



## OTJOZONDJUPA REGIONAL COUNCIL

Tel: (067) 303702/303619/304168

Fax: (067) 302760/302742



P.O. Box 1682  
Otjiwarongo  
Namibia

# STANDARD BIDDING DOCUMENT

*for*

## Request for Sealed Quotations

[Issued in terms of section 7(1)(i) of the Public Procurement Act, 2015]

**(Works)**

W/RFQ/OTRCED-02/2025/2026

*INSTALLING OF PARTITIONING OFFICE AT GROUND  
FLOOR*

Name of Bidder: .....

Contact Number of Bidder: .....

Email Address of Bidder: .....

Authorized Representative: .....

Total price: .....

Signature: .....

**Closing Date & Time:** 5<sup>th</sup> August 2025; 10h00

**Procurement Management Unit**

**Otjozondjupa Regional Council**

**P.O. Box 1682**

**Otjiwarongo**

**Namibia**



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Otjiwarongo  
NAMIBIA

## Letter of Invitation

Bidder's name .....

Contact number .....

**Procurement Reference Number:** W/RFQ/OTRCED-02/2025/2026

Dear Sir/Madam,

**Otjozondjupa Regional Council**, invites you to submit your best quote for the items described in detail hereunder.

### INSTALLING OF PARTITIONING OFFICE AT GROUND FLOOR

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

Queries, if any, should be addressed to **Mr. J. Uusiku** @ [j.uusiku@gmail.com](mailto:j.uusiku@gmail.com)

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,

  
PRIVATE BAG 1682  
OTJIWARONGO

**MRS S.M.K. TUAHUKU**  
**HEAD: PROCUREMENT MANAGEMENT UNIT.**

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The *Otjozondjupa Regional Council* 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 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 company Registration Certificate;
  - 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 an original valid / certified copy good Standing Tax Certificate;
- (c) have an original valid / certified copy good Standing Social Security Certificate;
- (d) 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;
- (e) Submit signed Bid-securing Declaration.

- (f) have or sign a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
- (g) Original or certified copy of partnership agreement in the case of partnership, a valid joint venture agreement in the case of a joint venture or valid agreement in case of other similar arrangement.
- (h) Attach three (3) references letters
- (i) Initial all pages of the bid;

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

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process.

## **6. Works Completion Period**

The completion period for works shall be 60 days 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 Bid Box located at Otjozondjupa Regional Council's head Quarters at 22 Henk Willems Street, Otjiwarongo; new building ground floor, Block B not later than **5<sup>th</sup> August 2025 at 10h00**. Bids by post should reach Otjozondjupa Regional Council; by the same date and time at latest. Late bids will be rejected and returned to the bidder unopened. Bids received by e-mail or fax 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 Securing Declaration, will be posted on the website of the Otjozondjupa Regional Council 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, to determine the most substantially responsive evaluated quotation.

The threshold amount of the project will be determined by the Employer 5% under or above the threshold amount will be the most responsive amount during evaluation.

**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**

*[Not applicable]*

**14. Award of Contract**

The Bidder having submitted the 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:	<b>Otjozondjupa Regional Council: P.O. Box 1682 22 Henk Willems Street</b>
Procurement Reference Number:	<b>W/RFQ/OTRCED-02/2024/2025</b>
Subject matter of Procurement:	<b>INSTALLING OF PARTITIONING OFFICE AT GROUND FLOOR</b>

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 Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead

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	

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

**Date:** .....

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

**To:** .....

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.]





**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: **Otjiwarongo**

## 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.*

SECTION IV: PRICED ACTIVITY SCHEDULE

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

[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.

Priced Activity Schedule Authorised by:

Item No	Brief Description of Works	Qty	Unit	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
	Partition 2.7m high solid full height	m	23		
	Extra over partition for frame for single door size 813x2032mm high	no	5		
	Servicing Air Conditioner	no	1		
	100x75mm Brass butt hinge with brass pin	no	10		
	40mm Semi- Solid flush door with hardboard covering both sides and concealed hard wood edge strips	no	5		
	Euro profile Cylinder Lock Union	no	5		
	Two coats gloss enamel paint on flush door	m <sup>2</sup>	16		
	One coat alkali resistant plaster primer and two coats Acrylic PVA paint on drywall partitions	m <sup>2</sup>	221		
				Sub total	
				Contingency 5%	
				VAT 15%	
				Grand Total	

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

## 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]*

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
	<b>Partition 2.7m high solid full height</b>		
	Extra over partition for frame for single door size 813x2032mm high		
	Servicing Air Conditioner		
	100x75mm Brass butt hinge with brass pin		
	40mm Semi- Solid flush door with hardboard covering both sides and concealed hard wood edge strips		
	Euro profile Cylinder Lock Union		
	Two coats gloss enamel paint on flush door		
	One coat alkali resistant plaster primer and two coats Acrylic PVA paint on drywall petitions		

\* 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 works (Ref. **W/RFQ/OTRCED-02/2025/2026**) available on the website of the Public Entity ([otjozondjuparc.gov.na](http://otjozondjuparc.gov.na))

## 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.

GCC Clause Reference	Special Conditions
<b>Employer GCC 1.1(r)</b>	Otjozondjupa Regional Council: Directorate of Education Arts & Culture P.O. Box 1682; Otjiwarongo 22 Henk Willems Street
<b>Intended Completion Date GCC</b>	The intended completion date is: as per contract
<b>Project Manager GCC 1.1(y)</b>	The Project Manager is: Mr. J. Uusiku
<b>Site GCC 1.1(aa)</b>	The Site is located at Otjozondjupa Regional Council
<b>Start Date GCC 1.1(dd)</b>	The Start Date shall be: 7 Days after receipt of official Purchase Order and signing of contract
<b>The Works GCC 1.1(hh)</b>	Partition 2.7m high solid full height, Extra over partition for frame for single door size 813x2032mm high, Servicing Air Conditioner, 100x75mm Brass butt hinge with brass pin, 40mm Semi- Solid flush door with hardboard covering both sides and concealed hard wood edge strips, Euro profile Cylinder Lock Union, Two coats gloss enamel paint on flush door, One coat alkali resistant plaster primer and two coats Acrylic PVA paint on drywall partitions.
<b>Interpretation GCC 2.2</b>	The project will be completed in the following sections: As a whole once off project.  NB! Contingencies to be claimed must be verified and certified correct by the Works Inspector with a Quotation before it's paid.

GCC Clause Reference	Special Conditions
<b>Interpretation GCC2.3</b>	The following additional documents shall form part of the contract: N/A
<b>Language and Law GCC 3.1</b>	<p>The language of the contract is English</p> <p>The law that applies to the Contract is the law of Namibia.</p>
<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 may delegate his/her duties.
<b>Notices GCC 6</b>	<p>Any notice shall be sent to the following addresses:</p> <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>Otjozondjupa Regional Council: P.O. Box 1682 22 Henk Willems Street</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: <i>(for the full amount of the works including removal of debris, professional fee etc...)</i></li> <li>(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></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:</li> </ul>

GCC Clause Reference	Special Conditions
	<p>(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>(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>Site Date</b> <b>GCC 14.1</b>	The site Data shall be: to be discussed during site hand-over
<b>Possession of the Site</b> <b>GCC 20.1</b>	The Site Possession Date shall be: 7 days after receipt of Official Purchase Order and signing of contract.
<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>	N/A
<b>GCC 25.3</b>	Program updates shall be required.
<b>Defects Liability Period</b> <b>GCC 33.1</b>	The Defects Liability Period is: Six months (6) after completion date.
<b>Payment Certificates</b> <b>GCC 39.7</b>	"Partial payment 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> <b>GCC 40</b>	<p>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:</p> <p>(a) the payment certificates; and</p>



GCC Clause Reference	Special Conditions
	(b) a certificate of Completion of the Works.
<b>Adverse weather Conditions</b> <b>GCC 41.1 (l)</b>	Any Delay caused by weather condition must be communicated to the Employer
<b>Price Adjustment</b> <b>GCC 44.</b>	The Contract not subject to price adjustment.
<b>Retention</b> <b>GCC 45.</b>	Retention 5%
<b>Liquidated Damages</b> <b>GCC 46.1</b>	The liquidated damages for the whole of the Works are: N/A
<b>Bonus</b> <b>GCC 47.1</b>	The rate for the Bonus per calendar day is: N\$ 0.00
<b>Advance Payment</b> <b>GCC 48.1</b>	(i) No advance payment shall be made
<b>Performance Security</b> <b>GCC 49.1</b>	(i) No Performance Security is required or (ii) A Performance Security
<b>GCC 56.1</b>	“As built” drawings or operating and maintenance manuals not 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: 10%

# Contract Agreement

*[The successful Bidder shall fill in this form in accordance with the instructions indicated]*

THIS CONTRACT AGREEMENT is made

The..... day of, .....month, .....year.

BETWEEN

- (1) *Directorate of Education, Arts and Culture a Otjozondjupa Regional Council Directorate* and having its principal place of business at *Private Bag 2618 Otjiwarongo sonweg street* (hereinafter called “the Purchaser”), and
- (2) *[ insert name of Supplier]*, a company incorporated under the laws of *[ insert: country of Supplier]* and having its principal place of business at *[ insert: address of Supplier]* (hereinafter called “the Supplier”).

WHEREAS the Purchaser invited bids for certain Goods and related services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Namibian Dollars]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:
  - (a) This Contract Agreement
  - (b) Special Conditions of Contract
  - (c) General Conditions of Contract
  - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications)
  - (e) The Supplier’s Bid and original Price Schedules
  - (f) The Purchaser’s Notification of Award
  - (g) *[Add here any other document(s)]*
3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.
4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Namibia on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed: *[insert signature]*  
in the capacity of *[ insert title or other appropriate designation]*  
in the presence of *[insert identification of official witness]*

For and on behalf of the Supplier

Signed: *[insert signature of authorized representative(s) of the Supplier]*  
in the capacity of *[ insert title or other appropriate designation]* in the presence of *[ insert identification of official witness]*

## QUOTATION CHECKLIST SCHEDULE

**Procurement Reference No.:** .....

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Securing Declaration		
have an original valid / certified copy good Standing Tax Certificate;		
have an original valid / certified copy 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;		
Submit signed Bid-securing Declaration.		
have or sign a written undertaking as contemplated in section 138(2) of the Labour Act, 2007		
Original or certified copy of partnership agreement in the case of partnership, a valid joint venture agreement in the case of a joint venture or valid agreement in case of other similar arrangement.		
Attach three (3) references letters		

**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.