

NATIONAL COUNCIL

OFFICE OF THE SECRETARY

BIDDING DOCUMENT

Issued on: 17 July 2026

for

PROVISION OF RECORDING AND TRANSCRIPTION SERVICES FOR NATIONAL COUNCIL CHAMBER SESSION FROM 17-24 AUGUST 2026 AND JUNIOR NATIONAL COUNCIL (JNC) FROM 01-03 SEPTEMBER 2026

Closing date 28 July 2026

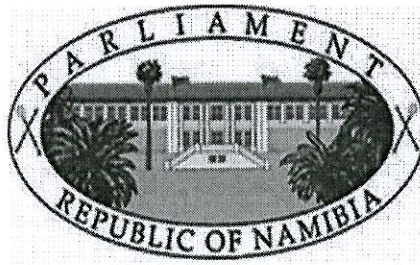
Procurement Reference No: NCS/RFQ/11-02/2026/2027

Bidder's Name:	
Contact Details:	Tel:
	Email
Total quote amount exclusive of vat:	N\$
Total quote amount inclusive of vat:	

Parliament Building, Private Bag 13371, Windhoek, Namibia, Tel. (061) 202 8000/202 8111, Fax (061) 226 121

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NATIONAL COUNCIL

OFFICE OF THE SECRETARY

Letter of Invitation

The Prospective Bidder

17 July 2026

PROCUREMENT REF: NCS/RFQ/11-02/2026/2027

Dear Sirs/Madam

PROVISION OF RECORDING AND TRANSCRIPTION SERVICES FOR NATIONAL COUNCIL CHAMBER SESSION FROM 17-24 AUGUST 2026 AND JUNIOR NATIONAL COUNCIL (JNC) FROM 01-03 SEPTEMBER 2026

The Parliament -National Council 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 Mr V. Awala at Tel No 061 202 8200, Cell No 081 158 4014, pmu.nc@parliament.na, 1st floor Room 1.3.

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,



 Ms. Jacqueline Steyn
Head of Procurement Management Unit

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SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The **National council** reserves the right:

- (a) to accept or reject any quotation; or
- (b) 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 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 Compliance Sheet 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 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 **sixty (60) days** from the date of bid submission deadline.

4. Eligibility Criteria

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

- (a) have a valid **Company Registration Certificate** specifying shareholders or copy certified by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (Act No 16 of 1963) clear indicate ownership;
- (b) have an original valid **Good Standing Tax Certificate** or copy certified by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (Act No 16 of 1963). Certificate must be valid as at the date of bid submission;
- (c) have an original valid **Good Standing Social Security Certificate/** copy certified by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (Act No 16 of 1963). A printout of valid electronic or online document issued in terms of the Electronic Transaction Act, 2019 (Act No 4 of 2019), subject to the authentication or validation of such printout by a public entity during the bid evaluation process, in accordance with authentication or validation guidelines of the issuing authority. Certificate must be valid as at the date of bid submission;
- (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

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issued in terms of Section 42 of the Affirmative Action Act, 1998. Certificate should be valid as at date of bid submission;

- (e) have a certificate indicating **SME Status** (for Bids reserved for SMEs);
- (f) Submit a duly completed, signed and stamped bid-securing declaration.
- (g) The bidder must submit a detailed quotation on its company letter head with the banking details clearly visible on the quote in addition to Section III List of Goods and Price Schedule or bank confirmation letter.
- (h) The principle business should be in line with the nature of the service required.
- (i) Bidder must operate a company registered for the supply of requested goods, services, works or proposal as indicated in this bid document. (company documents, registration/founding statement submitted with the bid document must ascertain the services provided.
- (j) Each page of the bid document must be signed (where applicable) and initialled by such person (s) legally authorised to sign on behalf of the company.
- (k) Submit certified identity copies of the all shareholders **NOT for Company Directors (certification should not be older than six (6) months and Copies of certified copies will not be accepted).**
- (l) Please note that this procurement is subject to the Code of good practice and exclusive preference shall be given to bidder:
 - a) Who 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 13 (margin of preference) of the bidding documents.
 - d) Bidder must attach declaration where required under the Margin Preference as specified.
- (m) A bidder that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date and the deadline for the submission or thereafter, shall be disqualified;

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. Services Completion Period

The completion period for services shall be **twenty (20) working days** after acceptance/issue of Purchase Order. Deviation in completion period shall not be accepted.

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7. Documents to be submitted

Bidders shall submit along with their quotations documents giving company's profile, past experience and evidence of similar services provided together 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, addressed to the National Council with the Bidder's name at the back of the envelope.

9. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Ground floor not later than **Tuesday, the 28 July 2026 at 10H00**. Quotations by post or hand delivered should reach **National Council** by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

10. Opening of Quotations

Quotations will be opened internally by the National Council 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 put on the website of the National Council and available to any bidder on request within three working days of the Opening.

11. Evaluation of Quotations

The National Council shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost to determine the lowest evaluated quotation.

12. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the National Council. However, evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

13. Prices and Currency of Payment

Prices for the execution of services shall be fixed in Namibian Dollars as quoted. 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.

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14. Margin of Preference

14.1. The applicable margins of preference applicable for Exclusive Preference to Local Suppliers and their application methodology as follows:

$$A = \frac{\text{Margin of Preference} \times \text{Bid Price}}{100}$$

14.2 Bidders applying for the Margin of Preference shall submit, evidence of:

Category	Margin of Preference	Documentary evidence
Manufacturer	2%	-Certificate of registration from a registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant.
MSME	1%	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
Women owned enterprise	1%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -declaration indicating the percentage of Namibian Female ownership
Youth owned enterprise	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -declaration indicating the percentage of Namibian youth ownership
PDP owned enterprise	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -declaration indicating the percentage of Namibian PDPs ownership
Supplier promoting Environmental protection	1%	-declaration and proof that the bidder meets the requirements set out in the bidding document.
Service rendered by Namibian citizens	1%	-declaration that the bidder employs 50% or more Namibian citizens.
TOTAL	10%	

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15. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the 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 and General Conditions of Contract

16. Notification of Award and Debriefing

The National Council 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 National Council 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)

Quotation Addressed to :	National council
Procurement Reference Number:	NCS/RFQ/11-02/2026/2027
Subject matter of Procurement:	PROVISION OF RECORDING AND TRANSCRIPTION SERVICES FOR NATIONAL COUNCIL CHAMBER SESSION FROM 17-24 AUGUST 2026 AND JUNIOR NATIONAL COUNCIL (JNC) FROM 01-03 SEPTEMBER 2026

We offer to provide the services detailed in the Scope of Service, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation Exercise and meet the eligibility criteria specified in Section 1: Request for Quotations.

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

We have read and understood the content of the Bid 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 *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

The validity period of our Quotation is**working** days from the date of the bid submission deadline.

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

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

The services will be completed within _____ *[to 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./Fax	

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Appendix to Quotation Letter

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

Date:

Procurement Ref No.: NCS/RFQ/11-02/2026/2027

To: National Council: Parliament of Namibia
Private Bag 13371
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.]

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Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

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

.....

Email Address:.....

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2. PROCUREMENT DETAILS

Procurement Reference No.:

Procurement Description:

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Anticipated Contract Duration:

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

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3. UNDERTAKING

I[insert full name], owner/representative

of[insert full name of company]

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

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

Signature:

Date:

Seal:.....

Please take note:

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

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SECTION III: SCOPE OF SERVICES

The RFQ document, General Conditions of the Contract, specifications and bidders submitted documents, Purchase Order shall constitute the performance contract.

The National Council is seeking the services of a reputable services provider for the supply and delivery of **PROVISION OF RECORDING AND TRANSCRIPTION SERVICES FOR NATIONAL COUNCIL CHAMBER SESSION FROM 17-24 AUGUST 2026 AND JUNIOR NATIONAL COUNCIL (JNC) FROM 01-03 SEPTEMBER 2026**

The National Council reserves the right:

- Increase and/or decrease the required quantities at the same unit cost;
- Initiate necessary action against defaulting suppliers and contractors;
- Not permit a bidder or supplier to receive a procurement award / contract on grounds of outstanding delivery default (failure by a bidder or supplier, for any reason not excused by the applicable provisions of the award/contract deliver;
- Terminate if the supplier fails to delivery within the prescribed timelines.

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/11-02/2026/2027

Currency of Quotation:

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
PROVISION OF RECORDING AND TRANSCRIPTION SERVICES FOR NATIONAL COUNCIL CHAMBER SESSION FROM 17-24 AUGUST 2026					
1.	R Recording and accurate verbatim transcription of the proceedings of the National Council Session for five (5) sitting days on Monday 17 to Monday 24 August 2026. Sitting days are Mondays to Thursdays from 09h30 to 13h00 or beyond.				
2.	<i>Transcription per page :</i> Price per page for verbatim transcripts				
3.	Audio clips to be delivered/send to Hansard office for record keeping in one (1) CD within seven (7) working days after the completion of the session.				

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PROVISION OF RECORDING AND TRANSCRIPTION SERVICES FOR JUNIOR NATIONAL COUNCIL (JNC) FROM 01-03 SEPTEMBER 2026

4.	Recording and accurate verbatim transcription of the Proceedings of the National Council Session for three (3) sitting days on Tuesday 01 to Thursday 03 September 2026.				
5.	Transcription per page : Price per page for verbatim transcripts				
6.	Audio clips to be delivered/send within seven (7) days after the completion of the session to Hansard office for record keeping in one (1) CD				
7.	Kindly see section VI for specifications for Recording and Transcription				
Enter 0% VAT rate if VAT exempt.					Subtotal excl vat
					VAT @ %
					Total incl vat

* Columns A to D to be completed as applicable by Public Entity

Priced Activity Schedule Authorised By: [insert company seal]

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

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SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/11-02/2026/2027

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	Recording per day: Recording and accurate verbatim transcription of the proceedings of National Council and meetings		
2.	Transcription per page : Price per page for verbatim transcripts		
3.	Description of transcript services; • Accurate transcripts; • Accuracy of the records in terms of the content and correct spelling of the names of the Members and Presiding Members' title, for Chairperson, Vice-Chairperson etc.; • All speakers should be correctly identified by their names when on the floor. • Transcripts for each day must start on the new page (transcripts for the following day must not continue on the same page where the transcripts of the previous day ended); • The date of each sitting day must appear on the top of the left side of each page; • The transcripts must be typed in MS Word; • Font size is 12.5; • Writing style is Times New Roman; • Single line spacing (1.0) in black; • All pages must be numbered; • Text must be normal numbering; • Text must be typed in single column; • All audio clips of the proceedings of the specific National Council's Session, must be delivered in CD to Hansard Office for record keeping within seven (7) working days after the completion of the session; • The service provider must be stationed at the premises of the National Council during the times and sitting days of the Council for easy accessibility by National Council staff namely Table and Hansard Officers; and		

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Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
	- Speeches for Members must be provided on daily basis for authentication and the transcripts must be typed in the following order: - Writing Style is Times New Roman; - Font size is 12; and - Spacing is 1.5.		
4.	The surnames of the Members or titles of the Chairperson/Presiding Members in the text must be written in capital letters and be underlined, for example, <u>MR ABCD</u> or <u>CHAIRPERSON (MR MUHA)</u>.		
5.	The complete transcripts of the Council proceedings must be emailed to National Council - Hansard Office to the following underneath email addresses: <u>h.nyeemwatya@parliament.na</u>		

* 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		

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SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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), **Ref: NCS-TB/RFQ-GCC** for the procurement of services (time based) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

SECTION VII: CONTRACT DATA SHEET

Procurement Reference Number: NCS/RFQ/11-02/2026/2027

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].

Clause	Contract Data
GCC 1.1 Effectiveness of Contract	The Contract <i>during the chamber sessions and JNC session</i> to come into effect as from <i>the dates indicated on Section IV: Priced Activity Schedule</i>
GCC 1.3.1 Intended Completion date	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities within seven (7) days after the completion of the sessions.
GCC 1.6.1 Issue of notices	The Authorized Representative of the Employer is : <i>The Accounting Officer National Council</i> The Authorized Representative of the Service Provider is: _____
GCC 2.6 Insurance and liabilities to Third Party	The amount of the Professional Indemnity Insurance Cover shall be at least:
GCC 2.7 Reporting Obligations	The Service Provider shall report to: <i>The National Council</i>
GCC 4.2 Contract Price	The amount payable based on the approved quotation.
GCC 4.3 Terms of Payment	Payments will be made to the Service Provider on a monthly basis <i>via EFT</i> after receipt of invoice.
GCC 4.5 Price Adjustment	Prices <i>shall not be</i> "adjustable.

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SCHEDULE 3

(a) COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	NS	NS
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

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SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE****PROCUREMENT REFERENCE NO.: NCS/RFQ/11-02/2026/2027**

Description	Attached (please tick if submitted and cross if not)
Duly completed Quotation Letter	
Duly completed List of Goods and Price Schedule	
Duly completed Specification and Compliance Sheet	
Evidences for conformity of Goods	
Have a valid company Registration Certificate have an original valid good standing of company Registration certificate specifying shareholders or copy Certified by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (Act No 16 of 1963) clear indicate ownership;	
Have an original valid good Standing Tax Certificate have an original good Standing Tax Certificate or copy Certified by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (Act No 16 of 1963) certificate must be valid as at the date of bid submission;	
have an original valid good standing Social Security Certificate/ copy Certified by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (Act No 16 of 1963)	
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;	
have a certificate indicating SME Status (for Bids reserved for SMEs);	
Submit a completed and signed Bid-securing Declaration on page 6.	
An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;	
The bidder must submit a detailed quotation on its company letter head clearly stating the banking details on it, in addition to Section III List of Goods and Price Schedule or a bank confirmation letter is also acceptable for the bank details.	

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