



New Era Publication Corporation

Tel: +264 61 208 0800 • Fax: +264 61 220 583 • Private Bag 13364 Windhoek, Namibia
Email: info@nepc.com.na • www.nepc.com.na

Request for Sealed Quotations for Goods

Procurement Management Unit

Issue Date: 13 October 2026

Closing Date: 26 October 2026 @ 11h00

Supply, Installation and Commissioning of CCTV Cameras at New Era Head Office Building

Procurement Reference No: NCS/RFQ/NEPC - 13/2026/202

Bidder's Name:	
Contact Details:	Tel:
	Email:
Total Quote Amount: (N\$)	VAT exclusive:
	VAT inclusive:

New Era Publication Corporation

Private Bag 13364

Windhoek

Namibia

Phone: +264 61 208 800

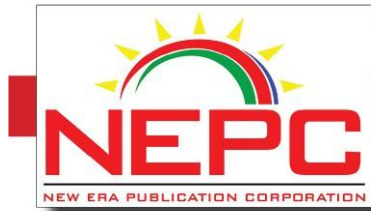
Fax: +264 61 208 0800

Website: <https://neweralive.na/>

E-mail: pmu@nepc.com.na

All official correspondence to be addressed to the Chief Executive Officer

Board of Directors: Dr John M Sifani (Chairperson), Edwin Tjiramba (Deputy Chairperson), Helena Amutenya, Mercy Situmbeko, Johannes Sheya
Christof Maletsky (Chief Executive Officer)



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Letter of Invitation Procurement Reference No: NCS/RFQ/NEPC - 13/2026/202

_____(Company Name)

Windhoek

Date: 13 October 2026

Dear Prospective Bidder,

Request for Sealed Quotations: Supply, Installation and Commissioning of CCTV Cameras at New Era Head Office Building

The New Era Publication Corporation (NEPC) invites you to submit your best quote for the goods described in detail hereunder.

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

Queries, if any, should be addressed to **Ms. Mukulu** at **061-208 0800** or pmu@nepc.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,

E. Mukulu

Head: Procurement Management Unit

All official correspondence to be addressed to the Chief Executive Officer

NOTICE TO BIDDERS

Please take note:

- Take note to sign all relevant pages as stipulated in this standard bidding document.
- Complete the declaration of conflict of interest under Instructions to Bidder 4(j).
- Initialize all pages of this standard bidding document, including supporting documents.
- Stamp all pages where applicable as indicated where a stamp is required.
- Submit a complete bidding document as issued.
- A receipt and/or proof of application will not be accepted as being in good standing on the respective requirement(s). However, applicable for the Affirmative Action Compliance certification.
- Copies of mandatory documents not certified by the Namibian Police or Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act, 1963 (Act No. 16 of 1963) will not be accepted, except the valid Good Standing Social Security Certificate.

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SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The NEPC reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or
- (b) to accept or reject any quotation; and
- (c) to cancel the quotation process and reject all quotations at any time prior to contract award.

2. Preparation of Quotations

You are requested to quote for the items mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion, but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

The Quotation validity period shall be **120 working days** from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should submit with your bid:

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

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Affirmative Action Compliance Certificate (*in the event that the AAC certificate is over 12 months from the date of issue, a confirmation letter from the Employment Equity Commissioner indication that the employer did submit the report for the period following from the date when the certificate was issued*), **proof from Employment Equity Commissioner** that bidder is not a relevant employer, or **exemption** issued in terms of Section 42 of the Affirmative Action Act, 1998 or **a valid certified copy of the original document; Certificate must be valid at date of submission.**

- e) submit a **Written Undertaking** in terms of section 138 of the Labour Act, 2007 and section 50(2)(d) of the Public Procurement Act, 2015.
- f) submit a signed **Bid Securing Declaration**.
- g) Bidder must attach documentary evidence (**attached 2 reference letters**) on the client's letterhead, which should be signed by the client for the provision of similar services.
- h) A bidder that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission or thereafter, shall be disqualified.

Bids from service providers appearing on the ineligibility lists of African Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group and World Bank Group shall be rejected.

Links for checking the ineligibility lists are available at:

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

BIDDERS' CONFLICT OF INTEREST DECLARATION (to be completed by the bidder)

Mandatory Requirements	Yes	No
Does the bidder have a relationship with any other bidder(s), directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder, or influence the decisions of the Purchaser regarding this bidding process?		
Has the bidder or owners participated in more than one bid in this bidding process?		

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Participation by a bidder or owners in more than one Bid will result in the disqualification of all Bids in which the party is involved. However, this does not limit the inclusion of the same subcontractor in more than one bid?		
Has the bidder (owners/shareholders) or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the contract that is the subject of this Bid?		
Has the bidder participated in the deliberations or take part in the decision-making process in relation to the bidding process?		
Is the bidder a member of the Board, Bid Evaluation Committee, Procurement Committee, an Accounting Officer or staff member of Procurement Management Unit of the New Era Publication Corporation?		

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

5. Bid Security/Bid Securing Declaration

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

6. Delivery

Delivery shall be within 30 working days of receiving the Purchase Order. Such delivery is subject to the issuance of a purchase order/ acceptance letter to the selected bidder.

6.1. Test and Inspections will be conducted on the goods at delivery:

6.1.1 Any defect on the products.

6.1.2 Specified capacity as per description.

6.1.3 Functionality of all items

6.1.4 Availability of all components

6.1.5 Guarantee condition

Deviation in delivery period shall be considered if such deviation is reasonable **[NEPC will determine if the deviation is reasonable or not]**.

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 **New Era Publication Corporation, Head Office, Daniel Tjongarero House. Corner of Dr. W. Kulz & Kerby Street, Windhoek** not later than **Monday, 26 October 2026 at 10h00 am**.

Late submissions will be rejected.

Quotations received by e-mail will not be considered

All official correspondence to be addressed to the Chief Executive Officer

9. Opening of Quotations

Quotations will be opened internally by the Public Entity 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 Security/Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within 5 (five) working days of the Opening.

10. Evaluation of Quotations

New Era Publication Corporation have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

Bidders shall submit along with their quotation's 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 detail 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

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

The applicable margins of preference and the documentary evidence required are outlined in the table below. Moreover, a bidder must include a declaration in its bid, outlining the preference the bidder qualifies for. (the declaration doesn't have to be from the Policy, the bidder can type one and duly sign it):

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 by the bidder that the manufactured goods meet the local content as determined in Annexure 1 of Code of Good Practice, as per the cost structure for Value Added Calculation.		
2.	Micro, Small and medium Enterprise	a bidder who is a MSME, means an enterprise that has a valid micro, small and medium enterprise certificate issued by the Ministry responsible for trade, whose minimum equity is 51% owned by Namibians	1%	a) Certified copy of SME registration certificate		
				b) Declaration indicating the percentage of Namibian MSME		
3.	Women-owned enterprise	a bidder who is a woman or whose minimum equity is 51% owned by	1%	a) Certified copy of Identity Documents (IDs) of all shareholders		

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		Namibian women		b) Certified copy of founding statement/company registration indicating ownership structure/certified copy of shareholder certificate		
				c) Declaration 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 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 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 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>that</i> the bidder employs 50% or more Namibian citizens. b) Certified copies of IDs of Namibian citizens employed by the bidder		
Total			10%			

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

15. Performance Security

N/A

16. Notification of Award and Debriefing

The Public Entity shall after award must promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount and post a notice of award of ward on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven days (7) days of the unsuccessful bidders being informed of the award.

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SECTION II: QUOTATION LETTER

(to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your quotation with the Price list and documents requested above. A signature and authorization on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorized, it will be rejected.**]*

Quotation addressed to:	New Era Publication Corporation
Procurement Reference Number:	NCS/RFQ/NEPC - 13/2026/202
Subject matter of Procurement:	Supply, Installation and Commissioning of CCTV Cameras at New Era Head Office Building

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 BSD and even debarment in instances of violations as may be determined by the NEPC.

The validity period of the Quotation is _____ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the quotation validity.

The delivery period offered from the date of issue of Purchaser Order 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	

All official correspondence to be addressed to the Chief Executive Officer

BID SECURING DECLARATION

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

Date: _____/[Day|month|year]

Procurement Ref No.: NCS/RFQ/NEPC - 13/2026/2027

To: _____[insert complete name of
Public Entity]

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 _____, _____

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[insert date of signing]

Corporate Seal [stamp]



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

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

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:.....

Procurement Description:

All official correspondence to be addressed to the Chief Executive Officer

.....

 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 relation to the goods and services being procured under this contract.*

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SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Supply, Installation and Commissioning of CCTV Cameras at New Era Head Office Building

Procurement Ref No. NCS/RFQ/NEPC - 13/2026/202

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. [To be filled by the Public Entity]				<u>Bidders shall fill-in columns E - I and fill the total</u> E= mark with a *if an equivalent is quoted (N/A) 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	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
1.	<u>16-ch 1.5U AcuSense 4K NVR</u> - The cameras should enable AcuSearch function - All channels, up to 172,800 targets/day <u>Target Recognition</u> - Facial Detection and Analytics; face picture comparison, human face capture, face picture search	1	EA						

	<u>Motion Detection 2.0</u> • By Camera and NVR for all channels ANPR • Vehicle Attributes: Can capture plate number, license plate color, license plate type. • Plate Attributes: Can capture vehicle color, vehicle type <u>Video and Audio:</u> • IP Video Input 16-ch, Up to 32 MP resolution. • Incoming Bandwidth 160 Mbps • Outgoing Bandwidth 256 Mbps • Video Output Mode HDMI1/VGA simultaneous output, HDMI2/VGA independent output • CVBS Output 1-ch, BNC (1.0 V_{p-p}, 75 Ω), resolution: PAL: 704 × 576, NTSC: 704 × 480 • Audio Output 1-ch, RCA (Linear, 1 KΩ)								
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	- Two-Way Audio1-ch, RCA (2.0 Vp-p, 1 KΩ) <u>Decoding:</u> - Decoding FormatH.265+/H.265/H.264+/H.264 - Synchronous Playback on all 16-ch - Live View Window Division and Aux Port Window Division - Support Dual-Stream Recording, and Video, Video & Audio <u>Network:</u> - Support RJ-45 10/100/1000 Mbps self-adaptive Ethernet interface							
2.	<u>1x WD Purple 4TB 3.5 HDD</u>	1	EA					

	• WD Purple® Surveillance Hard Drive • Capacity minimum of 4TB							
3.	<u>1x Hikvision 2.8mm Analog 4MP Hybrid Bullet 20m camera</u> • High-quality imaging with 4 MP resolution • Support Human and Vehicle Detection • Smart Hybrid Light: advanced technology with long range • Built-in microphone for real-time audio security • Water and dust resistant (IP67) • Efficient H.265+ compression technology • Day, Night, Auto, Schedule •	1	EA					
4.	<u>Hikvision 2.8mm Analog 2MP Hybrid Bullet 20m camera</u> • High-quality imaging with 2 MP, 1920×1080 resolution • 2.8 mm, 3.6 mm fixed focal lens • Up to 25 m IR distance for bright night imaging	1	EA					

	- Up to 20 m white light distance for bright night imaging - One port for four switchable signals (TVI/AHD/CVI/CVBS) - High-quality audio with audio over coaxial cable, built-in mic - Water and dust resistant (IP67) Smart-Hybrid light, optimize your security with flexible lighting options							
5.	<u>Hikvision Analog 2MP Hybrid Turret 20m</u> - High-quality imaging with 2 MP resolution - Support Human Detection - Efficient H.265+ compression technology - Smart Hybrid Light: advanced technology with long range coverage - Built-in microphone for real-time audio security - Water and dust resistant (IP67)	1	EA					
SUB TOTAL								
VAT								
TOTAL								

NAME:	POSITION:	SIGNATURE	DATE
NAME OF BIDDER:	ADDRESS:		

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder **(N/A)**:

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, Installation and Commissioning of CCTV Cameras at New Era Head Office Building

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

[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

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	AS PER THE SPECIFICATIONS STATED IN SECTION III		

specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

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 website of the NEPC Or E-GP portal: <https://egp1.gov.na/> except were modified by the Special Conditions below.

SECTION VI: 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 were modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/NEPC - 13/2026/202**

The clause numbers given in the first column correspond to the relevant clause number of the GCC.
[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: New Era Publication Corporation
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is New Era Publication Corporation, Head Office, Daniel Tjongarero House. Corner of Dr. W. Kulz & Kerby Street.
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the NEPC, the address and the contact's name shall be: New Era Publication Corporation, Head Office, Daniel Tjongarero House. Corner of Dr. W. Kulz & Kerby Street. For the Supplier, the address and contact name shall be: _____
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: As may be advised by the Minister of Finance through Procurement Policy Unit
Delivery and Documents GCC 13.1	The Goods are to be delivered within 2 – 4 weeks from the date of Purchase Order issuance. The documents to be furnished by the Supplier are: (a) Invoice and signed delivery note;
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed shall not be adjustable.
Terms of Payment GCC 16.1	The structure of payments shall be full payment following delivery of the Supplies and submission of an invoice.

Subject and GCC clause reference	Special Conditions
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days (30) after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price shall not be adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) 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). ii) The interest rate prevailing on the market on each day of default in payment.
Performance Security GCC 18.1	N/A
Discharge of Performance Security GCC 18.4	N/A
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: <u>Safe packaging to protect the items and all other documents relating to the goods as outlined in this document</u>
Insurance GCC 24.1	The Goods supplied under the Contract shall be fully insured—in a freely convertible currency from an eligible country—against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in accordance with the applicable Incoterms
Transportation GCC 25	The Goods shall be delivered: responsibility for arranging transportation of the Goods shall be in accordance with the specified Incoterms [<i>Incoterm for transportation</i>].
Inspection and Test GCC 26.1	The inspection and tests shall be but not limited to: - <i>Physical inspection</i> - <i>Windows license activation status</i> - <i>Confirm whether the devices comply with the specifications requirements as outlined in this document</i>

Subject and GCC clause reference	Special Conditions
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: New Era Publication Corporation, Head Office, Daniel Tjongarero House. Corner of Dr. W. Kulz & Kerby Street.
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are 2% per day. The maximum number of liquidated damages for the whole contract is 10% of the final contract price.
Warranty GCC 28.3	The period of validity of the warranty shall be: At least (1) Year on all Cameras.
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 2 – 4 weeks

SCHEDULE 2

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

<u>COST STRUCTURE FOR VALUE ADDED CALCULATION</u>		
<u>PER PRODUCT</u>		
	N\$	N\$
Raw Materials, Accessories & Components		
• Imported (CIF)		
• Local (VAT & Excise Duty Fee)		
Labour Cost		
• Direct Labour		.
• Clerical Wages		.
• Salaries to Management		
Utilities		
• Electricity		
• Water		
• Telephone		
Depreciation		
Interest on Loans		
Rent		
Other (please specify)		
•		
•		
•		
TOTAL COST		

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

NB! The cost structure should be certified by a Certified Accountant

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/RFQ/NEPC - 13/2026/202

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidence for conformity of Goods		
2 Reference letters on the clients served letterhead		
All documentary evidence outlined by the requirements in this document to make your bid responsive		

Disclaimer: The list defined above is meant to assist the Bidder in submitting the relevant documents and shall not be a ground for the bidder to justify its non-submission of major documents for its quotation to be responsive. The onus remains on the Bidder to ascertain that it has submitted all the documents that have been requested and are needed for its submission to be complete and responsive.