

Procurement Ref. No. NCS/ONB/RFA–04/2021

Provision of Printing Services to the Road Fund Administration for a 3-Year Period
over the 2022/2023, 2023/2024 and 2024/2025 Financial Years

NOTICE TO TENDERERS No.1

This notice to Tenderers No. 1 forms an integral part of the bid/ tender NCS/ONB/RFA–04/2021 documents and takes precedence.

Tenderers are required to acknowledge receipt of this Notice to Tenderers No. 1 in writing on the attached Acknowledgement of Receipt form via sending an email to procurement@rfanam.com.na.

NB: A signed copy of this notice should also be attached in the bid which you submit on the closing day of this tender.

VERY IMPORTANT: Please note that the deadline for submission of bids in this procurement is extended to no later than:

11H00 on Monday, 15 August 2022.

Note further that the last day for clarification questions is: **Friday, 29th July 2022**

This notice serves as a clarification on the questions received from potential bidders at the bid clarification meeting held last week Wednesday, 13th July 2022, including emails received in the interim.

Question 1

MDC Logbooks: on the specifications it first says 40 NCR papers in triplicate and then another 10 NCR papers in triplicate. Are these listed separately because they have different artwork? Or is there another reason?

RFA Response

The RFA MDC Logbook has 50 (triplicate pages in total in the whole book. The first 40 triplicate pages are interrupted by an MDC Logbook Order sheet, and immediately after that you will have a continuation of the logbook for the remaining 10 triplicate pages. Thus, the artwork remains the same for all 50 logbook pages.

Hence why we specify as follows:

MDC LOGBOOKS (Triplicate Sheets)

(first 40 logbook pages)

Size = A4 @1 x 80g bond (Explanatory Notes) – Full Colour

40 x NCR (CB - White)
40 x NCR (CFB - Yellow)
40 x NCR (CF - Blue) } Logbook – Full Colour

1x 80g Bond (Logbook Order Form) - Full Colour

(remaining 10 logbook pages)

10 x NCR (CB - White)
10 x NCR (CFB - Yellow)
10 x NCR (CF - Blue) } Log Book – Full Colour

Kindly, do not deviate from the specifications referred to in the revised specifications document. Alternatively, visit the RFA Office again to view the samples.

Question 2

Fuel Levy Application Form (Companies): If my memory serves me right it was a pad similar to the “Fuel Levy Claim Forms”. Is that correct or is it only a double-sided leaf on 80 gsm Bond?

RFA Response

No, they are not similar. Kindly, do not deviate from the specifications referred to in the revised specifications document, they are clearly stipulated. Alternatively, visit the RFA Office again to view the samples.

Question 3

CBC Permits : These are continuous forms and what if no supplier can produce it locally? Would it be a problem to outsource them?

In the pre-tender meeting of today, there were much emphasis on printing locally, hence my question.

RFA Response

The preference for this bid is that printing be done locally. There are local printers capable of printing CBC permits within Namibia.

Question 4

Must the samples be provided on the exact paper, or can we use an alternative paper or submit samples of similar work done?

RFA Response

The RFA takes note of the concerns raised at the bid clarification meeting, however, the final decision of the RFA is that samples must be provided as per the document specifications of this bid.

No samples for other similar work will be considered in the grading of this bid. This means that **it is not a disqualifying criterion if you do not submit the samples required by the RFA**, however, you will simply just not score points in that grading category.

Question 5

Can the contracting period be reduced to one year, because of the prevailing uncertainty in fuel prices that drives up costs for goods?

RFA Response

The RFA takes note of the concerns raised at the bid clarification meeting, however, the contract period will not be reduced to one year.

Bidders are requested to include the necessary price adjustments depending on market research and foreseeable statistics as indicated in the bid document.

Question 6

Will the RFA renegotiate contract prices if the supplier is unable to deliver at contract price due to the unstable economic environment and constant fuel price increases?

RFA Response

The RFA's procurement contracts are governed by section 63 of the Public Procurement Act, 15 of 2015. Thus, contract performance will be monitored through contract management processes in accordance with the Act.

Question 7

The printing of Business Cards: The tender document said we must quote for 2 000 - is it just for one person or a few persons? If it is business cards for a few people, how many business cards per person, because that will affect the price.

RFA Response

The RFA prints on average about 100 business cards per person, for about 20 different people, hence why we state that we require about 2 000 per year. Requests per person vary.

Question 8

The Fuel Levy Folder – what does it look like? Would it be possible to scan and send to me?

RFA Response

Please note the correction. The Fuel Levy Folder is not a folder, but it is a brochure. Kindly refer to the revised specifications sheet provided with this notice.

Furthermore, note that all the items listed in LOT A and LOT B are scanned and uploaded in PDF format for your viewing benefit, you may download using the following links:

LOT A

<https://wetransfer.com/downloads/d140a5a9ca96fbbfd5726ef4a495970b20220719141007/1f18ab6131a808214015df82c1cb872c20220719141034/05b10d>

LOT B:

<https://wetransfer.com/downloads/f8fcbff7e397692475310fee9969cc2f20220719134053/3acba20e3dd4ff604075ca3b942d718d20220719134241/5eaf9f>

Question 9

The Notepads: Just want to confirm whether the A5 is indeed wi-ro-binded? (Did not see a sample)

RFA Response

Yes, they must be wi-ro-binded (Wiro bound).

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ACKNOWLEDGEMENT OF RECEIPT FORM
OF
NOTICE TO TENDERERS NO. 1

I herewith acknowledge receipt of this Notice to Tenderers No. 1 for the above-mentioned bid/tender.

Received via:

Facsimile

E-mail

Other _____

Name of Authorized Tenderer's Representative

Signature of Authorized Tenderer's Representative

Name of Company/Tenderer

Date

Section VI of the Bid TOR: Scope of Service and Performance

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REVISED SPECIFICATIONS

NB: Bidders are requested not to deviate from the specifications provided below as any deviation will have an impact on technical evaluation.

DOCUMENT	SPECIFICATIONS
CBC Permits	(Duplicate) printed on Dot Metrics Printer (Epson FX 890) Description: Tax Invoice Size: 240mm x 280mm Colour: Full Colour Paper: First copy - 54 gsm CB White First copy - 120 gsm CB White Finish: Sprocket Holes and Perforating Collating Gothic numbering (3 per page)
MDC LOG BOOKS	MDC LOGBOOKS (Triplicate Sheets) A4 @ 50 copies in triplicate First page in book: A4 @ 1 x 80g bond (Explanatory Notes) – Full Colour both sides. NCR pages printed in full colour on one side only. 40 x NCR (CB - White) – numbered and perforated 40 x NCR (CFB - Yellow) – numbered and perforated 40 x NCR (CF - Blue) – numbered and fixed 1x 80g Bond (Logbook Order) - Full Colour on one side (perforated) 10 x NCR (CB - White) – numbered and perforated 10 x NCR (CFB - Yellow) – numbered and perforated 10 x NCR (CF - Blue) – numbered and fixed Cover: 700 gsm Chipboard front and back (unprinted) – quarter bound.

	<p>80 gsm Eurotack Matt sticker A5 printed in full colour to be glued on front cover.</p> <p>160 gsm Liner Board fold-in cover printed in black on one side only.</p>
<p>MDC CONFIRMATION OF PAYMENT BOOKS</p>	<p>Duplicate Size = A4 @ 50 copies in duplicate. Printed in full colour on one side only. 50 x NCR (CB – White) 50 x NCR (CF - Green)</p> <p>Cover: 700 gsm Chipboard front and back (unprinted) – quarter bound.</p>
<p>MDC REGISTRATION FORMS</p>	<p>Size = A4 (Double Sided) – 80g bond – full colour on both sides</p>
<p>MDC LOGBOOK ORDER FORMS</p>	<p>Size = A4 (Single Sided) - 80g Bond – full colour on one side.</p>
<p>MDC ASSESSMENT FORMS</p>	<p>Size = A4 (Double Sided) – 80g Bond – full colour on both sides – Micro perf</p>
<p>MDC PRE ASSESSMENT FORMS (exam pad)</p>	<p>Exam Pad Size = A4 @ 50 copies in duplicate Insides printed in full colour on one side only. Padded on top. 1st (CB-White) – perforated 2nd (CF- White) – fixed</p> <p>Front Cover (250 gsm Gloss) printed in full colour on both sides. Backing Board (700 gsm Chipboard) unprinted.</p>
<p>FUEL LEVY CLAIM FORMS</p>	<p>Pad Size = A4 @ 50 copies in duplicate. Insides printed in full colour on one side only. 1st (CB-White) – numbered and perforated 2nd (CF- White) - numbered and fixed Front and back cover (180 gsm Jubilee Buff) unprinted. Front cover numbered. Padded on top.</p>

FUEL LEVY APPLICATION FORM (Companies)	Size = A4 (Double Sided) – 80g bond – full colour
FUEL LEVY APPLICATION FORM (Farming)	Size = A4 (Opens A3 folded to A4 printed on 3 sides) – 80g Bond -full colour
CBC APPLICATION FORMS	Size= 215mm x 100 mm Colour: Black Process front Green front Paper: 80 Gsm Bond
MDC Brochure	Printed in full colour on both sides. Trimmed to size, creased, and folded x 3 Size: 210 x 400 mm folded to 210 x 100 mm Pages: 8 Paper: 150 gsm Matt
Fuel Levy Brochure	Printed in full colour on both sides. Trimmed to size, creased, and folded x 2 Size: 210 x 300 mm folded to 210 x 100 mm Pages: 6 Paper: 150 gsm Matt
CBC English Brochure	Printed in full colour on both sides. Trimmed to size, creased, and folded x 4 Size: 210 x 500 mm folded to 210 x 100 mm Pages: 10 Paper: 150 gsm Matt
CBC Portuguese Brochure	Printed in full colour on both sides. Trimmed to size, creased, and folded x 3 Size: 210 x 400 mm folded to 210 x 100 mm Pages: 8 Paper: 150 gsm Matt
Posters x 3 kinds	Printed in full colour on one side only plus gloss lamination on both sides. Trimmed to size Size: A3 Paper: 200 gsm Gloss

Newsletter	<p>Printed in full colour Size: A4 Pages: 12 pages Cover: Slightly thicker (harder) than the inside pages Saddle stitched Paper: 170 gsm Gloss</p>
Business Cards	<p>Full colour printed both sides Size: 90mm x 50mm Paper: 300 gsm Gloss</p>
Folders	<p>Folders printed in full colour on one side only plus Matt Lamination on one side. Size: A4 Die cut, creased, folded, and glued to size B/ Card slits on right hand side pocket. Size: 460 x 450mm (folded to size) Material: 350 gsm Matt</p>
Notepads A5	<p>Description: Inside pages printed in full colour on one side. Cover printed in full colour on one side only with wire binding on top plus backing board. Pages: 40 (excluding cover & backing board) Size: A5 Paper: Inside pages: 80gsm Bond Cover: 300gsm Matt White Backing Board: 350 gsm Gloss</p>
Notepads A4	<p>Description: Inside pages printed in full colour on one side. Cover printed in full colour on one side only- glued on top plus backing board. Pages: 30 (excluding cover & backing board) Size: A4 Paper: Inside pages: 80gsm Bond Cover: 200gsm Matt White Backing Board: 350 gsm Gloss</p>