



NATIONAL ASSEMBLY

Procurement Management Unit

**Request for Quotations
For Non-Consultancy Services
Time-Based**

PROVISION OF TRAVEL SERVICES (BOOKING OF FLIGHT TICKETS, TRAVEL INSURANCE, ACCOMMODATION AND CONFERENCE VENUES) TO THE NATIONAL ASSEMBLY FOR A PERIOD OF THIRTY-SIX (36) MONTHS

PROCUREMENT REFERENCE NO: *NCS-TB/RFQ/03-66/23/24*

National Assembly. Private Bag 13323, Windhoek, Namibia, Tel: 061-2882638,
Email: e.mofuka@parliament.na

<i>Company Name:</i>	
<i>Contact Number</i>	
<i>Email Address:</i>	

CLOSING DATE: 31 JANUARY 2024



REPUBLIC OF NAMIBIA

National Assembly

Procurement Management Unit
Telephone: 061-288 9111
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Email: parliament@parliament.na

Private Bag 13323
Windhoek

LETTER OF INVITATION

PROCUREMENT REFERENCE NO: NCS-TB/RFQ/03-66/23/24

To: All Bidders

15 December 2023

Dear Sir/Madam

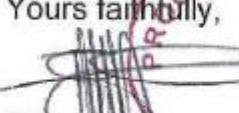
PROVISION OF TRAVEL SERVICES (BOOKING OF FLIGHT TICKETS, TRAVEL INSURANCE, ACCOMMODATION AND CONFERENCE VENUES) TO THE NATIONAL ASSEMBLY FOR A PERIOD OF THIRTY-SIX (36) MONTHS

The **National Assembly** invites you to submit your best quote for the services described in Section II of this document.

Any resulting contract shall be subject to the terms and conditions referred to in the document. Bidders are urged to initial each page and complete all spaces provided to the bidder in the bidding document. Bidder should indicate no quote to service that they cannot render. Failure to adhere to the instructions, may lead to disqualification of your bid.

Queries, if any, should be addressed to **Ms. Emeritha Mofuka, contact number: 061-288 2638.**

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,

15 DEC 2023
Head: Procurement Management Unit


SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The **National Assembly** reserves the right to:

- (a) Accept or reject any quotation;
- (b) cancel the quotation process and reject all quotations at any time prior to contract award;
- (c) Reduce or increase the quantity of person to be booked where applicable;
- (d) Cancel procurement process not finalised within the financial year (2023/24) cycle; and
- (e) Inspect the business premises to establish whether such service provider has the capacity to deliver the required services/goods
- (f) Disqualify previous bids of suppliers that failed to comply with the terms and conditions of contract for goods/services/works listed under **Sections: III, IV and V** of this bidding document.
- (g) Terminate contract of services/goods/works not delivered within 20 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.
- (h) Report defaulting suppliers to Procurement Policy Unit for further adjudication.

2. Preparation of Quotations

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

- (a) The Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;
- (b) The Priced Activity Schedule in Section IV;
- (c) The Specifications and Performance Standards in Section V; and
- (d) Any other attachment as deemed appropriate.

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 **180** working 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 certified copy of Company Registration Certificate which outlines that bidders principle line of business is in line with this procurement;
- (b) have an original or valid certified copy of Good Standing Tax Certificate valid by the time of submission of bid;
- (c) have an original or valid certified copy of Good Standing Social Security Certificate valid by the time of submission of bid;
- (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 valid by the time of submission of bid;
- (e) have a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
 - (f) have a certificate indicating SME Status (for Bids reserved for SMEs); (Optional)
 - (g) submit signed Bid-securing Declaration
 - (h) complete all spaces provided and initial each page of the bidding document
- 4.2. Bid is reserved for bidders in the business of rendering travel services only, hence attach certification with the travel regulating body of Namibia
- 4.3. Have a reference letter/purchase order of rendering similar goods/services and company profile.
- 4.4. Please take note that this procurement is subject to code of good practice and exclusive preference shall be given to bidder who:
- a) qualifies as a Namibian bidder in terms of section 71(3) of the Act;
 - b) demonstrates that the bidder meets the local content; 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 **thirty six (36) months** from the date of contract award.

7. Documents to be submitted

Bidders shall submit along with their quotation documents giving company's profile, past 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 **National Assembly** with the Bidder's name at the back of the envelope.

9. Submission of Quotations

Sealed Quotations should be deposited in the Bid Box located at ground floor Northern wing (Procurement Section) of the National Assembly not later than **Wednesday, 31 January 2024 @ 12h00**. Quotations by post or hand delivered will not be accepted and all bidders should deposit their bids into the Bid Box. Late quotations will be rejected. Quotations received by e-mail will not be considered.

Please note that 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 practice 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.

12. Scope of Services and Performance Standards

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

13. Price and Currency of Payments

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

14 Margin of Exclusive Preference

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

No.	Categories of bidders	A1.1 Definition/Criteria	Margin of preferences	Documentary evidence to be submitted with the bid (all the documents required per category must be submitted)	Document evidence submitted (bidder to indicate yes/no by ticking)	
					Yes	No
1.	Manufacturer	"manufacturer" means a person or a company that is involved in the physical or chemical transformation of materials or components into new products whether or not –(a) the transformation is through work - (i) performed by a power-driven machine or by hand; or (ii) done in a home or factory; or (iii) the new products are sold on a wholesale or retail basis;	2%	a) Certified copy of Certificate of registration from a registering authority		
				b) Declaration (<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 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 (<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%			

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

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.

NO.	CATEGORY OF BIDDER UNDER WHICH DECLARATION IS MADE	APPENDIX TO BE ATTACHED	TICK
1.	Manufacturer	Cost structure for Value Added Calculation as per Annexure 1 of Code of Good Practice.	
2.	Micro, Small and Medium Enterprise	N/A	
3.	Women owned enterprise	N/A	
4.	Youth owned enterprise	N/A	
5.	Previously Disadvantaged, Person (PDP) owned enterprise	N/A	
6.	Supplier providing environmental protection	N/A	
7.	Suppliers providing employment to Namibian	N/A	

Full Name of authorised person: _____

Company: _____

Position: _____

Date: _____

Signature: _____

Company Seal:

1. 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

2. 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 (<i>E.g.</i> <i>Namibian</i>)	Gender	Age	PDP Category	% Shares
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
Total Shares							

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

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

.....
Signature

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

.....
Signature of witness

.....
Full Name of witness

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

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

SN	Name of Program	Purpose of Program <i>(E.g. to protect the environment/ maintain ecosystems/sustainable use of natural resources)</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

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

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

.....
Signature

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

.....
Signature of witness

.....
Name of witness

4. 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 (E.g. Namibian)	Occupation
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

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

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

.....
Signature

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

.....
Signature of witness

.....
Name of witness

15. Award of Contract

The contract will be awarded to three (3) bidders having submitted the lowest evaluated responsive quotations 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 and of the contract. Furthermore, the successful bidders will be required to enter into a contract with the National Assembly for a period of one year. The contract shall specify the performance standard expected from the contractor.

**SECTION II: QUOTATION LETTER
(To be completed by Bidders)**

NB! [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 the RFQ prevail over any attachments. **If your quotation is not authorised, it may be rejected.**]

Quotation Addressed to:	The National Assembly
Procurement Reference Number	NCS-TB/RFQ/03-66/23/24
Subject matter of Procurement:	PROVISION OF TRAVEL SERVICES (BOOKING OF FLIGHT TICKETS, TRAVEL INSURANCE, ACCOMMODATION AND CONFERENCE VENUES) TO THE NATIONAL ASSEMBLY FOR A PERIOD OF THIRTY-SIX (36) MONTHS

We offer to provide the services detailed in the Scope of Services, 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 Security/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 BDS.**

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

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 bid validity.

The service will commence within _____ **[insert number]** days from date of issue of Purchase Order/Letter of Acceptance.

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

Quotation Authorised By:

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

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.: **NCS-TB/RFQ/03-66/23/24**

To: **The National Assembly, 13C Love 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

No	Description
1	PROVISION OF TRAVEL SERVICES (BOOKING OF FLIGHT TICKETS, TRAVEL INSURANCE, ACCOMMODATION AND CONFERENCE VENUES) TO THE NATIONAL ASSEMBLY FOR A PERIOD OF THIRTY-SIX (36) MONTHS

1. When and if required, the contractor shall provide services of booking and paying for travel services in respect of flight tickets, accommodation/or conference venues/meals and travel insurance on behalf of the National Assembly for a period of 36 months.
2. The services shall be provided for both regional and international travel.
 - a) Travel services at regional level include any travels to and from any country in Africa and travels within the Namibian borders.
 - b) Travel services at international level include any travels from any country in Africa to anywhere in the world.
3. Bidders are expected to indicate the commission/service fee for booking. Detailed specifications of the required services will be provided upon request of such services.
4. The contractor shall provide the National Assembly with a quotation reflecting the total cost of the specific service required, e.g. flight ticket, accommodation/or conference venues and meals as well as the commission/service fee. Thereafter, the National Assembly will issue a purchase order to the contractor as per the quotation submitted to the Office.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS-TB/RFQ/03-66/23/24**

[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	Brief Description of Services	Quantity	Unit Price excluding VAT	VAT @15%	Total Price
A*	B*	C*	D	E	F
1	Commission/service fee for booking of flexible one way/return economy class flight ticket for regional travel, (per person/per group)	1			
2	Commission/service fee for booking of flexible one way/return business class flight ticket for regional travel, (per person/per group)	1			
3	Commission/service fee for booking of flexible one way/return economy class flight ticket for international travel, (per person/per group)	1			
4	Commission/service fee for booking of flexible one way/return business class flight ticket for international travel, per person/per group)	1			
5	Commission/service fee for booking of regional ground transport/transportation services , (per person/per group)	1			
6	Commission/service fee for booking of international ground transport/transportation services , (per person/per group)	1			
7	Commission/service fee for booking of accommodation (Hotel, Guest House and B&B) regional travel , (per person/per group)	1			
8	Commission/service fee for booking of accommodation (Hotel, Guest House and B&B) international travel , (per person/per group)	1			
9	Commission/service fee for booking of conference venues (Hotel, Guest House and B&B) regional travel , (per venue)	1			
10	Commission/service fee for booking of accommodation (Hotel, Guest House and B&B) international travel , (per person/per group)	1			

PROVISION FOR TRAVEL INSURANCE

No	Description	Yes/No	Quantity	Price
11	Is the bidder able to provide travel insurance for tickets issued without travel insurance (indicate Yes or No)		1	To be quoted separately upon request by the Office

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: **NCS-TB/RFQ/03-66/23/24**

[Bidders should complete columns C and D with the specifications and Performance standards 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
1	Commission/service fee for booking of flexible one way/return economy class flight ticket for regional travel, (per person/per group)		
2	Commission/service fee for booking of flexible one way/return business class flight ticket for regional travel, (per person/per group)		
3	Commission/service fee for booking of flexible one way/return economy class flight ticket for international travel, (per person/per group)		
4	Commission/service fee for booking of flexible one way/return business class flight ticket for international travel, (per person/per group)		
5	Commission/service fee for booking of regional ground transport/transportation services , (per person/per group)		
6	Commission/service fee for booking of international ground transport/transportation services , (per person/per group)		
7	Commission/service fee for booking of accommodation (Hotel, Guest House and B&B) regional travel, (per person/per group)		
8	Commission/service fee for booking of accommodation (Hotel, Guest House and B&B) international travel, (per person/per group)		
9	Commission/service fee for booking of conference venues (Hotel, Guest House and B&B) regional travel, (per venue)		
10	Commission/service fee for booking of accommodation (Hotel, Guest House and B&B) international travel, (per person/per group)		
11	estimated premium for travel insurance for tickets issued without travel insurance		

* 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 National Assembly website: www.parliament.na except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS-TB/RFQ/03-66/23/24**

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: [to be inserted at contract signing]
Definitions GCC 1.1(o)	The Service Provider is: [to be inserted at contract signing]
Notices GCC 1.4	<p>Any notice shall be sent to the following addresses: The National Assembly, 13C Love Street, WINDHOEK Ms. Lydia T. Kandetu</p> <p>For the [Service Provider], the address and contact name shall be: </p>
Authorised Representatives GCC 1.6	<p>The Authorised Representatives are: For the Public Entity: Ms. Emeritha Mofuka For the Service Provider: </p>
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	<p>The intended starting date for the commencement of Services is: </p>

Intended Completion Date GCC 2.3	The intended completion date is:
Prohibition GCC 3.2.3(c)	List of Activities: N/A .
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	The other actions are N/A .
Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9	Restrictions on the use of documents prepared by the Service Provider are: N/A
Payments of Liquidated Damages GCC 3.10.1	Not Applicable
Lack of Performance Penalty GCC 3.10.3	The percentage N/A to be used for the calculation of lack of Performance Penalty(ies) is N/A
Performance Security GCC 3.11	(i) No Performance Security is required * Delete as appropriate
Assistance and Exemptions GCC 5.1	The assistance and exemptions provided to the Service Provider are(<i>where applicable</i>): N/A
Contract Price GCC 6.2(a)	The amount in local currency is
Terms and Condition of Payment GCC 6.4	Insert the payment terms in line with the GCC: Once invoice is submitted and certified that the service is rendered to the Office satisfaction.
Interest on	Payment shall be made within 30 working days of receipt of the invoice and the

Delayed Payments GCC 6.5	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 is applicable and the cause of price adjustment shall be justified, in specific for flight tickets or lawful omitted goods/services by the Office at the time of requesting quotation.
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

QUOTATION CHECKLIST SCHEDULE

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

Procurement Reference No.: NCS-TB/RFQ/03-66/23/24

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 on each page		
The Principle of business of rendering travel services		

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.*