

REQUEST FOR QUOTATIONS

FOR WORKS

PROCUREMENT OF AUDIO-VISUAL PRODUCTION SERVICES FOR NamRA KACHENU FOR A PERIOD OF 24 MONTHS (APRIL 2026 - MARCH 2028)

PROCUREMENT REFERENCE NO: NCS/RFQ/NamRA/01-14/2025

Cost: Free to be downloaded from NamRA website.

www.namra.org.na

Bidder's Name:	
Contact Details:	Tel:
	Email:
Project Title	Procurement of audio-visual production services for NamRA Kachenu for a period of 24 months (April 2026 - March 2028)
Total quoted amount VAT inclusive	N\$

LETTER OF INVITATION

To: Prospective Bidders

02 February 2026

Procurement Reference No: **NCS/RFQ/NamRA/01-14/2025**

Project title: Procurement of audio-visual production services for NamRA Kachenu for a period of 24 months (April 2026 - March 2028)

Dear Sir/Madam

NamRA hereby invites competent, qualified, and registered companies to submit their best quotation/s for the procurement of Works described in the above-mentioned subject matter. Clarifications and / or Enquiries, if any, shall be in writing only addressed to NamRA PMU at: procurementclarification@namra.org.na

The Quotation/Bid Box is located in Post Street Mall, NamRA Head Quarters, Town Square Building, Upper Retail Floor - Windhoek

DEADLINE FOR BID SUBMISSION: MONDAY, 16 FEBRUARY 2026 AT 11:00 AM

Yours faithfully



MS. PETRA LISHO- MAYUMBELO
MANAGER: PROCUREMENT MANAGEMENT UNIT

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SECTION I: INTRODUCTION

1. OBJECTIVE

The main objective of this procurement is:

- a) To enhance the technical quality, efficiency and consistency of NamRA Kachenu episodes and related video productions.
- b) To secure professional technical services that will ensure high-quality television and digital content production for NamRA's taxpayer and trader education initiatives through the engagement of a professional service provider that will.
 - Deliver broadcast-ready episodes that meet or exceed industry standards.
 - Strengthen the technical capability of NamRA's internal production unit.
 - Ensure timely production and delivery of educational content that supports NamRA's communication strategy and taxpayer engagement initiatives.

2. EXPECTED EXPERTISE SKILLS AND COMPETENCIES

- 2.1 Ability to work with minimal supervision.
- 2.2 Must be result-oriented, a team player, exhibiting high levels of enthusiasm, tact, diplomacy and integrity.
- 2.3 Demonstrate at least five (5) years of experience in audio-visual production, including evidence of past assignments of similar scope.
- 2.4 Provide references and sample works (e.g links or storage drives)

3. INSTITUTIONAL ARRANGEMENTS REPORTING

The bidder will report directly to the assigned Producer of NamRA Kachenu – Strategic Communications and Support Engagements. *(All correspondence, production approvals and deliverable submissions shall be routed through this office, with copy to the Procurement Management Unit.)*

SECTION II – INSTRUCTIONS TO BIDDERS

4. SCOPE OF WORK

The Bidder shall be responsible for providing complete technical support during the planning, recording and post-production of NamRA Kachenu episodes and inserts, including:

- 4.1 Camera operations (studio and on-location).
- 4.2 Sound engineering, audio balancing and mixing.
- 4.3 Video editing, colour correction, graphics insertion, titling and mastering.
- 4.4 Integration of NamRA branding and adherence to the NamRA Written Style Guide and the NamRA Brand Guide.
- 4.5 Safe handling and management of raw and edited footage, all of which must be safe guarded and handed over to NamRA.
- 4.6 Collaboration with NamRA's production team to ensure alignment with communication objectives.

A. Pre-Production Support

- 4.7 Participate in coordination meetings with NamRA's production team to review scripts, storyboards and production schedules.
- 4.8 Provide technical input on lighting, sound setup, camera angles and other creative aspects to ensure professional execution.
- 4.9 Recommend optimal production approaches for both studio and on-location shoots.

B. Production / Filming

- 4.10 Operate cameras during studio recordings and on-site interviews, ensuring high-definition footage (minimum 1080p).
- 4.11 Set up and manage all sound recording equipment (microphones, mixers and audio monitors).
- 4.12 Conduct lighting design and management to ensure visual clarity and brand consistency.
- 4.13 Capture B-roll footage, aerials (if applicable) and supplementary visuals for editorial use.
- 4.14 Manage time and resources efficiently to meet production schedules.

C. Post-Production Editing

- 4.15 Perform non-linear video editing, incorporating colour grading, transitions and sound balancing.
- 4.16 Insert NamRA-branded graphics, animations, lower-thirds and titles consistent with the NamRA Corporate Communications Style Guide (2023).
- 4.17 Prepare and master final episodes and inserts suitable for broadcast and digital distribution (TV, YouTube and social media platforms).
- 4.18 Deliver both full-length and short-format edits for multiple channels.

D. Delivery and Handover

- 4.19 Submit raw footage, project files and final mastered episodes on approved external drives or via WeTransfer, google drive or any other viable platform.
- 4.20 Provide technical reports summarising production processes, challenges and recommendations.
- 4.21 Conduct post-engagement debrief sessions to share insights and promote internal skills transfer to NamRA's team.

5 DURATION OF CONTRACT

The contract duration shall be **24 months**, after issuance and acceptance of letter of award (NamRA currently does not issue Purchase Orders) and upon signing of the Service-Level Agreement (SLA), with the possibility of renewal based on performance, quality and availability of funds. Deviation in completion period shall NOT be considered unless if such deviation in delivery is agreed upon with the Client, NamRA.

6 EXPECTED DELIVERABLES

The service provider is expected to deliver the following outputs:

Deliverable	Description	Frequency / Timeline
NamRA Kachenu Episodes	Professionally recorded and edited episodes for television and digital platforms.	Bi-weekly
Short Inserts	Brief thematic videos for social media and internal communication.	As required
Raw Footage and Project Files	All unedited material and project source files for NamRA's archives.	Per production
Technical Reports	Summary of technical issues, recommendations and quality improvements.	Monthly
Knowledge Transfer Sessions	Guided sessions to enhance internal production capacity.	Quarterly
Final Mastered Content	Fully edited, colour-graded and mixed video outputs ready for broadcast.	Per production

SECTION III – EVALUATION AND QUALIFICATION CRITERIA

NamRA shall have the right to request clarifications in writing during the bid evaluation.

7 BIDDING EVALUATION PROCEDURE

As per NamRA Internal Procurement Policy, bids will be evaluated in three stages namely, stage one, two, and three respectively by BEC appointed by the Accounting Officer / Commissioner and subsequently a BEC report and minutes of meeting proceedings will be submitted to the Procurement Committee (PC) for review and recommendation of award to the successful bidder. Finally, PC will submit it to the Accounting Officer for further review and approval/decline of award thereto.

7.1 STAGE ONE: SUBMISSION OF MANDATORY AND ELIGIBILITY CRITERIA

The following are mandatory documents to be submitted by bidders, non-submission of documents outlined below is **automatic disqualification** which means the bidder will not be evaluated for stage 2.

TABLE 1 – EVALUATION CRITERIA	YES / NO
1. Is the Bidder under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission or thereafter? Or is the bidder debarred or suspended from bidding for a certain period by the Policy Unit (PU) under the Ministry of Finance and Public Enterprises. (The BEC will confirm by checking a list of debarred bidders on PU website)	
2. Submit a valid certified copy of a full founding statement or certificate of business registration for an entity incorporated in Namibia or registered under the company or close corporation laws of Namibia certified by the Commissioner of Oaths or Namibian Police. Clearly indicate all shareholders and principals. Provide certified copies of Identification Documents for all shareholders listed on the founding statement. Must be Namibian citizen or majority Namibian ownership in the case of a Company or Close Corporation, with full details of beneficial ownership. NB: Media, visual audio and/or production should be one of the business activities registered for	
3. Submit a valid original or certified copy of a Good Standing Tax certificate from NamRA NB: Valid refers to validity date of certificate by bid closure.	
4. Submit a valid original or certified copy of a Good Standing Certificate from Social Security Commission (SSC) NB: Valid refers to validity date of certificate by bid closure.	
5. Submit minimum of three (3) reference letters and purchase orders or letters of award awarded for visual audio services undertaken for the past 5 years. (Reference letters must be on respective company letterheads and stamped)	
Submit a certificate indicating SME status	

7.2 STAGE TWO: TECHNICAL EVALUATION

Bidders are required to meet all the requirements listed below as failure would deem the bid **non-responsive**. Which means the bidder will not be evaluated for stage 3.

TABLE 2 TECHNICAL EVALUATION CRITERIA AND SCORING

A. EXPERIENCE				
Company experience				
			Max Marks	
01	Media, visual audio and/or production as part of the bidder's founding statement	Media, visual audio and/or production as part of the bidder's founding statement	5	5
		Media, visual audio and/or production is not part of the bidder's founding statement	0	
02	Bidders' experience in technical audio- visual production services (Provide proof of authentic letters of award for work experience. Duration of the contract and total value of the contract to be indicated on the letter of award/Purchase Order from the client of current contracts and / or previous awarded contracts).	5 years' experience in technical audio - visual production services and above, substantiated by letter(s) of contract award.	20	20
		3-4 years' experience in technical audio- visual production services and above substantiated by letter(s) of contract award.	10	
		Minimum of 2 years' experience in technical audio- visual production services and above substantiated by letter(s) of contract award.	5	
		If no reference letter(s)	0	
B. QUALIFICATION AND PERSONNEL				
03	Provide qualification related to audio visual production and CVs for a qualified technical team: 2 camera operators 1 sound technician 1 video editor 1 director/producer. (Zero (0) marks will be given for failure to provide the above requested documents.)	20	20	
04	Specific experience in video production of similar nature (e.g., television shows, documentaries, or educational videos). Provide at least three (3) recent reference letters and sample via URL links. (Zero (0) marks will be given for failure to provide all of the above requested documents.)	15	15	
C. PRODUCTION				
05	Provide a production workflow, scheduling and quality assurance measures. (Zero (0) marks will be given for failure to provide the above requested documents.)	25	25	
D. EQUIPMENT AND TOOLS				
Equipment and Tools for the bidder to perform this contract:				

06	Evidence of access to or ownership of professional-grade equipment (cameras, lighting, microphones, editing suites).	<i>Attach proof of assets / tools and equipment that the bidder intends to use for the execution of this contract</i>	15	15
	<i>(A letter of hiring the equipment and tools is acceptable. Signed by both company hiring and contractor on a formal hiring company letterhead)</i>	<i>No evidence attached or If No proof of equipment and tool attached.</i>	0	
TOTAL SCORE POINTS				100

Note: The bidder's submission will either be responsive or non-responsive to the technical specifications' requirements above. Only bidders obtaining 75 marks and above will be considered for financial evaluation – stage 3

7.4 STAGE THREE: FINANCIAL EVALUATION

This stage determines the substantially responsive lowest quoted bidder. This is the third and final stage of bid evaluation.

Bidders to provide detailed cost breakdown / estimates on their company letterhead.

8 SECTION IV: PRICE ACTIVITY SCHEDULE

You may complete / write the total bid amount in the block below. Bidders must attach their detailed prices for each item as per the specifications provided.

Item No	Brief Description of Episodes	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
1.	Videography Services (Filming, Editing, Sound and Final Delivery)	Per episode	each		
2.	Post-production- Video Editing, Colour Correction and Grading, Audio Editing, Special Effects (VFX), Tilting ang Graphics (Promo, Episode and Inserts)	Per episode	each		
3.	Miscellaneous Expenses: Contingency and miscellaneous costs		each		
				Subtotal	
				VAT @ %	
				Total Bid amount	

9 SECTION V: BID CLARIFICATION AND ENQUIRIES

All technical / procurement clarifications and / or enquiries, if any, should be addressed by email to NamRA Procurement Management Unit (PMU) at: procurementclarification@namra.org.na

Taking part in this process does not commit or bind NamRA in accepting any proposal. The RFQ process may be cancelled at any given time without prejudice.

The Accounting Officer/Commissioner's award to the successful bidder is final and binding.

NB: Bidders to submit one original and two copies of the bidding document.

10 SECTION VI. PLACE FOR BID SUBMISSION

Bids should be posted, or hand delivered in a single sealed envelope indicating the procurement reference number and detailing the project title for the work to be undertaken as per details below:

The Chairperson: Procurement Committee
Through the Head: Procurement Management Unit (PMU)
PROCUREMENT REFERENCE NO: NCS/RFQ/NamRA/01-14/2025
NamRA Head Office, Town Square Building,
Upper Retail Floor, Post Street Mall
P O Box 569
WINDHOEK
Email address: procurementclarification@namra.org.na

- Bidders are responsible for ensuring that their bids reach NamRA in good time.
- Bids received after the deadline will not be considered.
- All costs associated with the preparations and submission of bids are to be incurred by the bidders and does not bind NamRA to accept the quotation.

END//