		3. Complete the attached Declaration form indicating the percentage of Namibian PDPs ownership / any other form of declaration with relevant content will be accepted
Supply providing Environmental Protection	1%	1.Complete the attached Declaration form and proof that the bidder meets the requirement set out in the bidding document
Supply providing employment to Namibian	1%	1.Complete the attached Declaration form that the bidder employs 50% or more Namibian citizens and 2.Proof from Social Security on number of staff employed by the supplier, including Certified copy of their ID's. 3. A list of Namibian employees indicating their Namibian ID numbers.
Total	**10%**	

20. Award of Contract

20.1 Multiple awards and allocation of Assignments.

All bidder whose bids are substantially responsive and meet all eligibility, technical and qualification requirements specified on this bidding documents shall be selected for award. Each successful bidder's accepted unit services rates shall apply throughout the contract period. Services shall be required on an ad hoc basis. Assignments shall be allocated among successful bidders according to the required turnaround time, urgency, confirmed availability, capacity and distribution of workload. Appointment does not guarantee any minimum quantity or value of work, or an equal allocation of assignments.

21. Notification of Award and Debriefing

The Public Entity 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 Public Entity shall attend to all requests for debriefing made in

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/RA-18/2026**

[Complete the total rates 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
Roads Authority 3rd floor Northern Wing

Item No.	Brief Description of Services	Rate per page	Total
1.	Provision of transcription for 36 months		
		VAT @ 15%	
		Grand Total	

Priced Activity Schedule Authorised By:

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

SECTION III: SCOPE OF SERVICE

PROVISION OF CONSULTANTS FOR TRANSCRIPTION SERVICES FOR 36 MONTHS

-Appeal Hearing minutes

-Disciplinary hearing minutes

-Any other meetings that are HR related matters

-These audios need to be transcribed into word documents

-Charge rate per page

- Ability to keep confidential information

- At least four service providers will be awarded