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NAMIBIA STATISTICS AGENCY

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**Request for Sealed Quotations for IT Network Cabling and Civil Works**

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**Procurement Reference No: W/RFQ/NSA – 02/2025**

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**Bidder's Name:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Tel/Cell No:** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Bid Total Amount VAT incl** \_\_\_\_\_

**Issued Date: 21 February 2025**

**Closing Date: 07 March 2025 @ 11:00**

To be deposited in the bid Box located at Namibia Statistics Agency, FGI House, Post Street mall, Ground Floor at Reception area.

Tel: +26461 431 3293 Fax: +26461 431 3253 P.O. Box.2133 Windhoek, FGI House, Post Street Mall

**Bid amount per lot**

<b>Bid amount per lot</b>		
LOT 1:	First floor and Reception area	N\$
LOT 2:	Second floor works	N\$
LOT 3:	Third floor works	N\$
LOT 4:	Fourth floor works	N\$
LOT 5:	Fifth floor works	N\$

## Letter of Invitation

*[Name and Address of Bidder]*

**Procurement Reference Number: W/RFQ/NSA – 02/2025**

**21 February 2025**

To whom it may concern,

### **Request for Quotations for IT Infrastructure Works: Network Cabling and Civil Works.**

The Namibia Statistics Agency (NSA) invites you to submit your best quote for the works described in detail hereunder.

Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to [procurement@nsa.org.na](mailto:procurement@nsa.org.na)

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,



Dr. Emilia Salomo

*Signature and Name of Head of Procurement Management Unit*

## **SECTION I: INSTRUCTIONS TO BIDDERS**

### **1. Rights of Public Entity**

The NSA reserves the right:

- (a) to split the contract as per the lowest evaluated cost per lot; and
- (b) to accept or reject any quotation or 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 works mentioned in Section III, by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration, where applicable;
- (b) the Priced Activity Schedule in Section IV;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment as deemed appropriate

You are advised to carefully read the complete Request for 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 **120 days** from the date of bid submission deadline.

### **4. Eligibility Criteria**

To be eligible to participate in this Quotation exercise, you should:

- (a) The bidder must submit a detailed quotation on its company letterhead, in addition to Section III List of Goods and Price Schedule
- (b) have an original or certified copy of the company Registration Certificate;
- (c) have an original or certified copy of a valid good Standing Tax Certificate;
- (d) have an original or certified copy of a valid good Standing Social Security Certificate;
- (e) have a valid certified copy of the Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (f) Submit a valid bid signed Bid-securing Declaration.
- (g) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-

clause 4.6 of the General Conditions of Contract if it is awarded the contract or part thereof; and;

- (h) Have a certified copy of a valid good standing BIPA Certificate.
- (i) All the mandatory documents in terms of section 50(2) of the Public Procurement Act, 2015 (Act No 15 of 2015) as amended, should be valid at the closing date of the bid or after.
- (j) The principal business should be in line with the nature of the service required.
- (k) Complete all spaces provided and initial each page of the standard bidding.
- (l) Submit one original and two copies of the bidding document
- (m) **Site visit to all three sites is compulsory for all as per the schedule in the evaluation criteria.**

#### **5. Bid Security/Bid Securing Declaration**

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

#### **6. Works Completion Period**

The completion period for works shall be within 3 weeks after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable.

#### **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 at the back of the envelope.

#### **8. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at **Namibia Statistics Agency, FGI House, Post Street Mall, Ground Floor at Reception area**, not later than **07 March 2025, 11h00**. Quotations by post or hand delivered should reach **Namibia Statistics Agency** by the same date and time at the latest. Late quotations will be rejected. Quotations received by e-mail will not be considered.

#### **9. Opening of Quotations**

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security/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 Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

**11. Technical Compliance**

The Specifications and Compliance Sheet details the minimum specifications of the works to be carried out. The specifications have to be met, but no credit will be given for exceeding the specifications.

**12. Prices and Currency of Payment**

Prices for the execution of works shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works, and shall include all duties. The whole cost of performing the works shall be included in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted.

**13. Margin of Preference**

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

*Not applicable*

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 perform the works 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 contained 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 7 days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within 7 days of the unsuccessful bidders being informed of the award.

## SECTION II: QUOTATION LETTER

**(to be completed by Bidders)**

*[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it will be rejected***

Quotation addressed to:	Namibia Statistics Agency
Procurement Reference Number:	W/RFQ/NSA – 02/2025
Subject matter of Procurement:	Request for Quotations for IT Network Cabling and Civil Works

We offer to execute the Works detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Sealed Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instructions to Bidders

We undertake to abide by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid Security/Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead *[forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

The validity period of our Quotation is \_\_\_\_\_ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity 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.

Works will commence within \_\_\_\_\_ *[insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within \_\_\_\_\_ *[insert number]* days from date of issue of Purchase Order/ Letter of acceptance.

### Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./E-mail	

**Appendix to Quotation Letter**

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

**Date:** *[Day / month / year]*

**Procurement Ref No.:** .....

**To:** .....*[insert complete name of Public Entity and address]*.....

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.]*

***\*delete if not applicable / appropriate***



**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

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.

**NB: Site visits are compulsory for all lots****A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS****Lot 1: First floor and Reception area works**

- Supply and install x4 (x2 data, x2 telephone) Cat 7 ethernet cables from the mini-server room to reception area.
- Supply and install x500 (x250 data, x250 telephone) Cat 7 ethernet cables from mini server room at first floor.
- Repair electric sockets at the reception area
- Unmount tables at DPC and install them at Mutual Platz building at the designated area.
- Label and test all cables.
- Provide a comprehensive report on all work done.

**Lot 2: Second floor works**

- Supply and install x200 (x100 data, x100 Telephone) Cat 7 ethernet cables terminating at the mini-server room on the second floor.
- Label and test all cables.
- Provide a comprehensive report on all work done.

**Lot 3: Third floor works**

- Supply and install x200 (x100 data, x100 Telephone) Cat 7 ethernet cables terminating at the mini-server room on the Third floor.
- Label and test all cables.
- Provide a comprehensive report on all work done.

**Lot 4: Fourth floor works**

- Supply and install x200 (x100 data, x100 Telephone) Cat 7 ethernet cables terminating at the mini-server room on the fourth floor.
- Label and test all cables.
- Provide a comprehensive report on all work done.

**Lot 5: Fifth floor works**

- Supply and install x200 (x100 data, x100 Telephone) Cat 7 ethernet cables terminating at the mini-server room on the fifth floor.
- Label and test all cables.
- Provide a comprehensive report on all work done.

**NB: NSA reserves the right to award more than one lot to a bidder.**

**SECTION IV: PRICED ACTIVITY SCHEDULE**

Procurement Reference Number: **W/RFQ/NSA – 02/2025**

*[Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below.] The quantities shown below are approximate and not subject to re-measurement for payment purposes.*

INSTRUCTIONS TO THE PUBLIC ENTITY At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. <i>[To be filled by the Public Entity]</i>					INSTRUCTIONS TO BIDDERS 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) <ul style="list-style-type: none"> <li>If an equivalent is quoted, please attach to your quote appropriate technical information &amp; specification</li> <li>Bidders shall fill in and sign the bottom section of this page</li> </ul>				
A	B	C	D	E	F	G	H	I	
Lot no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
1	First floor and Reception area	1	Various works	1					
2	Second floor works	1	Various works	2					
3	Third floor works	1	Various works	3					
4	Fourth floor works	1	Various works	4					
5	Fifth floor works	1	Various works	5					
					<b>TOTAL</b>				
NAME:			POSITION:		SIGNATURE			DATE	
NAME OF BIDDER:			ADDRESS:						

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

*[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]*

Procurement Reference Number: \_\_\_\_\_

*[Bidders should complete columns C and D with the specifications and performance of the Works offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications offered in the signature block below]*

<b>Item No</b>	<b>Specifications and Performance Required</b>	<b>Compliance of Specifications and Performance Offered</b>	<b>Details of Non-Compliance/ Deviation (if applicable)</b>
<b>A*</b>	<b>B*</b>	<b>C</b>	<b>D</b>
1	<b>Lot 1: First floor and Reception area works</b>		
2	<b>Lot 2: Second floor works</b>		
3	<b>Lot 3: Third floor works</b>		
4	<b>Lot 4: Forth floor works</b>		
5	<b>Lot 5: Fifth floor works</b>		

\* Columns A and B to be completed by Public Entity.

### 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. **W/RFQ/NSA – 02/2025** available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below

## **SECTION VII: EVALUATION CRITERIA**

This section contains the criteria that the Namibia Statistics Agency will use to evaluate the bids.

### **SITE INSPECTION**

3.1. All the bidders are required to do a mandatory site inspection of each lot to be bid as per the following schedule, failure to attend will lead to disqualification:

**Date scheduled:** 27<sup>th</sup> February 2024

**Time** : 14:30- 15:30

**Venue** : Mutual Platz office building

Post Street Mall

Windhoek

**NB: THE ATTENDANCE WILL BE RECORDED, AND THE ABSENCE OF A BIDDER'S NAME ON THE ATTENDANCE LIST WILL DISQUALIFY THE BIDDER FROM THE PROCESS.**

### 3.2. TECHNICAL EVALUATION

#### ALL LOTS WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA

LOT: Deliverables	Weight	Criteria	Score
<b>Lot 1-5</b>			
Reference letter of similar work done with letter head of client	45	0 letter	0
		1 letter	10
		2 letters	25
		3 letters or more	45
Company profile	10	No company or irrelevant profile Provided: The bidder did not provide any profile related to related works.	0
		Highly Relevant company profile: The profile provided is highly relevant and offers valuable insights into the supplier's capabilities and professionalism in the supply and delivery of related works	10
Staff CVs with the following qualifications /certifications:	45	Bachelor's degree in IT or computer science with specialisation in Networking	25
		Cable installation	10
		Switching and routing	10

**Bidders who did not meet the minimum of 80% per lot in the technical evaluations above will not be evaluated further.**

### 3.3. FINANCIAL EVALUATION

#### 5.1 FINANCIAL REQUIREMENTS

	FINANCIAL REQUIREMENTS	Yes	No
5.1	Has the bidder submitted a letter (credit rating) from a recognized financial institution in Namibia confirming the availability of financial resources to fulfil the bid?		

**Bidders who did not meet the requirements under Financial Requirements above will not be evaluated further.**

#### 5.2 FINANCIAL EVALUATION

Bidder's offers will be evaluated per item, ranked from lowest to highest, and shall be awarded based on the lowest substantially responsive per item in terms of Section 55 (1) of the Public Procurement Act, 2015 (Act No. 15 of 2015).

A bid price that is below 15% of the cost estimate will be deemed non-responsive.

A bid price that is above 15% of the cost estimate will be deemed non-responsive.

**NB: The NSA reserves the right to award multiple lots to a single bidder.**

## SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: \_\_\_\_\_

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

GCC Clause Reference	Special Conditions
<b>Employer GCC 1.1(r)</b>	<i>Namibia Statistics Agency</i>
<b>Intended Completion Date GCC</b>	The intended completion date is 11 <sup>th</sup> April 2025
<b>Project Manager GCC 1.1(y)</b>	The Project Manager is: Ms Dea-da Kandjii
<b>Site GCC 1.1(aa)</b>	The Site is located at Mutual Platz, Post Street mall
<b>Start Date GCC 1.1(dd)</b>	The Start Date shall be: 24 <sup>th</sup> March 2025
<b>The Works GCC 1.1(hh)</b>	The Works consist of: See scope of work
<b>Interpretation GCC2.3</b>	The following additional documents shall form part of the contract:  Report on all the network ports tested and they are working(lot 1-5)
<b>Language and Law GCC 3.1</b>	The language of the contract is English  The law that applies to the Contract is the law of Namibia.
<b>Project Manager's Decisions 4.1</b>	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
<b>Delegation GCC 5.1</b>	The Project Manager <i>may</i> delegate her duties in writing.
<b>Notices</b>	Any notice shall be sent to the following addresses:



<b>GCC Clause Reference</b>	<b>Special Conditions</b>
<b>GCC 6</b>	<p>For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be _____</p> <p>For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be _____</p>
<b>Insurance GCC 13.1</b>	<p>Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be:</p> <ul style="list-style-type: none"> <li>(a) for the Works, Plant and Materials: N\$ 2 million</li> <li>(b) for loss or damage to Equipment: N\$2 million.</li> <li>(c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well.</i></li> <li>(d) for personal injury or death: <ul style="list-style-type: none"> <li>(i) of the Contractor's employees: <i>The Contractor shall take adequate insurance cover for its employees for any claim arising in the execution of the works.</i></li> <li>(ii) of other people: <i>This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives.</i></li> </ul> </li> <li>(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable.</li> </ul> <p>The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the Contractor's All Risks coupled with the Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.</p>
<b>Possession of the Site GCC 20.1</b>	The Site Possession Date shall be: 24 <sup>th</sup> March 2025
<b>Procedure for Disputes</b>	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor

<b>GCC Clause Reference</b>	<b>Special Conditions</b>
<b>GCC 24</b>	in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
<b>Program GCC 25.1</b>	The Contractor shall submit for approval a Program for the Works within ..... days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
<b>GCC 25.3</b>	Program updates <i>shall</i> be required.
<b>Defects Liability Period GCC 33.1</b>	The Defects Liability Period is: 365 days.
<b>Payment Certificates GCC 39.7</b>	A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor”.
<b>Payments GCC 40</b>	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: (a) the payment certificate; and (b) a certificate of Completion of the Works.
<b>Adverse weather Conditions GCC 41.1 (I)</b>	N/A
<b>Price Adjustment GCC 44.</b>	The Contract <i>is not</i> subject to price adjustment.
<b>Retention GCC 45.</b>	(i) no proportion of any payments shall be retained
<b>Liquidated Damages GCC 46.1</b>	The liquidated damages for the whole of the Works are 0.05 per day.  The maximum number of liquidated damages for the whole of the Works is <i>14 days</i> .
<b>Bonus GCC 47.1</b>	The rate for the Bonus per calendar day is: _____
<b>Advance Payment GCC 48.1</b>	(i) No advance payment shall be made* or
<b>Performance Security GCC 49.1</b>	(i) No Performance Security is required*or

<b>GCC Clause Reference</b>	<b>Special Conditions</b>
<b>GCC 56.1</b>	“As built” drawings or operating and maintenance manuals <i>are</i> required.
<b>GCC 59.1</b>	The percentage to apply to the value of the work not completed, representing the Employer’s additional cost for completing the Works, is: <i>10%</i>

**SCHEDULE 1:****QUOTATION CHECKLIST SCHEDULE**

*[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]*

**Procurement Reference No.: W/RFQ/NSA – 02/2025**

<b>Description</b>	<b>Attached (please tick if submitted and cross if not)</b>
The bidder must submit a detailed quotation on its company letterhead, in addition to Section III List of Goods and Price Schedule.	
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid securing declaration	
an original or a certified copy of a valid good Standing Tax Certificate	
an original or a certified copy of a valid good Standing Social Security Certificate	
a certified copy of the valid company Registration Certificate;	
a certified copy of the company shareholder identification Documents	
Have a valid certified copy of the Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998	
an original or certified copy of a valid a good standing BIPA Certificate	

All the mandatory documents in terms of section 50(2) of the Public Procurement Act, 2015 (Act No 15 of 2015) as amended, should be valid at the closing date of the bid or after.	
The principal business should be in line with the nature of the service required.	
Complete all spaces provided and initial each page of the standard bidding.	
Submit one original and two copies of the bidding document.	
Comprehensive quotation for each lot bid for	
Company Profile	
Reference letters	
CVs of employees intended to work on the project with certified qualifications and or certification	

**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.*