

Expression of Interest EOI 003/2020.

# PROVISION OF BRANDED PROMOTIONAL ITEMS TO GIPF.



**GIPF**  
Government Institutions  
Pension Fund

*To guard, and to grow.*

The Government Institutions Pension Fund (GIPF) was established to provide retirement benefits to employees in the services of the Namibian Government and other participating public institutions. The Fund's membership includes active members and a variety of annuitants. The Fund projects an image of being a professional and reliable partner to its members and stakeholders and therefore needs to provide a clear and consistent brand through its products and services. In this regard, the Fund is calling for qualified service providers to offer branded promotional items.

In this regard, GIPF is inviting reputable and experienced companies to submit Expression of Interests (EOI) for the: **Provision of Branded Promotional Items to GIPF.**

## SCOPE OF WORK

1. Develop creative concepts for promotional materials.
2. Supply and deliver promotional items to the Fund.
3. Assist the Fund to set up and dismantle its exhibition stands.
4. Designing and printing of promotional materials.

## PROPOSAL:

A comprehensive proposal should be submitted and must include the following information:

- a) A detailed background of the company and ownership structure.
- b) A list of work done and track record within the promotional materials industry.
- c) A costing model or rate card for conceptualisation and design work if available.
- c) Certificate of Good Standing with the Receiver of Revenue for VAT.
- d) Certificate of Good Standing Certificate with Social Security Commission.

Bidders must complete a compulsory Bidders Form obtainable via e-mail: [gnaris@gipf.com.na](mailto:gnaris@gipf.com.na)

For additional information please contact:

Mr. Amos Kamonde | Manager: Marketing Services  
Tel: 061 – 205 1290 | E-mail: [akamonde@gipf.com.na](mailto:akamonde@gipf.com.na)

Ms. Gisela Naris | Procurement Technician  
Tel: 061 – 205 1746 | E-mail: [gnaris@gipf.com.na](mailto:gnaris@gipf.com.na)

**Sealed bids quoting the EOI number and indicating the service to be rendered should be posted or hand delivered to:**

The Chairperson: Procurement Committee  
GIPF **EOI 003/2020: PROVISION OF BRANDED PROMOTIONAL ITEMS.**  
GIPF Head Office, 3rd Floor  
Corner Dr Kenneth David Kaunda  
& Goethe Street  
Windhoek  
P.O Box 23500  
Windhoek  
Namibia

**Closing Date: 09 December 2020 @ 12:00 pm**  
**No late proposals will be accepted.**

Visit: [www.gipf.com.na](http://www.gipf.com.na) Email: [info@gipf.com.na](mailto:info@gipf.com.na)

