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NAMIBIA FILM COMMISSION

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## **PROCUREMENT MANAGEMENT UNIT**

# **Request for Quotations For Non-Consultancy Services (Time Based) Service Level Agreement**

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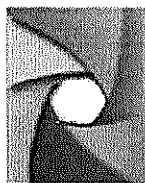
**Provision of printing services for a period of twenty-four  
(24) months**

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**Procurement Reference No: NCS/RFQ/NFC-  
21/2024/2025**

<b>Name of the Bidder:</b>	
<b>Contact Number:</b>	
<b>Email Address:</b>	
<b>Total Bid Amount(N\$):</b>	

Namibia Film Commission  
C/O 29 Jenner and Schonlein Street, Windhoek West  
061 – 381900



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## NAMIBIA FILM COMMISSION

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### PROCUREMENT MANAGEMENT UNIT

#### Letter of Invitation

**To: All Bidders**

Procurement Reference No: NCS/RFQ/NFC-21/2024/2025

**05 July 2024**

Dear Sir/Madam

**Request for Quotations for Provision of printing services for a period of twenty-four (24) months**

The Namibia Film Commission invites you to submit your best quote for the services described in detail hereunder

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

For enquiries, please do not hesitate to contact the following people

Enquiries: [pmu-nfc@mict.gov.na](mailto:pmu-nfc@mict.gov.na), Tel 061-381 900

Please, prepare and submit your quotation at NFC by **10H00 on Monday, 05 August 2024**, in accordance with the instructions given or inform the undersigned in writing if you will not be submitting your quotation.

Yours faithfully,

.....

**Mrs. Shirley Kariange**

**HEAD OF PROCUREMENT MANAGEMENT UNIT**

**Namibia Film  
Commission**

**05 JUL 2024**

**PO Box 40715  
Ausspannplatz**

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

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

The Namibia Film Commission reserves the right:

- (a) to split the contract as per the lowest evaluated cost per site, or
- (b) to accept or reject any quotation or to cancel the quotation process; and
- (c) reject all quotations at any time prior to contract award.

### **2. Preparation of Quotations**

You are requested to quote for the services 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 Performance Standards 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 Contract Data Sheet 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 for **90 days** from the date of 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 /company Registration Certificate (indicating core nature of the business)**
- (b) Have a valid certified copy/original of good Standing Tax Certificate;**
- (c) Have a valid certified copy/original of 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 duly signed Bid-securing Declaration.**
- (f) Submit a duly signed written undertaking**
- (g) Nature of business should be in line with the bid.**
- (h) Bidder to attach three (3) signed and stamped reference letters/ award letters for similar work done in the past three (3) years**
- (i) Bidder should attach company profile**
- (j) All pages and attachments should be initialled**

### **5. Bid Securing Declaration**

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

### **6. Contract Period for Services**

The contract shall be on fixed rate for a period of twenty –four (24) months.

**7. Documents to be submitted**

Bidders shall submit along with their quotation documents giving company's profile, past experience and evidence of similar services provided with customers' reference details.

**8. Sealing and Marking of Quotations**

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number and addressed to the Public Entity with the Bidder's name at the back of the envelope.

**9. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at c/o of Jenner & Schonlein street, Windhoek west, Windhoek, not later than *[05 August 2024, 10H00]*. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

**10. Opening of Quotations**

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid Security/Bid-Securing Declaration will be put on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

**11. 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 lowest evaluated quotation

**12. Scope of Services and Performance Standards**

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

**13. Price and Currency of Payments**

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

**14. Labour Clause**

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

## 15. Margin of Preference

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

Category	Margin of preference
Manufacturer (not applicable)	2%
MSME	1%
Women owned enterprise	1%
Youth owned enterprise	2%
PDP owned enterprise	2%
Supplier promoting Environmental protection	1%
Service rendered by Namibian citizens	1%
TOTAL	10%

15.2 Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

Documentary evidence
-Certificate of registration from a registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant
SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
- IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian female ownership
- IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian youth ownership
-IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificates - declaration indicating the percentage of Namibian PDPs ownership
-declaration and proof that the bidder meets the requirements set out in the bidding document
declaration that the bidder employs 50% or more Namibian citizens

## 16. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service 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 and General Conditions of Contract.

## 17. 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 writing within seven days (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 may be rejected.**]

Quotation Addressed to: [Name of Public Entity]	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to provide the services detailed in the Scope of Services, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this quotation exercise and meet the eligibility criteria specified in Section 1: Request for Quotations.

We undertake to abide ethical conduct 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]

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

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 bid validity.

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

The services 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	

[This form is to be deleted if Bid Securing Declaration is not applicable.]

**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:** .....

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**

[This form is to be deleted if Bid Security is not applicable.]

**Appendix to Quotation Letter**



## Republic of Namibia

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

Written undertaking in terms of section 138 of the Labour Act, 2007 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.



**APPLICATION FOR PREFERENCE FORM IN TERMS OF PUBLIC PROCUREMENT CODE OF  
GOOD PRACTICE ON PREFERENCE, 31 JANUARY 2023.**

**DATE:** \_\_\_\_\_

**PROCUREMENT REF:** \_\_\_\_\_

**SUBJECT:**

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**TO: MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY**

**I/We owner of ..... (company name) in terms of the Public Procurement Act no.15 of 2015, Code of Good Practice on preference hereby wishes to apply for exclusive preference in the following categories;**

*Please tick on the appropriate column:*

Tick	Category	Margin of preference	Documentary evidence to be attach
	Manufacturer	2%	-Certificate of registration from a registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant
	MSME	1%	SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
	Women owned enterprise	1%	- IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian female ownership
	Youth owned enterprise	2%	- IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian youth ownership
	PDP owned enterprise	2%	-IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificates - declaration indicating the percentage of Namibian PDPs ownership
	Supplier promoting	1%	-declaration and proof that the bidder meets the requirements set out in the bidding

	Environmental protection		document
	Service rendered by Namibian citizens	1%	declaration that the bidder employs 50% or more Namibian citizens
	TOTAL	10%	

NB: Failure to attach the Documents Evidence and declaration will result in the application deemed invalid and will not be consider.

The maximum cumulative allowable margin of preference applicable to exclusive preferences for price evaluation purposes is 10%.

(Only applicable if applying for preference on code of good practices)

### DECLARATION FORM

**I/We owner of ..... (company name) hereby declare:**

(Choose only were its applicable)

- .....% of my company shares are owned by Previously Disadvantage Person(PDP).
- .....% of my company shares are owned by youth. (age 15-30)
- .....% of my company shares are owned by women.
- Employees ..... % Namibian citizen.

(Company must employee 50% more Namibian citizen)

**Therefore, I would like to apply for exclusive preference in terms of the Public Procurement Act no.15 of 2015, Code of Good practice on preference ,2023.**

Signed

.....  
[insert signature of person whose name and capacity are shown]

Capacity of:

.....  
[indicate legal capacity of person (s) signing]

Name:

.....

Date .....

Company stamp

## SECTION III: SCOPE OF SERVICES

The Service provider will be expected to print brochures, catalogues, invitation cards, programmes and schedules, business cards, posters and any other print materials when need arises. Quantities and paper type as described and listed in the Priced Activity. A service level agreement will be entered for a period of twenty-four (24) months. **NB: All artwork to be supplied by the Employer.**

## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/NFC-21/2024/2025**

[Complete the unit and total prices for each item listed 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**

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	<b>Filming in Namibia Catalogue:</b> Extent: 16 Pages text, 4 pages cover Final Size: A5 210mmX148mm(landscape) Flat Size: 420mm X 148mm Print: cover-4/4 coloured CMYK/CMYK Print: text 4/4 coloured CMYK/CMYK Paper: Cover-art gloss 200 gsm Paper: text-Art gloss 128gsm Finishing: creased, saddle stitched and trimmed to size	1	EA		
2	<b>Namibia film location catalogue:</b> Extent: 24 pages text/self-cover Final Size: custom 140 mm X 220 mm Flat Size: 280 mm X 220 mm Print: cover-4/4 coloured CMYK/CMYK Paper: Art Gloss 170 gsm Finishing: creased, saddle stitched and trimmed to size	1	EA		
3	<b>Business Cards:</b> Extent: one sided Final size: 50mm x 90mm Print: 4/0 coloured CMYK Paper: art matte 300gsm Finishing: trimmed to size	1	EA		

4	<b>Event Programs:</b> Size: A4 foldable Print: double sided Paper: 150gsm Finishing: trimmed to size	1	EA		
5	<b>Posters: A3</b> Print: one sided Paper: glossy 150gsm	1	EA		
6	<b>Posters: A2</b> Print: one sided Paper: glossy 150gsm	1	EA		
7	<b>Posters: A4</b> Print: one sided Paper: glossy 150gsm	1	EA		
8	<b>Certificates: A4</b> Print: one sided Paper: silver (Torino board) 160gsm	1	EA		
9	<b>Annual Report: A4 full</b> colour Print: 150 pages Cover: hard 200 gsm Paper: glossy 150gsm Paper size: 210mm x 216mm	1	EA		
10	<b>Vinyl stickers:</b> Print: Digital NFC Logo	1	EA		
11.	<b>Flyers:</b> Extent: two sided Size: A4, 210mm x 297mm Print: 4/4 full colour Paper: art gloss 150gsm Finishing: trimmed to size	1	EA		
12.	<b>Staff cards:</b> Print: One sided customized Material: PVC Shape: rectangular Standard size: 8.6cmx5.4cm	1	EA		
13.	<b>Thank you cards:</b> Extent: two sided Final size: 5cm x 3cm Print: one sided Paper: art matte 300gsm Finishing: trimmed to size	1	EA		
14	<b>Popcorn Box: Medium</b> Size: Height 185mm Width Top: 145mm Bottom: 105mm	1			
<b>Other additional costs</b>					

Enter 0% VAT rate if VAT exempt.

Subtotal	
VAT @      %	
Total	

\* Columns A to D to be completed as applicable by Public Entity

**Priced Activity Schedule Authorised By:**

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

## SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/NFC-21/2024/2025

*[Bidders should complete columns C and D with the specifications and Performance standards of the services offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification 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)
A*	B*	C	D
1	<b>Filming in Namibia Catalogue:</b> Extent: 16 Pages text, 4 pages cover Final Size: A5 210mmX148mm(landscape) Flat Size: 420mm X 148mm Print: cover-4/4 coloured CMYK/CMYK Print: text 4/4 coloured CMYK/CMYK Paper: Cover-art gloss 200 gsm Paper: Text-Art gloss 128gsm Finishing: creased, saddle stitched and trimmed to size		
2	<b>Namibia film location catalogue:</b> Extent: 24 pages text/self-cover Final Size: custom 140 mm X 220 mm Flat Size: 280 mm X 220 mm		

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
	Print: cover-4/4 coloured CMYK/CMYK Paper: Art Gloss 170 gsm Finishing: creased, saddle stitched and trimmed to size		
3	<b>Business Cards:</b> Extent: one sided Final size: 50mm x 90mm Print: 4/0 coloured CMYK Paper: art matte 300gsm Finishing: trimmed to size		
4	<b>Event Programs:</b> Size: A4 foldable Print: double sided Paper: 150gsm Finishing: trimmed to size		
5	<b>Posters: A3</b> Print: one sided Paper: glossy 150gsm		
6	<b>Posters: A2</b> Print: one sided Paper: glossy 150gsm		
7	<b>Posters: A4</b> Print: one sided Paper: glossy 150gsm		
8	<b>Certificates: A4</b> Print: one sided Paper: silver (Torino board) 160gsm		
9	<b>Annual Report: A4 full colour</b> Print: 150 pages Cover: hard 200 gsm Paper: glossy 150gsm Paper size: 210mm x 216mm		
10	<b>Vinyl stickers:</b> Print: Digital NFC Logo		
11	<b>Flyers:</b> Extent: two sided Size: A4, 210mm x 297mm Print: 4/4 full colour Paper: art gloss 150gsm Finishing: trimmed to size		
12	<b>Staff cards:</b> Print: One sided customized Material: PVC Shape: rectangular Standard size: 8.6cmx5.4cm		

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>
13	<b>Thank you cards:</b> Extent: two sided Final size: 5cm x 3cm Print: one sided Paper: art matte 300gsm Finishing: trimmed to size		
14	<b>Popcorn Box: Medium</b> Size: Height 185mm Width Top: 145mm Bottom: 105mm		

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

**Specifications and Performance Standard Compliance Sheet Authorised by:**

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



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

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), **Ref: NCS/RFQ/NFC-21/2024/2025** for the procurement of services (time based) available on the website of the Public Entity ([www.mict.gov.na](http://www.mict.gov.na)) except where modified by the Special Conditions below.

## SECTION VII: CONTRACT DATA SHEET

### Procurement Reference No NCS/RFQ/NFC-21/2024/2025

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

Clause	Contract Data
<b>GCC 1.1 Effectiveness of Contract</b>	The Contract shall to come into effect as from the date of contract signature.
<b>GCC 1.3.1 Intended Completion date</b>	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall enter into a service level agreement for twenty-four months (24). With option of extension by not more than twelve (12) months.
<b>GCC 1.6.1 Issue of notices</b>	The Authorized Representative of the Employer is: Mrs. Florence Haifene, Executive Secretary  The Authorized Representative of the Service Provider is: _____
<b>GCC 2.6 Insurance and liabilities to Third Party</b>	The amount of the Professional Indemnity Insurance Cover shall be at least: _____
<b>GCC 2.7 Reporting Obligations</b>	The Service Provider shall report to: Mrs. Shirley Kariange, Shirley.Kariange@mict.gov.na
<b>GCC 4.3 Terms of Payment</b>	Payments will be made to the Service Provider on a monthly basis after receipt of invoice.
<b>GCC 4.5 Price Adjustment</b>	Prices shall not be adjustable.

### SCHEDULE 3

#### QUOTATION CHECKLIST SCHEDULE

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

**Procurement Reference No.:** NCS/RFQ/NFC-21/2024/2025

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
A valid certified copy of founding statement /company Registration Certificate (indicating principal nature of the business)	
A valid certified copy /original of good Standing Tax Certificate;	
A valid certified copy /original of good Standing Social Security Certificate;	
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;	
A duly signed Bid-securing Declaration.	
A duly signed written undertaking	
Nature of business should be in line with the bid.	
Three (3) signed and stamped reference letters/ award letters for similar work done in the past three (3) years	
Company profile	
Pages and attachments should be initialled	

**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.