. If a field does not apply, indicate Not Applicable (N/A). Each page of the document must be initialled by the bidder.

4.2. Bid is reserved for bidders in the business of car dear ship.

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 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 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

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, Marien Ngouambi Street, Windhoek**, not later than **06 July 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. Code of good practise and exclusive preference shall be applied and offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation. Only the lowest bidder who meet the eligibility criteria listed under paragraph 4 shall be considered for the award procurement contract.

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. Qualification and Application of Exclusive Preference

14.1 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 acceptance offer from a qualified local supplier, the Office will withdraw the reserved procurement and re-solicit new offers on unrestricted basis.

15. Margin of Exclusive Preference

(a) The applicable margins of exclusive 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 (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 (<i>under oath</i>) 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 (<i>under oath</i>) 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 (<i>under oath</i>) 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 (<i>under oath</i>) 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 (<i>under oath</i>) 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 (<i>under oath</i>) 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 (<i>under oath</i>) that the bidder employs 50% or more Namibian citizens b) Certified copies of IDs of Namibian citizens employed by the bidder		
Total			10%			

(b) 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.

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:

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 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

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.							
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

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.		

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

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:	G/RFQ/NACC-01/2026/27
Subject matter of Procurement:	SUPPLY AND DELIVERY OF DOUBLE CAB 2.8 VEHICLE

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	

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

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

Procurement Ref No.: *G/RFQ/NACC-01/2026/27*

To: *Namibian Competition Commission, Marien Nguoambi 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:
.....
.....
[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*

SECTION III: SCOPE OF SERVICES

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: ***G/RFQ/NACC-01/2026/27***

[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.	Specifications: SUPPLY AND DELIVERY OF DOUBLE CAB 2.8 VEHICLE	1		
	Convenience			
	Airconditioner		Auto Dual zone	
	Audio System		Display Audio, DAB,12.3-inch	
	Bluetooth		Standard	
	Cruise Control		Standard	
	Electric Windows		All/Auto Up Down + Jam Protection	
	Front Seat Adjustment		Driver + Passenger Manual	
	Front Seat Reclining		Driver + Passenger Manual	
	Front Seat Vertical Adjuster		Driver Manual	
	Light Remind Warning		Standard	
	Multi-Information Display		Standard 12.3-inch	
	Power Socket		Front - 12V, Front - 220V	
	Power Steering		Hydraulic	
	Reverse Camera		BGM	
	Speakers		Standard 8	
	Steering Column Adjustments		Manual/Tilt & Telescopic	
	Steering Switches		Standard Audio, Telephone, Info Display, Voice Command	
	Sun Visor		Standard Ticket Holder Driver, Passenger Mirror with Cover	
	Toyota Remote		Standard	
	USB Type C		Standard 4PCs	
	Wireless Charger		Standard Front x1	
	Dimensions and Capacities			
	Approach Angle (176;)		29.0	
	Departure Angle (176;)		25.0	

	Front Overhang (mm)	990		
	Front Tread (mm)	1540		
	Fuel Tank Size (L)	80		
	Gross Combination Mass (GCM)	5900		
	Gross Vehicle Mass (GVM)	2950		
	Ground Clearance (mm)	312		
	Height (mm)	1865		
	Kerb Weight (kg)	2095		
	Length (mm)	5320		
	Rear Overhang (mm)	1245		
	Rear Tread (mm)	1550		
	Roof Loading Capacity (kg)	75		
	Towing Capacity - Braked (kg)	3500		
	Towing Capacity - Unbraked (kg)	750		
	Turning circle (tyres, m)	6.3		
	Wheelbase (mm)	3085		
	Width (mm)	1885		
Driver Support Systems	Anti-Lock Braking System (ABS)	Standard		
	Brake Assist (BA)	Standard		
	Downhill Assist Control (DAC)	Standard		
	Electronic Brake Force Distribution (EBD)	Standard		
	Limited Slip Differential	Standard		
	Multi-Terrain Select (MTS)	Standard		
	Park Distance Control	Standard Front + Rear		
	Tyre Pressure Monitor	Standard		
	Vehicle Stability Control (VSC)	Standard		
Engine and Drivetrain	A/T Oil Temp Warning	Standard		
	Differential Lock	Rear		
	Driven Wheels	4WD/Part-Time		
	Engine capacity (litre)	2.8		
	Fuel System	Diesel		
	Maximum Power (kW @ r/min)	150 @ 3000-3400		
	Maximum Torque (Nm @ r/min)	500 @ 1600-2800		
	Number of Cylinders and Arrangement	Inline 4		

	Stabilizer	Front Only					
	Starting System	Push Start					
	Suspension (Front)	Independent Front Suspension (Coil) -					
	Suspension (Rear)	Leaf Spring - Rigid Axle					
	Transmission	Automatic 6-speed					
Exterior Features	Antenna	Standard Shark Fin					
	Back Glass	Green Slide					
	Daytime Running Light	Standard					
	Door Outside Handles	Gloss Black					
	Front Bumper	Colour Coded					
	Front Fog Lamps	Standard LED					
	Front Grille	Painted					
	Front side Glass	Green					
	Headlamp Levelling	Standard Automatic					
	Headlights	LED - (High) - Welcome Lights					
	High-Mounted Brake Light	Standard LED					
	Light Control System	Standard					
	Rear Bumper	Black					
	Rear Fog Lamp	Standard LED					
	Rear Lights	LED					
	Rear side Glass	Green					
	Side mirrors	Gloss Black, With Indicator, Power Retractable					
	Windshield Glass	Laminated, Green					
Interior Features	2nd Row Seats	Fixed					
	4WD Indicator	Standard					
	4WD Selector	Standard Switch					
	AT Shift Lock	Standard Reverse Warning					
	Centre Console	Standard Box					
	Cupholders	Standard					
	Door Inside Handles	Silver					
	Door Pockets	Standard Front, Rear					
	Economy Meter	Standard Eco Bar					
	Floor Carpet Trim	Carpet					
	Front Headrest	Adjustable - 2					

	Front Personal Lamp	Standard					
	Glove Box	Lockable					
	Meter Illumination Control	Standard					
	Rear Headrests	Adjustable					
	Rear View Mirror	Day & Night					
	Room Lamp	Standard					
	Seat Back Pockets	Standard					
	Seat Trim	Fabric					
	Shift Lever & Knob	Leather					
	Speedometer	Digital Tachometer					
	Steering Wheel	3 Spoke/Leather					
Model Info	Body Type	Bakkie					
	Seating capacity	5					
	Trim Code 1	FC20/Black					
Paint	Arizona Red	Standard					
	Ash Grey	Standard					
	Attitude Black	Standard					
	Chromium Silver	Standard					
	Desert Gold Metallic	Standard					
	Glacier White	Standard					
	Oxide Bronze	Standard					
	Platinum White Pearl	Standard					
Performance	CO2 (g/km)	200					
	Fuel Consumption (Combined Cycle) (l/100km)	7.6					
	Top Speed (km/h)	176					
Safety	Airbag On-Off Switch	Standard					
	Airbags	Side, Curtain, Driver, Passenger, Driver Knee					
	Anti-Theft System	Immobiliser/Alarm, Intrusion Sensor, UltraWide Band, Gearlock					
	Child Lock	Standard					
	Child Restraint System (ISOFIX)	Standard 2					
	Emergency Brake Signal	Standard Hazard lamps					
	Front Brake	Ventilated Disc					
	Front Seat Belts	ELR, Pretensioner, Force Limiter					
	Height Adjustable Seat Belt	Standard Manual					
	Occupant Detection	Front and Rear sensor					

	Parking Brake	Lever							
	Power Door Lock	Standard Auto Door Lock							
	Rear Brake	Drum							
	Rear Seat Belts	Standard ELR							
	Seat Belt Warning	Front + Rear							
	Wireless Door Lock	Standard Smart + Panic + Buzzer							
Service and warranty	Service Interval	12 months / 10,000km							
	Service Plan	9 Services / 90,000km							
	Warranty	3 years / 100,000km							
Styling	Front Spoiler	Standard							
	Mud Guards	Front & Rear							
	Rear Step	Standard							
	Sidestep	Standard Black							
Wheels & Tyres	Spare Tyre	Full							
	Wheel and Tyre	F:265-65R17 /R: 265-65R17 (5xBFG- with 5 buy in Tyres)							
Extras									
	Rhinoman Canopy								
	Rubber mats								
	Leather seats								
	Rubberizing								
	Smash and grab								
	Tow Bar								
	Bumper								
	Paint protection								
	Underbody with cavity treatment								
	Suspension lift								
	Vehicle branding with the Commission's logo								
								Sub-total	
								VAT @ 15%	
								TOTAL	



Namibian Competition Commission

FAIR COMPETITION,
PROSPEROUS ECONOMY

BRAND GUIDELINES FOR NAMIBIA COMPETITION COMMISSION

1. Introduction

Welcome to the Brand Guidelines for the Namibia Competition Commission (NaCC). This document serves as a comprehensive guide to maintaining consistency and integrity in the visual representation of our brand across all communications and platforms.

2. Logo Usage

- The NaCC logo is the cornerstone of our brand identity. It should always be used in its original form without any alterations or modifications.
- Ensure that the logo is displayed prominently and clearly visible in all materials, maintaining sufficient space around it to enhance visibility and impact.
- The preferred placement of the logo is in the top left corner of documents, websites, and other brand collateral.

3. Type and Font

- The official font for all NaCC communications is Calibri, size 11. This font should be used consistently across all materials to maintain brand coherence and readability.
- Calibri 11 should also be utilized as the writing style guide for all NaCC communications, ensuring uniformity and professionalism.
- Spacing between lines of text should be set to multiple 1.3 to enhance readability and aesthetic appeal.
- Text alignment should be justified to ensure a clean and professional appearance.

4. Colour Palette

The primary colours for the NaCC brand are as follows:

Blue		White		Pantone	
CMYK	RGB	CMYK	RGB	Blue	White
92:62:60:59	59:48:53	0:0:0:0	252:252:252	3035C	663C

These colours should be used consistently across all brand materials to ensure uniformity and recognition.

5. Co-Branding Guidelines

- When engaging in co-branding activities, ensure that the NaCC logo is given equal prominence alongside the partner's logo.
- Maintain consistency in size, placement, and visual hierarchy to avoid diluting the NaCC brand identity.
- Co-branded materials should align with NaCC's brand guidelines regarding color, font, and logo usage.

6. Logo Colour Usage

- The NaCC logo should always be displayed in the specified colours mentioned above.
- Avoid altering the colours of the logo to maintain brand integrity and recognition.
- Logo font is Symphony CG Black Regular

7. Logo Sizing

- Ensure that the NaCC logo is always scaled proportionally to maintain its visual impact and legibility.
- Avoid resizing the logo to extremes that may compromise its clarity and visibility.

8. Conclusion

These brand guidelines are designed to uphold the integrity and consistency of the Namibia Competition Commission brand. By adhering to these guidelines, we can effectively communicate our identity and values to our stakeholders while ensuring a unified brand experience across all touchpoints. If you have any questions or need further clarification, please refer to this document or contact the Brand Management team for assistance.

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

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

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: **G/RFQ/NACC-01/2026/27**

[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
	Description		
1	<u>Specifications:</u> SUPPLY AND DELIVERY OF DOUBLE CAB 2.8 VEHICLE	1	

* 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.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: ***G/RFQ/NACC-01/2026/27***

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: <i>Namibian Competition Commission, WINDHOEK Procurement Management Unit,</i> For the <i>[Service Provider]</i> , the address and contact name shall be: _____ _____
Authorised Representatives GCC 1.6	The Authorised Representatives are: For the Public Entity: <i>Mrs. N. Nghaamwa</i> 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:

	<hr/> <hr/>
Intended Completion Date GCC 2.3	The intended completion date is: <hr/> <hr/>
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) <i>No Performance Security is required</i> * 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 <hr/> .
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 service is rendered to the Office satisfaction.

Interest on Delayed Payments GCC 6.5	Payment shall be made within 30 working 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 <i>interest rate on the market.</i>
Price Adjustment GCC 6.6.1	Price adjustment <i>is/not</i> applicable. 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.: G/RFQ/NACC-01/2026/27

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: CCTV Operators		

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.*

AN UNDERTAKING ON THE PART OF THE BIDDER FORM



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten undertaking in terms of section 138 of the Labour Act, 2007 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

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

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description:

.....

.....

Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:

.....

3. UNDERTAKING

I[insert full name], owner/representative

of[insert full name of company]

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature:

Date:

Seal:.....

Please take note:

1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*