

# **Procurement Management Unit**

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

Ref: *ID* – NCS/RFQ/NCRST-07/2023-24

## **STANDARD BIDDING DOCUMENTS**

**National Commission on Research, Science and Technology**  
**Head Office**  
**c/o Louis Raymond and Grant Webster Street, Olympia**  
**Private Bag 13253**  
**Windhoek, Namibia**

**|Tel: +264 61 431 7000**  
**|Website: [www.ncrst.na](http://www.ncrst.na)**

**|Fax: +264 61 216 531**

## **STANDARD FORMAT FOR REFERENCE NUMBERS: NCS/RFQ/NCRST - 07/2023-24**

### **Guidance notes**

- 1. P – Procurement Category** (select appropriate abbreviation below)
  - a) Goods – G
  - b) Works – W
  - c) Consultancy Services – SC
  - d) **Non-Consultancy Services – NCS**
  
- 2. M – Procurement Method** (select appropriate abbreviation below)
  - a) Open National bidding – ONB
  - b) Open International Bidding – OIB
  - c) Restricted Bidding – RB
  - d) **Request for Sealed Quotation – RFQ**
  - e) Emergency Procurement – EP
  - f) Execution by Public Entities – EPE
  - g) Request for Proposals – RP
  - h) Direct Procurement – DP
  - i) Electronic Reverse Auction – ERA
  - j) Small Value Procurement – IQ
  
- 3. ID – Organizational Identity** (select appropriate abbreviation below)
  - a) Office/Ministry/Agencies - Budget Vote Number
  - b) **Public Enterprise – NCRST**
  - c) Regional Council & Local Authority - Official abbreviation of Public entity name
  
- 4. 02/2023-24 – Procurement Contract Number for the Financial Period**
  
- 5. 2023-24 – Procurement year**



## **Supply of Office Building Exterior and Interior Signage, and Vehicle Branding for the National Commission on Research, Science & Technology (NCRST)**

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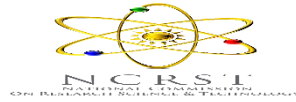
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## **Letter of Invitation**

### ***ALL BIDDERS***

**Procurement Reference No: NCS/RFQ/NCRST-07/2023-24**

*19/07/2023*

Dear Sir/Madam

### **Supply of Office Building Exterior and Interior Signage, and Vehicle Branding for the National Commission on Research, Science & Technology (NCRST)**

The NCRST 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 *Ms. Kaovisa Tjozongoro; Email: pmu@ncrst.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,

***Procurement Management Unit (PMU)***

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The NCRST reserves the right:

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

### 2. Preparation of Quotations

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

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

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

### 3. Validity of Quotations

The Quotation validity period shall be 90 days from the date of submission deadline.

### 4. Eligibility Criteria

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

- (a) have a valid company Registration Certificate;
- (b) have an original valid good Standing Tax Certificate;
- (c) have an original valid good Standing Social Security Certificate;
- (d) have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) Submit signed Bid-securing Declaration.

### 5. Bid Securing Declaration

Bidders are required to *subscribe to a Bid Securing Declaration* for this procurement process. The Bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in Appendix to Quotation Letter of this document.

## 6. Delivery

Delivery shall be *within thirty (30) calendar days* after acceptance/issue of Purchase Order. Deviation in delivery period *shall not be accepted/shall be considered if such deviation is reasonable*.

## 7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name and contact information at the back of the envelope.

## 8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **National Commission on Research, Science and Technology, Head Office, c/o Louis Raymond and Grant Webster Street, Olympia**, not later than *18 August 2023 at 12H00 noon*. Quotations by post or hand delivered should reach by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered.

## 9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

## 10. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of 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 quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

## 12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

## 13. Margin of Preference

Not applicable

## 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**

Not applicable

**16. Notification of Award and Debriefing**

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

## SECTION II: QUOTATION LETTER

(to be completed by Bidders)

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

Quotation addressed to: <i>[name of Public Entity]</i>	
Procurement Reference Number:	
Subject matter of Procurement:	

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

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

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

We have read and understood the content of the *Bid Securing Declaration (BSD)* attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to *disqualification on the grounds mentioned in the BD*.

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

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

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

### Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./Fax	



*[This form is to be deleted if Bid Securing Declaration is not applicable.]*

## Appendix to Quotation Letter

### BID SECURING DECLARATION

(Section 45 of Act)

(Regulation 37(1)(b) and 37(5))

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

**Procurement Ref No.:** .....

**To:** .....[insert complete name of Public Entity and address].....

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 IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

*[the Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.]*

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: \_\_\_\_\_

*[Bidders should complete columns C and D with the specification of the goods offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]*

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	Interior Signage		
2.	Exterior Signage		
3.	Vehicle Branding		

*\* Columns A and B to be completed by Public Entity.*

**Specifications and Compliance Sheet Authorised By:**

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

## SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods - Ref. **G/RFQ-GCC** on the website of the Public Entity (*insert website address*) except where 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 where modified by the Special Conditions below.

## SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: \_\_\_\_\_

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
<b>Purchaser</b> <b>GCC 1.1(h)</b>	The purchaser is: <i>[insert complete legal name of the Public entity ]</i>
<b>Site</b> <b>GCC 1.1(m)</b>	The Site/final destination for delivery of the Goods is _____
<b>Incoterms Edition</b> <b>GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices</b> <b>GCC 8.1</b>	Any notice shall be sent to the following addresses: For the <i>[Public Entity]</i> , the address and the contact name shall be: _____ For the Supplier, the address and contact name shall be: _____
<b>Disputes</b> <b>GCC 10.2</b>	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____
<b>Delivery and Documents</b> <b>GCC 13.1</b>	The Goods are to be delivered within _____ days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note;

## Section VII Special Conditions of Contract 10

Subject and GCC clause reference	Special Conditions
<b>Price Adjustment</b> <b>GCC 15.1</b>	<p>The price charge for the Goods supplied and the related Services performed <i>[insert “shall” or “shall not” as appropriate]</i> be adjustable.</p> <p>If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used</p>
<b>Terms of Payment</b> <b>GCC 16.1</b>	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
<b>Terms of Payment</b> <b>GCC 16.3</b>	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment</b> <b>GCC 16.4 (a)</b>	The price “ <i>shall</i> ” “ <i>shall not be</i> ” adjustable to the fluctuation in the rate of exchange.
<b>Payment Period</b> <b>GCC 16.5</b>	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>i) <b>On Acceptance:</b> 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) supported by the Acceptance Certificate issued by the Purchaser.</p> <p>ii) An interest rate of <i>[insert percentage]</i> is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.</p>
<b>Performance Security</b> <b>GCC 18.1</b>	<p>(i) No performance security is required*or</p> <p>(ii) A performance security in the form of a bank guarantee representing <i>[insert percentage from the following range: 10-15%]</i> of the final contract price shall be required.*</p> <p>* Delete as appropriate</p>
<b>Discharge of Performance Security</b> <b>GCC 18.4</b>	<p>The performance security will be discharged and returned to the supplier not later than <i>[insert number of days]</i> following completion date.</p> <p>N/A</p>
<b>Packing</b> <b>GCC 23.2</b>	The packing, marking and documentation within and outside the packages shall be: _____
<b>Insurance</b> <b>GCC 24.1</b>	<i>[where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation]</i>

Subject and GCC clause reference	Special Conditions
<b>Transportation GCC 25</b>	The Goods shall be delivered: <i>[Incoterm for transportation]</i> .
<b>Inspection and Test GCC 26.1</b>	The inspection and tests shall be: <i>[insert nature, frequency, procedures for carrying out the inspections and test]</i>
<b>Location of Inspection and Tests GCC 26.2</b>	The inspections and tests shall be conducted at: <i>[insert names(s) of locations(s)]</i>
<b>Liquidated Damages GCC 27.1</b>	Liquidated damages for the whole contract are <i>[insert percentage of the final contract price]</i> per day. The maximum amount of liquidated damages for the whole contract is <i>[insert percentage 4-10%]</i> of the final contract price.
<b>Warranty GCC 28.3</b>	<p>The period of validity of the warranty shall be: <i>[insert number]</i> day(s)</p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be: <i>[insert names(s) of location(s)]</i></p> <p>For item 1, the minimum period of warranty/shelf life shall be ____</p> <p>For item 2, the minimum period of warranty/shelf life shall be ____</p> <p>For item 3, the minimum period of warranty/shelf life shall be ____</p>
<b>Repair and Replacement GCC 28.5</b>	The period for repair or replacement shall be: <i>[insert number]</i> day(s)

### Attachment: Price Adjustment Formula

If in accordance with GCC 15.1, prices shall be adjustable, the following method shall be used to calculate the price adjustment:

- 15.2 Prices payable to the Supplier, as stated in the Contract, shall be subject to adjustment during performance of the Contract to reflect changes in the cost of labor and material components in accordance with the formula:

$$P_1 = P_0 [a + \underline{bL}_1 + \underline{cM}_1] - P_0$$

## Section VII Special Conditions of Contract 12

$$L_0 \quad M_0$$

$$a+b+c = 1$$

in which:

- $P_1$  = adjustment amount payable to the Supplier.
- $P_0$  = Contract Price (base price).
- $a$  = fixed element representing profits and overheads included in the Contract Price and generally in the range of five (5) to fifteen (15) percent.
- $b$  = estimated percentage of labor component in the Contract Price.
- $c$  = estimated percentage of material component in the Contract Price.
- $L_0, L_1$  = labor indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively.
- $M_0, M_1$  = material indices for the major raw material on the base date and date for adjustment, respectively, in the country of origin.

The coefficients  $a$ ,  $b$ , and  $c$  as specified by the Purchaser are as follows:

$a = [\textit{insert value of coefficient}]$

$b = [\textit{insert value of coefficient}]$

$c = [\textit{insert value of coefficient}]$

The Bidder shall indicate the source of the indices and the base date indices in its bid.

Base date = thirty (30) days prior to the deadline for submission of the bids.

Date of adjustment =  $[\textit{insert number of weeks}]$  weeks prior to date of shipment (representing the mid-point of the period of manufacture).

The above price adjustment formula shall be invoked by either party subject to the following further conditions:

- (a) No price adjustment shall be allowed beyond the original delivery dates unless specifically stated in the extension letter. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The Purchaser will, however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment.
- (b) If the currency in which the Contract Price  $P_0$  is expressed is different from the currency of origin of the labor and material indices, a correction factor will be applied to avoid incorrect adjustments of the Contract Price. The correction factor shall correspond to the ratio of exchange rates between the two currencies on the base date and the date for adjustment as defined above.

## Section VII Special Conditions of Contract 13

- (c) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment.



**SCHEDULE 1****COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT**

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

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

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

**SCHEDULE 2****QUOTATION CHECKLIST SCHEDULE**

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

**Procurement Reference No.:**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
Evidences for conformity of Goods		

**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.*

## **TERMS OF REFERENCES**

### **Background:**

The National Commission on Research, Science, and Technology (NCRST) is a Public Enterprise governed by the provisions of the Research, Science and Technology Act (RST), Act No 23 of 2004, and the relevant sections of the Public Enterprises Governance Act, Act No 1 of 2019. The NCRST's mandate is to promote and facilitate research, science, and technology in Namibia. Effective interior and exterior signage, as well as vehicle branding, are essential for providing clear direction, enhancing the overall branding, and promoting the visual identity of the NCRST. The Corporate Communication & Marketing unit is responsible for managing the development of these signage and vehicle branding elements to ensure consistency and impactful messaging that aligns with the NCRST's objectives. In this regard, the NCRST is seeking a professional service provider capable of delivering exceptional management development of interior and exterior signage and vehicle branding within a three-month period.

### **Description of Goods or Services (Specifications):**

The management development of interior and exterior signage and vehicle branding will encompass the following goods or services:

#### **a) Interior Signage:**

- Design and installation of signage at the entrance of the stairs, indicating different floors or departments (e.g., "Executive Floor," "Biotechnology Lab," etc.).
- Modification of existing mission and vision boards, including the removal of outdated information and incorporation of new mission and vision statements.
- Design and installation of direction signs that clearly indicate different areas within the office premises, both exterior and interior.
- Design and installation of wall art or graphics in specific areas (e.g., CEO's office) incorporating the NCRST logo and relevant branding elements.
- Design and installation of artwork on downstairs and upstairs reception counters.
- Design and production of dummy Visa cards: Enlarged dummy Visa cards that can be reused for donations, awards, and sponsorships. The cards should have designated areas where the date, sponsored amount, recipient's name, and signature can be easily filled out using an erasable pen or effortlessly removed with a whiteboard eraser. The cards should be durable and resemble a whiteboard surface suitable for writing. The company name, logo, and other design elements should be fixed and non-customizable.

#### **b) Exterior Signage:**

- Refurbishment or recycling of existing NCRST signage/billboard.
- Design and restoration of faded billboards outside the NCRST premises. Currently, there are two billboards and one lightbox.

- **Windows Downstairs:** Ensure all windows downstairs are aligned with the NCRST signage placed at the reception area.
- **Removal of SAIS and Paul Music signage from windows and signposts:** Remove the existing SAIS and Paul Music signage from windows and signposts.
- **Signage:** Designing and installing indoor signage that replaces a few hazardous and danger signs with more relevant ones.
- **Design and installation of entrance signage at the main gate or entrance,** clearly indicating the NCRST and providing a professional and welcoming appearance.
- **Design and installation of directional and wayfinding signs for visitors to navigate the NCRST premises easily.**
- **Design and installation of wall art on building.**

#### **c) Vehicle Branding:**

- **Design and application of vehicle branding on NCRST vehicles.**
- **Removal of existing vehicle branding, if applicable.**
- **Creation of vehicle graphics that incorporate the NCRST logo, branding elements, and relevant contact information.**
- **Application of the approved vehicle branding designs on the designated vehicles, ensuring a professional and consistent visual identity.**

The service provider should have expertise in graphic design, signage production, installation, and vehicle branding to ensure high-quality deliverables that meet the NCRST's branding guidelines and requirements.

#### **Contract Duration and Payment Plan:**

The contract duration for the management development of interior and exterior signage and vehicle branding will be three months, starting from the date of contract signing. This contract is a one-time project and does not include any ongoing maintenance or future updates (unless otherwise specified).

#### **Required Documents and Other Deliverables:**

As part of the management development of interior and exterior signage and vehicle branding, the following documents and deliverables will be required:

- Detailed Quotation/Pricing Schedule:** The vendor or service provider must submit a detailed quotation/pricing schedule outlining the cost breakdown for each deliverable and associated services.
- Registration Certificate/Certificate of Incorporation:** The vendor or service provider must provide a valid registration certificate or certificate of incorporation to demonstrate their legal status as a business entity.
- Good-Standing Tax Certificate:** A copy of the vendor's or service provider's valid tax certificate, indicating their compliance with tax obligations and being in good standing with the relevant tax authorities.

- d) **Good-Standing Social Security Certificate:** The vendor or service provider must provide a copy of their valid social security certificate, demonstrating compliance with social security contribution requirements and being in good standing.
- e) **Valid Affirmative Action Certificate:** If applicable, the vendor or service provider must provide a valid affirmative action certificate as proof of compliance with affirmative action requirements and promoting equitable participation.
- f) **Bid-Securing Declaration:** The selected vendor or service provider may be required to provide a bid-securing declaration as specified in the Bidding Documents. This declaration serves as a guarantee to ensure the vendor's commitment to fulfilling the contractual obligations.
- g) **Detailed Project Plan:** A comprehensive plan outlining the timelines, milestones, and deliverables for each signage development and vehicle branding service.
- h) **Design Concepts:** Initial design concepts and mock-ups of the proposed signage and vehicle branding materials for review and feedback.
- i) **Final Artwork:** The approved and finalized artwork for all signage and vehicle branding materials, ready for production and installation.
- j) **Production and Installation Schedule:** A detailed schedule outlining the production and installation timelines for each signage and vehicle branding element.
- k) **Proof of Insurance:** The vendor or service provider must provide proof of comprehensive liability insurance coverage for the duration of the contract, covering any potential damages or liabilities arising from the signage development and vehicle branding activities.
- l) **Maintenance and Warranty Plan:** A maintenance and warranty plan outlining the post-installation support, including any warranties provided for the signage and vehicle branding materials.
- m) **Progress Reports:** Regular progress reports documenting the status of the project, including milestones achieved, challenges faced, and proposed solutions.
- n) **Final Project Report:** A comprehensive final project report summarizing the project activities, achievements, challenges, and recommendations for future improvement.

The service provider must ensure that all required documents and deliverables are submitted in a timely manner and adhere to the specifications outlined in the Terms of Reference. Failure to provide any of the required documents may result in disqualification from the selection process or termination of the contract.

### **Responsibilities:**

The following responsibilities are assigned to the relevant stakeholders involved in the management development of interior and exterior signage and vehicle branding within the NCRST's Corporate Communication & Marketing unit:

- a) Chief Executive Officer and Corporate Communication & Marketing unit:

- Provide strategic direction and policy guidance for the development of interior and exterior signage and vehicle branding.
- Support the implementation of effective communication strategies and branding initiatives for signage and vehicle branding.
- Ensure brand consistency across all signage and vehicle branding materials and maintain visual identity guidelines.
- Collaborate with stakeholders to gather requirements and incorporate feedback into the design process for signage and vehicle branding.
- Manage the production and installation of signage and vehicle branding, ensuring high-quality output.
- Source relevant materials and items as needed to support signage and vehicle branding efforts.
- Monitor project progress and ensure timely delivery of signage and vehicle branding materials and services from the service provider or vendor.

b) Service Provider or Vendor:

- Collaborate with the Corporate Communication & Marketing unit to develop creative concepts and design layouts for interior and exterior signage and vehicle branding.
- Develop creative concepts and design layouts for interior and exterior signage and vehicle branding.
- Produce engaging and impactful signage and vehicle branding materials that align with the organization's communication objectives.
- Produce signage and vehicle branding designs that adhere to the organization's brand guidelines.
- Coordinate with stakeholders to gather requirements and incorporate feedback into the design process for signage and vehicle branding.
- Ensure the production and installation of high-quality signage and vehicle branding materials within the specified requirements and agreed-upon timeline.
- Source relevant materials and items as required, ensuring they align with the organization's branding and communication goals for signage and vehicle branding.
- Monitor project progress and ensure timely delivery of signage and vehicle branding materials and services.

These stakeholders will work together to ensure the development of effective interior and exterior signage and vehicle branding that promotes the NCRST's objectives and maintains a consistent and professional brand image.

**Scope of Work:**

The scope of work for the management development of interior and exterior signage and vehicle branding includes, but is not limited to, the following activities:

- Conceptualization and Design:** Collaborate with the NCRST's Corporate Communication & Marketing unit to develop creative concepts and design strategies for interior and exterior signage and vehicle branding.
- Material Procurement:** Source high-quality materials for signage production, installation, and vehicle branding that meet the NCRST's requirements and durability standards.

- c) **Production and Installation:** Execute the production of signage and vehicle branding materials, ensuring precision, quality, and adherence to approved designs. Install signage and apply vehicle branding with attention to detail and professionalism.
- d) **Compliance and Safety:** Ensure compliance with applicable regulations and standards for signage and vehicle branding, including safety requirements, visibility guidelines, and environmental considerations.
- e) **Project Management:** Develop and maintain a project timeline, coordinate with stakeholders, and ensure timely completion of deliverables. Provide regular progress updates and address any issues or challenges that arise during the project.

### **Deliverables:**

The management development of interior and exterior signage and vehicle branding will result in the following deliverables:

#### a) Interior Signage:

- Installed signage at the entrance of the stairs, indicating different floors or departments.
- Modified mission and vision boards with new statements.
- Installed direction signs indicating different areas within the office premises.
- Installed wall art or graphics incorporating the NCRST logo and branding elements.
- Installed artwork on downstairs and upstairs reception counters.
- Designed dummy Visa cards.

#### b) Exterior Signage:

- Refurbished or recycled NCRST signage/billboard.
- Restored billboards outside the NCRST premises.
- Aligned signage of all windows downstairs with signage placed at reception area.
- Removed SAIS and Paul Music signage from windows and signposts.
- Installed entrance signage at the main gate or entrance.
- Installed directional and wayfinding signs for visitors.
- Design and installation of wall art on building.

#### c) Vehicle Branding:

- Designed and applied vehicle branding on NCRST vehicles.
- Removed existing vehicle branding, if applicable.
- Created vehicle graphics incorporating the NCRST logo, branding elements, and contact information.
- Applied the approved vehicle branding designs on the designated vehicles.

The deliverables should meet the NCRST's quality standards, branding guidelines, and contribute to enhancing the overall visual identity and professionalism of the organization.

**Timeline:**

The management development of interior and exterior signage and vehicle branding will be carried out over a period of 3 months, starting from the signing of the contract. A detailed project timeline, including key milestones, will be established during the project initiation phase to ensure effective project management and timely completion of deliverables.

Please note that the specific timeline will be determined based on the project requirements, scope, and available resources.

**Budget:**

The NCRST will allocate a sufficient budget for the management development of interior and exterior signage and vehicle branding. The budget will cover various aspects, including but not limited to:

- **Design costs:** Funds will be allocated for the creative concept development, graphic design, and layout of interior and exterior signage, as well as vehicle branding.
- **Printing expenses:** The budget will include the cost of printing signage materials, graphics, and any other printed materials required for the project.
- **Content creation:** Funds will be allocated for the creation of engaging and impactful content to accompany the signage and vehicle branding, ensuring effective communication of the NCRST's messages and branding elements.
- **Additional resources:** Any other resources or materials required for the successful implementation of the management development project, such as specialized equipment, tools, will also be considered within the allocated budget.

The exact budget amount will be determined during the planning phase of the project, considering the scope of work, quality requirements, and overall objectives of the management development of interior and exterior signage and vehicle branding.

**Reporting:**

Progress reports will be provided on a regular basis, as determined by the Head: Corporate Communication & Marketing, to ensure transparency and accountability. These reports will include updates on project status, deliverables, challenges, and recommendations for improvement.

**Contract Duration and Payment Plan:**

The payment terms and milestones for the management development of interior and exterior signage and vehicle branding will be mutually agreed upon and specified in the contract agreement. Here are the payment terms and milestones based on a duration of 3 months and the currency being Namibian Dollars (N\$):

**Payment Schedule:**



Payments will be made throughout the contract duration based on invoice presented for work done, starting from the contract start date.

#### **Payment Amounts:**

Payments to be based on invoice(s) presented for service provided or goods delivered.

#### **Invoicing and Documentation:**

The service provider will submit detailed invoices on a monthly basis, specifying the services rendered and the corresponding payment amount. The invoices should be accompanied by any required supporting documents or evidence of work completed.

#### **Currency and Payment Method:**

All payments will be made in Namibian Dollars (N\$), and the accepted payment method will be electronic bank transfer.

### **Required Documents and Other Deliverables:**

As part of the procurement process for management development of interior and exterior signage and vehicle branding, the following documents and deliverables are required:

#### **Technical Proposal:**

1. **Company Information:** Provide the organization's name, registration details, address, and bank account information. Include corporate documents such as Articles of Association or other founding authority, and the BIPA business registration certificate if applicable.
2. **Pertinent Work Experience:** Summarize past involvement in similar projects and provide a detailed account of previous tasks in related fields.
3. **Process:** Describe the organization's planned process for completing the tasks, including a comprehensive work plan and time schedule for delivering the final product. The finalized work plan and completion date will be agreed upon with the organization after the contractor is selected.
4. **Human Resources:** Provide a comprehensive list and detailed information about the human resources that will be involved in the project. Include qualifications, relevant experience, and required expertise/skills for each individual assigned to their respective tasks.

#### **Financial Proposal:**

The financial proposal should include an aggregate amount (in Namibian Dollars, NAD) that covers consultancy charges and all additional expenses. It should also provide a detailed breakdown of the budget and timeline for easy comparison.

Additionally, the following documents and deliverables will be required:

1. **Portfolio:** The service provider should provide a portfolio showcasing their previous work in management development of interior and exterior signage and vehicle branding. This portfolio should demonstrate the quality and creativity of their designs.
2. **Equipment List:** A list of professional graphic design equipment and software that will be utilized to deliver the services.
3. **Certificates and Permits:** The service provider must provide valid certificates and permits, as required by local regulations, to conduct graphic design activities.
4. **Sample Design:** Provide a sample design related to the organization's industry or field to demonstrate the service provider's capabilities.
5. **Deliverables Schedule:** A detailed schedule indicating the expected timeline for the delivery of each management development of interior and exterior signage and vehicle branding element.

Please refer to the Bidding Documents for further information regarding the required documents and procedures provided by the organization.

**NOTE:** *Original or duly certified copies of the prescribed documents as specified above shall be included as an annex to the bid package. Non-compliance with the above requirements will render the submission invalid and result in disqualification.*

#### **Evaluation Criteria:**

An evaluation mechanism will be established to assess the effectiveness of the management development of interior and exterior signage and vehicle branding. This will include gathering feedback from stakeholders, analyzing the impact of the materials on the organization's communication objectives, and making recommendations for future improvements.

#### **Evaluation:**

The evaluation of the technical proposal for the management development of interior and exterior signage and vehicle branding will be based on the following criteria:

- a) **Experience and Qualifications:** Assessment of the experience and qualifications of the team proposed to deliver the services [20 points].
- b) **Methodology:** Evaluation of the proposed methodology to accomplish the assignment, including design processes, installation procedures, and project management techniques [10 points].
- c) **Quality of Past Projects:** Review of past projects and work samples to assess the quality and creativity of the management development of interior and exterior signage and vehicle branding, considering visual aesthetics, adherence to branding guidelines, and overall impact [30 points].
- d) **Timeliness:** Assessment of the ability to meet project timelines and deliver materials in a timely manner, ensuring promptness and efficiency in execution [10 points].
- e) **Experience in Management Development of Signage and Vehicle Branding:** Evaluation of the experience in developing high-quality marketing/communication materials and graphic design

services specifically related to interior and exterior signage and vehicle branding. This includes experience working with government organizations, research institutions, science and technology companies, and development organizations [10 points].

- f) **Compliance:** Review of compliance with local regulations and requirements related to marketing/communication materials and graphic design activities, ensuring adherence to legal, safety, and ethical standards [10 points].
- g) **Clarity and Completeness of the Proposal:** Assessment of the overall clarity, organization, and completeness of the technical proposal, including a clear presentation of ideas, a comprehensive scope of work, and appropriate documentation [10 points].

Each criterion will be assigned a maximum number of points, and the evaluation team will allocate scores based on the quality of the proposal and supporting evidence provided by the bidders. The bidder with the highest total score will be considered for selection. The evaluation process will be conducted objectively and transparently to ensure a fair assessment of all proposals.