



# Otjozondjupa Regional Council



## BIDDING DOCUMENT

For

### Procurement of Works

**PROCUREMENT REFERENCE NO:  
W/RFQ/OTRCGE-01/2024/2025**

### **PROCUREMENT DESCRIPTION:**

Renovation of Tsumkwe centre fence and toilets

Name of Bidder: .....

Contact Number of Bidder: .....

Email Address of Bidder: .....

Authorized Representative: .....

Total price: .....

Signature: .....

***Closing Date & Time: 13<sup>th</sup> January 2024; 10h00***

**Procurement Management Unit  
Otjozondjupa Regional Council  
P.O. Box 1682  
Otjiwarongo  
Namibia**

# Standard Bidding Document

## Table of Contents

**PART 1 – Bidding Procedures** .....

    Section 1 - Instructions to Bidders .....

    Section II- Bidding Data Sheet.....

    Section III - Bidding Forms .....

    Section IV - Evaluation Criteria.....

**PART 2 – Employer’s Requirements** .....

    Section V - Employer’s Requirements.....

**PART 3 – Conditions of Contract and Contract Forms**.....

    Section VI. General Conditions of Contract .....

    Section VII. Special Conditions of Contract.....

    Section VIII - Contract Forms.....



# Otjondjupa Regional Council



Tel: 067-303702  
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P.O. Box 1682  
Otjiwarongo  
Namibia

## Letter of Invitation

**Bidder:** .....

**Contact No:** .....

**PROCUREMENT REFERENCE NO:** W/RFQ/OTRCGE-01/2024/2025

**DESCRIPTION: RENOVATION OF TSUMKWE CENTRE FENCE AND TOILETS**

The Otjondjupa Regional Council invites you to submit your best quote for Construction of the Boundary wall at Erf 445 and Erf 904 Regional Council plots and interlocking of walkway, as described in detail in the bidding document hereunder.

Please prepare and submit your quotation on or before **13<sup>th</sup> January 2024, 10h00** in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

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

Technical Queries, if any, should be addressed to **Ms Goldine Katurota** and for Administration Queries, if any, should be addressed to **Mr Hamukwaya Otniel** via email to [hamukwayaotniel@gmail.com](mailto:hamukwayaotniel@gmail.com)

Yours Faithfully

17

**Mrs S.M.K. TUNUKU**  
**HEAD: PROCUREMENT MANAGEMENT UNIT.**



## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

#### *Otjozondjupa Regional Council*

- (a) have the right 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 annexure for Bid Securing Declaration;
- (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 also advised to carefully read the complete Request for Quotations document, including the Special Conditions of Contract in Section VII, before preparing your Quotation.

### 3. Validity of Quotations

The quotation validity period shall be **60** days from the date of bid submission deadline.

### 4. Eligibility Criteria

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

- (a) have a valid certified copy of Founding Statement for any of the followings:
  - i) an entity incorporated or registered under the company or close corporation laws in Namibia;
  - ii). co-operative registered under the laws regulating co-operatives in Namibia;
  - iii) document serving as of registration as a Trust and Trust deed for a trust registered under laws regulating trusts in Namibia;
- (b) have valid original or certified copy of Good Standing Tax Certificate;
- (c) have valid original or certified copy of Good Standing Social Security Certificate;
- (d) have a valid certified copy of Affirmative Action Compliance Certificate or proof from Employment Equity Commissioner that bidder is not a relevant employer or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) have or sign a written undertaking as contemplated in section 138(2) of the Labour Act, 2007;
- (f) have or sign a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- (g) Sign the Bid Securing Declaration;
- (h) Complete document in full

- (i) Civil Trade Qualifications of owner or employees
- (j) Sign all pages where applicable and initial the whole document;
- (k) Have a certificate indicating SME Status;
- (l) One bidding document per bidder including partnership;
- (m) Certified copy of owner or owners/ bidder Identification Document;
- (n) Bank rating letter with C or better rating;
- (o) 2 Reference letter for similar work of the same magnitude done in the past.

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

Bidders are required to sign a bid security declaration form

#### **6. Works Completion Period/Validity period of Quotation**

The validity period of the quotation is **60 days** and the completion period for works shall be **60 days** after acceptance and issue of Purchase Order and the signing of contract agreement. Deviation in completion period shall not be accepted but 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 Otjozondjupa Regional Council with the Bidder's name and contact details at the back of the envelope.

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

Bid must be registered in the register provided by Council before deposited in the bid box, located at **Otjozondjupa Regional Council's Head Quarters at 22 Henk Willems Street, Otjiwarongo; Ground Floor-Block B** not later than **10h00** on **13<sup>th</sup> January 2025**.

*Please take note: Late quotations will be rejected.*

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

Quotations will be opened internally 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 will be posted on the website of **Otjozondjupa Regional Council** and available to any bidder on request within three working days of the Opening.

#### **10. Evaluation of Quotations**

**Otjozondjupa Regional Council'** 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, to determine the most substantially responsive evaluated quotation.

***NB: The bidder having the lowest evaluated responsive quotation that is 15% above or 15% below the cost estimates shall be selected for award.***

## **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**

None

## **14. Award of Contract**

The Bidder having submitted the substantial responsive bid shall be selected for award of contract. Award of contract shall be by issue of a Contract Agreement and Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

## **15. Notification of Award and Debriefing**

Otjozondjupa Regional Council 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.

## **16. Payment terms**

The Employer undertakes to effect payment within 30 days after completion of the services to the satisfaction of the Client subject to the Service Provider submitting all required documents to initiate the payment. Final payment shall be adjusted to reflect any noncompliance in the execution of the contract.

## 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]*

<b>Quotation Addressed to:</b>	Otjozondjupa Regional Council
<b>Procurement Reference Number:</b>	W/RFQ/OTRCGE-01/2024/2025
<b>Subject matter of Procurement:</b>	Renovation of Tsumkwe centre fence and toilets.

I/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.

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

I/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.

I/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. I/We further understand that this subscription will lead to the 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.

I/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 and signing the contract agreement.

### 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:** .....

**Procurement Ref No. W/RFQ/OTRCGE-01/2024/2025**

**To: Otjozondjupa Regional Council**

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 or a dully authorised assigned member/partner of that close corporation]





## Republic of Namibia

### Ministry of Labour, Industrial Relations and Employment Creation

**Written undertaking in terms of Section 138 of the Labour Act, 2007(Act No. 11 of 2007) and Section 50(2)(d) of the Public Procurement Act, 2015(Act No. 15 of 2015)**

#### **1. EMPLOYER'S 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:

**Tsumkwe**

## 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(Act No. 11 of 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.*

## SECTION III: CIVIL PRICED ACTIVITY SCHEDULE:

Procurement Reference Number: W/RFQ/OTRCGE-01/2024/2025

MINOR RENOVATION FOR TSUMKWE COMMUNITY EMPOWERMENT CENTRE				
	DESCRIPTION	QUANTITY	UNIT RATE	AMOUNT
<b>Bill No1</b>	<b>Toilets and water flow renovations</b>			
<b>1. Taking out and removing taps and mixers</b>				
	Pillar tap, bib tap or angle valve	40	No	
<b>2. Taking out and removing sanitary fittings and appliances, including taps and traps, including disconnecting</b>				
	Stainless steel or earthenware wash hand basin	3.0	No	
<b>3. Repairs to w.c. suites and flushing valves</b>				
	Replace missing or damaged 50mm flexible rubber cone to wc pan and flush pipe	9.0	No	
<b>4. Repairs to w.c. suites and flushing valves</b>				
	Replace missing or damaged beta valve flush unit complete with ball valve and plastic float to w.c. cistern	8.0	No	
<b>5. Repairs to w.c. suites and flushing valves</b>				
	Replace missing or damaged w.c.seat with new heavy duty double seat and flap	8.0	No	
<b>6. Polyethylene, duranite, etc</b>				
	Low level w.c. suite comprising wash down pan, matching 9 litre low level cistern with lid and fitments, flush pipe and heavy duty	3.0	No	
<b>7. Chromium plated brass</b>				
	32mm Bottle trap including tailpipe and wall flange	12.0	No	
<b>8. Chromium plated brass medical taps and mixers</b>				
	15mm Angle regulating valve with 10mm chromium plated copper service pipe 300mm girth bent as required	30.0	No	
<b>9. Chromium plated brass medical taps and mixers</b>				
	15mm Toilet bib tap	2.0	No	
<b>10. Chromium plated brass medical taps and mixers</b>				
	15mm Raised nose pillar tap	8.0		
<b>11. Chromium plated brass medical taps and mixers</b>				
	15mm Wall type sink mixer with overarm swivel outlet	1.0	No	
<b>12. Polyethylene geyser drip trays</b>				
	20mm FJ6.000CP 'Flush master Junior' urinal flush valve only	3.0	No	
<b>13. Extra over uPVC pipes for fittings</b>				

	40mm Pipe fixed or chased into walls	1.0	m	
<b>14. Extra over uPVC pipes for fittings</b>				
	50mm Pipe fixed or chased into walls	1.0	m	
<b>15.Extra over uPVC pipes for fittings</b>				
	110mm Pipe fixed	2.0	m	
<b>16.Underground twin-wall uPVC structured wall pipes laid in ground, including excavations, backfilling, etc and all</b>				
	50mm Reducer	2.0	No	
<b>17.Underground twin-wall uPVC structured wall pipes laid in ground, including excavations, backfilling, etc and all</b>				
	40mm Bend	6.0	No	
<b>18.Underground twin-wall uPVC structured wall pipes laid in ground, including excavations, backfilling, etc and all</b>				
	50mm Bend	10.0	No	
<b>19. Underground twin-wall uPVC structured wall pipes laid in ground, including excavations, backfilling, etc and all</b>				
	110mm Bend	3.0	No	
<b>20.Underground twin-wall uPVC structured wall pipes laid in ground, including excavations, backfilling, etc and all</b>				
	50mm Plain junction	4.0	No	
<b>21.Underground twin-wall uPVC structured wall pipes laid in ground, including excavations, backfilling, etc and all</b>				
	110mm Plain reducing junction	2.0	No	
<b>22. UPVC Gulleys with gulley head and grating encased in concrete</b>				
	110mm Stop end	3.0	No	
<b>23.UPVC Gulleys with gulley head and grating encased in concrete</b>				
	110mm Overflow gulley head	3.0	No	
<b>24. Inspection chambers</b>				
	110mm Gulley P-trap not exceeding 1m deep	3.0	No	
<b>Total bill</b>				
<b>Bill 2</b>	<b>Fence renovation</b>			
<b>1.Removal and replacement of fence</b>				
	Remove existing fence not exceeding 1200mm complete with all droppers, stays, posts, gates	315.0	m	
<b>Bill total</b>				
<b>2. Gates and security fencing</b>				
	Security fencing 2100mm high with 600mm long 45 degrees overhang to one side formed of 50mm diameter	315.0	m	
<b>Bill total</b>				

<b>3. Precast concrete panel fencing with exposed faces of all components finished smooth and with both sides of infill panels</b>				
	Gate size 1000x1800mm high overall with 600mm long 45 degrees overhang with barbed wire and covered with 50mm	1.0	No	
<b>Bill total</b>				
<b>4. Precast concrete panel fencing with exposed faces of all components finished smooth and with both sides of infill panels</b>				
	Gate size 3000x2100mm high overall in two equal leaves with 600mm long 45 degrees overhang with barbed wire and covered	1.0	No	
<b>Bill total</b>				
		<b>Sub-total</b>		
		<b>Contingencies 5%</b>		
	<b>Enter 0% VAT rate if VAT exempt.</b>	<b>VAT 15%</b>		
		<b>Total Bills Amount</b>		

## SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Works to be signed between Otjozondjupa Regional Council and the successful Bidder.

## SECTION VII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: W/RFQ/OTRCGE-01/2024/2025

**NB: At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section III, List of Civil Price Activity Schedule, without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.**

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>	Otjozondjupa Regional Council: P.O. Box 1682; Otjiwarongo 22 Henk Willems Street
<b>Intended Completion Date GCC</b>	The intended completion date is: <b>as per contract</b>

GCC Clause Reference	Special Conditions
<b>Project Manager GCC 1.1(y)</b>	The Project Manager is: Ms Goldine Katurota
<b>Site GCC 1.1(aa)</b>	The Site is located at: Tsumkwe
<b>Start Date GCC 1.1(dd)</b>	The Start Date shall be: <b>7 Days after receipt of official Purchase Order and signing of contract</b>
<b>The Works GCC 1.1(hh)</b>	The Works consist of:  <b>Toilets and fence renovation</b>
<b>Interpretation GCC 2.2</b>	The project will be completed in the following sections: <b>Project to be done in one phase only</b>
<b>Interpretation GCC2.3</b>	The following additional documents shall form part of the contract: <b>Schedule of Work</b>
<b>Language and Law GCC 3.1</b>	The language of the contract is: <b>English</b>  The law that applies to the Contract is the law of: <b>Namibia.</b>
<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>	<b>The Project Manager may delegate his/her duties.</b>
<b>Notices GCC 6</b>	Any notice shall be sent to the following addresses: For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be : <b>Otjozondjupa Regional Council:</b> <b>P.O. Box 1682</b> <b>22 Henk Willems Street</b> For the Contractor, the address shall be as given on the first page of the contract and the contact name shall be  _____
<b>Insurance GCC 13.1</b>	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:  (a) for the Works, Plant and Materials: <i>(for the full amount of the works including removal of debris, professional fee etc...)</i>

GCC Clause Reference	Special Conditions
	<p>(b) for loss or damage to Equipment: <i>(for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer.</i></p> <p>(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></p> <p>(d) for personal injury or death:</p> <p style="padding-left: 40px;">(i) of the Contractor’s employees:<i>[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</i></p> <p style="padding-left: 40px;">(ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i></p> <p>(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable.</p> <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>Intended completion Date</b> <b>GCC 14.1</b>	The intended completion date for the whole of the works shall be: <b>to be discussed during site hand-over</b>
<b>Possession of the Site</b> <b>GCC 20.1</b>	The Site Possession Date shall be: <b>7 days after receipt of Official Purchase Order and signing of contract.</b>
<b>Procedure for Disputes</b> <b>GCC 24</b>	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor 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</b> <b>GCC 25.1</b>	Work program: <b>applicable</b>
<b>GCC 25.3</b>	Program updates shall not be required for this project.

GCC Clause Reference	Special Conditions
<b>Defects Liability Period</b> GCC 33.1	The Defects Liability Period is: <b>365 days on new installations.</b>
<b>Payment Certificates</b> GCC 39.7	“ 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</b> GCC 40	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: <ul style="list-style-type: none"> <li>(a) the payment certificate; and</li> <li>(b) a certificate of Completion of the Works.</li> </ul> <b>A partial payment of 25% shall be made upon 50% completion of works</b>
<b>Adverse weather Conditions</b> GCC 41.1 (I)	Any Delay caused by weather condition must be communicated to the Employer
<b>Price Adjustment</b> GCC 44.	The Contract is not subject to price adjustment.
<b>Retention</b> GCC 45.	<b>(i) 5% of Contract amount shall be retained as Retention for a period of Twelve Months after Completion of project.</b>
<b>Liquidated Damages</b> GCC 46.1	The liquidated damages for the whole of the Works are: N/A
<b>Bonus</b> GCC 47.1	The rate for the Bonus per calendar day is: N\$ 0.00
<b>Advance Payment</b> GCC 48.1	<b>(i) No advance payment shall be made</b>
<b>Performance Security</b> GCC 49.1	<b>(i) No Performance Security is required</b>
<b>GCC 56.1</b>	<b>“As built” drawings or operating and maintenance manuals are not required.</b>
<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: <b>10%</b>



## 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/OTRCGE-01/2024/2025**

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Securing Declaration		
have a valid certified copy of Founding Statement		
have a valid original or certified Good Standing Tax Certificate		
have a valid original or certified Good Standing Social Security Certificate		
have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998		
have a valid certified copy of certificate indicating SME Status		
Owner/Owners Identification document attached		

**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*