

NAMIBIA REVENUE AGENCY

Request for Sealed Quotations

Supply and delivery of office stationery for a period of 24 months for the Namibia Revenue Agency

Tel 061-2092518, e- mail: procurementclarification@namra.org.na

Letter of Invitation

08 September 2022

Dear Sir/ Madam,

DEADLINE FOR SUBMISSION: 30 September 2022 (Friday), 11:00AM

**Supply and delivery of office stationery for a period of 24 months for the Namibia Revenue Agency -
G/RFQ/NAMRA/01-36/2022**

The Namibia Revenue Agency invites you to submit your best quote for the services described in detail hereunder, page 24 - 31.

Any resulting contract shall be subject to the terms and conditions referred to in the document.
Queries, if any, should be addressed to procurementclarifications@namra.org.na – Tel 061-209 2518
Procurement Management Unit.

Please prepare and submit your quotation in accordance with the instructions given.

Yours faithfully,



Ms. P. Mazila
PROCUREMENT MANAGEMENT UNIT

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Namibia Revenue Agency 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 60 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;
- b) Have an original or certified copy of valid good Standing Tax Certificate;
- c) Have an original or certified copy of 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) Have a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- f) Submit signed Bid Securing Declaration
- g) Submit duly completed, initiated and signed bidding document
- (h) Submit duly signed and completed Quotation Letter
- (i) This bid is reserved for Namibians only
- (j) submit a valid fitness certificate from Local Authority for the regional office that bidder will be bidding to
- (k) Preference will be given to bidders located in Katima Mulilo, Rundu, Keetmanshoop, Walvisbay, Windhoek, Otjiwarongo, Oshakati,
- (l) Reference letters x3 of similar service
- (m) Catalogue of all stock and available
- (n) Delivery period should be stipulated from the time of order placement

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be on a need's basis with guidance of a purchase order Purchase Order.

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 Namibia Revenue Agency information at the back of the envelope.

8. Submission of Quotations

Quotations should be delivered in the Quotation/Bid Box located in Molkte Street Inland Revenue Building 5th Floor not later than **30 September 2022 at 11:00pm** Quotations by post or hand delivered should reach, Molkte Street Inland Revenue Building 5th Floor by the same date and time at latest. Late quotations will be rejected.

9. Opening of Quotations

Quotations will be opened internally by the Namibia Revenue Agency 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 Namibia Revenue Agency shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared based on price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

Bidders shall submit along with their quotation's documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

The Specifications, Performance Requirements and Compliance Sheet 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

13.1. The applicable margins of preference and their application methodology are as follows:

- Not applicable

13.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

-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 Namibia Revenue Agency 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)

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 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 Namibia Revenue Agency contained therein. We further understand that this subscription could lead to disqualification on the grounds mentioned in the (BSD).

The validity period of the Quotation is _____ 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 Authorized by:

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

Appendix to Quotation Letter

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

Date:

Procurement Ref No.: G/RFQ/NAMRA/01-36/2022

To:

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.]



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

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

1. EMPLOYERS DETAILS

Company Trade Name:.....

Registration Number :.....

Vat Number:

Industry/Sector:

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

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

.....

Email Address:.....

2. PROCUREMENT DETAILS

Procurement Reference No.:

Procurement Description:

.....

..... Anticipated

Contract Duration: Location where work will

be done, good/services will be delivered:

.....

3. UNDERTAKING

I[insert full name], owner/representative Namibia
Revenue Agency

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.*

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Supply and delivery of office stationery for a period of 24 months for the Namibia Revenue Agency offices

Procurement Ref No. G/RFQ/NAMRA/01-36/2022

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.				Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page					
A	B	C	D	E	F	G	H	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery (days)	Country of Origin
	Supply and delivery of office stationery for a period of 24 months for the Namibia Revenue Agency offices								
	NB! Bidder must indicate the regional office they will be bidding for.								
	NB! Bidder must only bid for 1 region each.								
1.	2-way extension cord 5m	1							
2.	2-way extension cord 10m	1							
3.	A1 flip chart (40 sheets)	1							
4.	A3 laminator GBC fusion 3000I	1							
5.	A3 Storage boxes with Lid	1							
6.	A3 type filling boxes	1							
7.	A4 Black quotation Folders (Hard exterior)	1							
8.	A4 Counter book (256 pages)	1							
9.	A4 Document holder desk stand with paper clip	1							
10.	A4 Filling boxes	1							

44.	Calculator Electronic office LCD screen	1							
45.	Cellotape 19mmx 33m clear	1							
46.	Cellotape 48mmx100m clear	1							
47.	Cellotape 48x100 clear	1							
48.	Clear transparent A4 paper box of 200	1							
49.	Correctional Pen-7ml	1							
50.	Crystal Ballpoint pen Blue – 60 in a Box	1							
51.	Crystal ballpoint pens black (60 in a box)	1							
52.	Desk cube (notes) refills 100mm x 100mm	1							
53.	Desk cube notes refills (white) 100mmx 100mm	1							
54.	Desk cube notes refills 76x76mm	1							
55.	Desk Cube refill	1							
56.	Desk Pad –A4 100 sheets	1							
57.	Desk Pad –Newsprint A6 148mm x 105mm 100	1							
58.	Desk sharpener with desk clamp	1							
59.	Digital office calculator 21x15.5 x5cm	1							
60.	Dividers - Polypropylene A4, Blank 10 Divisions	1							
61.	Drawing pins (silver) (100 in a pack)	1							
62.	Drawing pins 8mm (100 pieces)	1							
63.	Endorsing ink 30ml bottle (black)	1							
64.	Envelope A4 White	1							
65.	Envelope C3 458x 324mm white (128gsm)	1							
66.	Envelopes C3 458X324mm ENV8610 Simple Stik	1							
67.	Envelopes C4 324X229 Box-250 White	1							
68.	Envelopes DLB 500 110X220 ENB92SEWW Box	1							
69.	Envelops C4 324X229 box (250) white	1							
70.	Envelops DLB 500 110X220 white self-seal	1							
71.	Eraser 10.8 cm wide	1							
72.	Fasteners (Metal pong & Compressors made of tin	1							
73.	File dividers Alphabetical (A-Z)	1							
74.	File dividers monthly (Jan- Dec)	1							
75.	Filling Pockets (1-10)	1							
76.	Filling Pockets (A-Z)	1							

77.	Filling Pockets (Jan- Dec)	1							
78.	Flip Chart Paper (860 x 610 mm) 50 sheets	1							
79.	Flip Chart Paper A1 (40 Sheets in a pack)	1							
80.	Flip files A4 (50 pockets)	1							
81.	Gel ink Black refill 15ml	1							
82.	Glue Stick Pritt 40g	1							
83.	Hard cover A4 196 Pages	1							
84.	Hard cover counter books A4 192 pages	1							
85.	Hard cover counter books A5 192 pages	1							
86.	HB Traditional pencils (12 in a box)	1							
87.	Heavy duty punch 70 sheets	1							
88.	Heavy duty puncher 150 sheets	1							
89.	Heavy Duty Stapler – 70 sheets	1							
90.	Heavy duty stapler (210 sheets capacity)	1							
91.	Heavy Duty Stapler 23/10 – 10mm leg	1							
92.	Heavy Duty Stapler 23/6 – 6mm leg	1							
93.	HIGHLIGHTER Blue (4 in a pack)	1							
94.	HIGHLIGHTER Green (4 in a pack)	1							
95.	HIGHLIGHTER Orange (4 in a pack)	1							
96.	HIGHLIGHTER Pink (4 in a pack)	1							
97.	HIGHLIGHTER Yellow (4 in a pack)	1							
98.	Indicator Pins 15 mm long 15mm head diameter	1							
99.	Lever Arch Files 70mm (Grey &black)	1							
100.	Magazine Holder A4 70mm capacity Black	1							
101.	Map pins 8mm helix (100 in a pack)	1							
102.	Mechanical Pencil 0.7 mm	1							
103.	Memo cube holders	1							
104.	Memo cube notes	1							
105.	Nickel plated pad clip	1							
106.	Office Dustbin black 20L	1							
107.	Paper Clip Dispenser – Green	1							
108.	Paper clip dispenser (green)	1							
109.	Paper clips (30mm) 100 in a pack	1							

[illegible]

143.	Staple remover assorted colours	1							
144.	Standard stapler (20 sheets capacity)	1							
145.	Standard Stapler (20 sheets) (26/6)	1							
146.	Standard staples 23/13	1							
147.	Standard staples 23/23	1							
148.	Standard Staples 26/6 – (1000 in a box)	1							
149.	Standard staples 26/6 staples (1000 in a box)	1							
150.	Suspension File, Blue - Pack of 25	1							
151.	Traditional HB pencils (12 in a box)	1							
152.	Urgent Stickers (4.8x2.0cm/ 20 sheets x 5 pads)	1							
153.	Urgent Stickers confidential 100 in a box	1							
154.	White Board Marker Black (10 in a box)	1							
155.	White Board Marker Blue (10 in a box)	1							
156.	White Board Marker Green (10 in a box)	1							
157.	White Board Marker Red (10 in a box)	1							
158.	White Desk cubes note (refills) (100mm x 100mm)	1							
159.	Whiteboard Cleaning Fluid 275ml	1							
160.	Writing pads A4 (100 pages)	1							
161.	Writing pads A5 (100pages)	1							
237.	USB 1TB 3.0 Flash drive	1							
TOTAL									
NAME:			POSITION:			SIGNATURE		DATE	
NAME OF BIDDER:			ADDRESS:						

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency: Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: NA=NOT APPLICABLE, NQ=NO QUOTE

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

The Scope of Services includes the Supply and Delivery of Stationery Items required for the NAMIBIA REVENUE AGENCY. Below are selected line items that are required to be Namibian produced, if not the bidder should quote an alternative produced brand).

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (If applicable)

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The Stationery items are technically specified in Section V. Inspections, Examinations and Delivery should be conducted at the Namibia Revenue Agency offices, Katima Mulilo, Rundu, Keetmanshoop, Walvisbay, Windhoek, Otjiwarongo, Oshakati,

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/NAMRA/01-36/2022

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/NAMRA/01-36/2022 on the website of the Public Entity, www.Namibia Revenue Agency .com.na 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: G/RFQ/NAMRA/01-36/2022

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Namibia Revenue Agency

Subject and GCC clause reference	Special Conditions
Site GCC 1.1(m)	The Site/destination for delivery of the Goods is Namibia Revenue Agency Offices Katima Mulilo, Rundu, Keetmanshoop, Walvisbay, Windhoek, Otjiwarongo, Oshakati,
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010. (DAP)
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the Namibia Revenue Agency P.O.BOX 569, Windhoek, the address and the contact's name shall be: Procurement Management Unit: Ms. P. Mazila For the Supplier, the address and contact name shall be: _____
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows:
Delivery and Documents GCC 13.1	The Goods are to be delivered within 7 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note; (b) Invoice
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed <i>shall not</i> be adjustable.
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1

Terms of Payment GCC 16.3	Payments shall be made not later than thirty days (30) after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price " <i>shall not be</i> " adjustable to the fluctuation in the rate of exchange.

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Subject and GCC clause reference	Special Conditions
Payment Period GCC 16.5	<p>The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:</p> <p>i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.</p>
Performance Security GCC 18.1	(i) No performance security is required
Discharge of Performance Security GCC 18.4	-Not Applicable
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: Not applicable
Insurance GCC 24.1	Not Applicable, Warranty applies
Transportation GCC 25	The Goods shall be delivered at: Namibia Revenue Agency
Inspection and Test GCC 26.1	The inspection and tests shall be: The quantity, quality and originality of goods of goods will be inspected
Location of Inspection and Tests GCC 26.2	<p>The inspections and tests shall be conducted at:</p> <p>Namibia Revenue Agency Offices Katima Mulilo, Rundu, Keetmanshoop, Walvisbay, Windhoek, Otjiwarongo, Oshakati,</p>

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Subject and GCC clause reference	Special Conditions
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are for the whole contract are 0.05% per day. The maximum amount of liquidated damages for the whole contract is 4% of the final contract price.
Warranty GCC 28.3	<p>The period of validity of the warranty shall be: 30 day(s)</p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be: Namibia Revenue Agency Offices Katima Mulilo, Rundu, Keetmanshoop, Walvisbay, Windhoek, Otjiwarongo, Oshakati,</p> <p>For all line items, the minimum period of warranty/shelf life shall be 30 days.</p>
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 5-7 days after purchase if any defect occurs.

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No: G/RFQ/NAMRA/01-36/2022**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidence for conformity of Goods		
Have a valid certified copy of company Registration Certificate;		
Have an original or certified copy of valid good Standing Tax Certificate;		
Have an original or certified copy of valid good Standing Social Security Certificate		
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 written undertaking as contemplated in section 138(2) of the Labour Act, 2007		
submit a valid fitness certificate from Local Authority for the regional office that bidder will be bidding to		
Preference will be given to bidders located in Katima Mulilo, Rundu, Keetmanshoop, Walvisbay, Windhoek, Otjiwarongo, Oshakati		
Reference letters x3 of similar service		
Catalogue and availability of all stock		
Delivery period should be stipulated from the time of order placement		

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.

Agreement

THIS CONTRACT AGREEMENT is made:

the day of the month of2022

BETWEEN

Namibia Revenue Agency
P.O. BOX 569
Windhoek
Namibia

And

.....

.....

.....

Hereinafter called the **“Service Provider for a period of 24 months for supply and delivery of office stationery for the Namibia Revenue Agency.**

The amount for the contract will be determined as per requesting of supply and delivery of office stationery

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement
 - (b) Special Conditions: Section VII
 - (c) General Conditions of Contract: Section VI
 - (d) Scope of Services: Section III
 - (e) Priced Activity Schedule: Section IV
 - (f) Specification and Performance Standard Compliance Sheet: Section V
 - (g) The Purchaser's Notification of Award
3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

4. The Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Namibia on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed:

in the capacity of

in the presence of

For and on behalf of the Supplier

Signed:.....*[insert signature of authorized representative(s) of the Supplier]*

in the capacity of*[insert title or other appropriate designation]*

in the presence of*[insert identification of official witness]*