



REPUBLIC OF NAMIBIA

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

PROCUREMENT MANAGEMENT UNIT

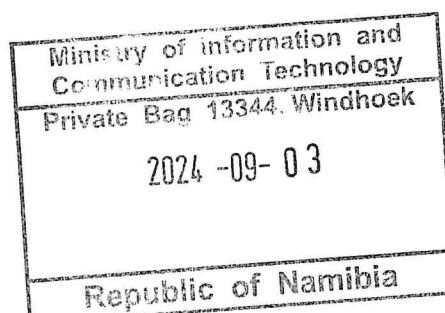
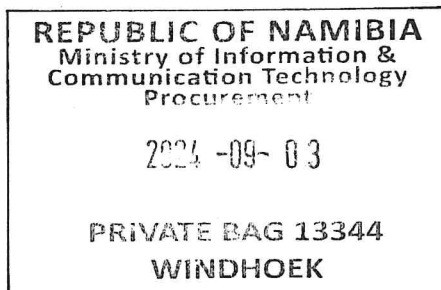
Request for Sealed Quotations (Goods)

SUPPLY AND DELIVERY OF OFFICE REFRESHMENTS

Procurement Reference No: G/RFQ/29-26/2024

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

Ministry of Information and Communication Technology
Trust Building 2nd floor
061 – 283 23408





REPUBLIC OF NAMIBIA

REPUBLIC OF NAMIBIA
Ministry of Information &
Communication Technology
Procurement

2024 -09- 03

PRIVATE BAG 13344
WINDHOEK

MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

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Namibia

PROCUREMENT MANAGEMENT UNIT

Letter of Invitation

03 September 2024

To: All Bidders

Procurement Reference No: **G/RFQ/29-26/2024**

SUPPLY AND DELIVERY OF REFRESHMENTS

Dear Sir/Madam

The Ministry of Information and Communication Technology invite you to submit your best quote for the goods described in detail hereunder.

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

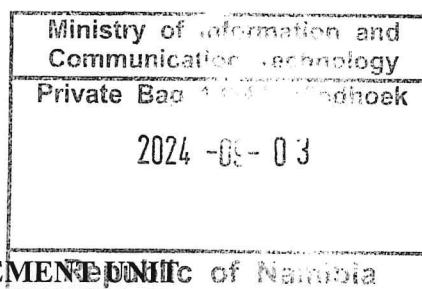
For enquiries, please do not hesitate to contact the Procurement Management Unit at the following email: pmu@mict.gov.na

Please, prepare and submit your quotation at MICT- Trust Building 2nd floor **by 10h00 on 20 September 2024**, in accordance with the instructions given or inform the undersigned if you will not be submitting your quotation.

Yours faithfully,

MR. ANDREAS AMUNYELA

HEAD: PROCUREMENT MANAGEMENT UNIT



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Ministry of Information and Communication Technology reserves the right:

- (a) To split the award of the contract as per the lowest evaluated cost per item, or
- (b) To accept or reject any quotation; and
- (c) 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 services mentioned in Section III by completing, signing and returning:

- (a) The Quotation Letter in Section II with its annex for Bid Securing Declaration,
- (b) The Priced Activity Schedule in Section IV;
- (c) The Specifications and Performance Standards 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 **90 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 certified copy of Founding statement ;(Indicating the nature of the business)
- (b) Have an original/certified copy of a valid good Standing Tax Certificate;
- (c) Have an original/certified copy of a valid good Standing Social Security Certificate;
- (d) 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;
- (e) Have a valid certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Submit signed Bid-Securing Declaration;
- (g) Principal business should be in line with the nature of this procurement.
- (h) Submit signed Written undertaking in terms of section 138 of the Labour Act, 2015

- (i) initialise all the pages of the bidding document
- (j) Submit Company profile and two (2) references letters where similar services have been provided in the past three (3) years certified by the Commissioner of Oath.
- (k) Bidders should strictly quote for Namibian made products where so indicated in the specifications.

5. Bid Security/Bid Securing Declaration

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

6. Delivery

Delivery shall be **strictly within 15 days** after acceptance/issue of Purchase Order.

6.1 Deviation in delivery period shall be considered if such deviation is reasonable.

6.2 The tests and inspections will be conducted on the goods at delivery:

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 and contact information at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **The Ministry of Information and Communication Technology – Trust Building 2nd floor**, not later than **20 September 2024 at 10H00**. Quotations by hand delivered should reach **The Ministry of Information and Communication Technology –Trust Building 2nd Floor** by the same date and time at 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 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.

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 lowest evaluated quotation.

11. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However, evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

12. Documents Establishing Conformity of Goods and Related Services

[The list mentioned hereunder may be amended by Public Entity to supplement requirements for a specific procurement]

Bidders shall submit along with their bids the documents ☒ marked hereunder:

(a)	Documents to establish conformity of goods as specified in Schedule of Requirements, highlighting deviations, if any, so as to establish substantial responsiveness of the proposed goods item;	<input type="checkbox"/>
(b)	A list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period specified in the Specification and Performance Requirement Sheet, following commencement of the use of the goods.	<input type="checkbox"/>
(c)	Documentary evidence to establish to the satisfaction of the Purchaser that goods proposed, as per other than the brand name, catalogue numbers or standard as specified by the Purchaser, ensures substantial equivalence or are superior.	<input type="checkbox"/>
(d)	Evidence of the bidder's technical capacity to be furnished by one or more of the following means: (i) a list of the principal deliveries effected in the past three years, with the sums, dates and recipients, whether public or private, involved; and (ii) Type test certificates drawn up by official quality control institutes or agencies of recognized competence attesting the conformity of the goods with respect to specifications conformity.	<input type="checkbox"/> <input type="checkbox"/>
(e)	Documentary evidence to establish Bidder's ability to provide the service or to execute the installation with regard to their skills, efficiency, experience and reliability.	<input type="checkbox"/>

13. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements. The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

14. Prices and Currency of Payment

Prices for the execution of services 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 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.

15. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the services 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

16. Margin of Preference

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

Category	Margin of preference
Nature of business in line with the request	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%

1.2. 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



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

DATE:.....

PROCUREMENT REF:

SUBJECT:.....
.....
.....

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 Environmental protection	1%	-declaration and proof that the bidder meets the requirements set out in the bidding 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%.

DECLARATION FORM

I/We owner of (Company name) hereby declare:
(Choose only where 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 employ 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 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 this RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]

Quotation Addressed to :	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to provide the services detailed in the Scope of Service, 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]

The validity period of our Quotation is **90 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.

The services will commence within **30 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./Fax	

Appendix to Quotation Letter

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

Date: _____

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

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.*

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Procurement Ref No.

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS						
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. [To be filled by the Public Entity]				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) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page						
A	B		C	D	E	F	G	H	I	
Item no.	Description of Goods		Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/m onth	Country of Origin
1.	Oasis Water Still 330ml		650	Ea.						
2.	Oasis water Sparkling 300ml		100	Ea.						
3.	Red Label Cream lemon 200g		3	Ea.						
4.	Droewors plain 100g Namibian product		30	Ea.						
5.	Biltong Beef sliced 100g Namibian product		30	Ea.						
6.	Cashew nuts roasted 250g Namibian product		10	Ea.						
7.	Cashew nuts roasted 1kg Namibian product		1	Ea.						
8.	Tea Rooibos Assorted flavours 20's		5	Ea.						
9.	Tea five Roses 100 teabags		5	Ea.						
10	Five Roses Early Grey 250g		3	Ea.						
11.	Five Roses English breakfast		3	Ea.						
12	Green Tea 250g		3	Ea.						
13	Dried fruits 200g/250g Namibian product		5	Ea.						
14	Pure Honey Gold 250g Namibian product		10	Ea.						
15	Cremora 750g		8	Ea.						
16	Ginger honey Instant Tea pack of 10		10	Ea.						
17	Jacobs Cofee 200g		10	Ea.						

[illegible]

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency: Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: NA=NOT APPLICABLE, NQ=NO QUOTE

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

[the Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.]

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: _____

[Bidders should complete columns C and D with the specification of the goods 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.]

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

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1.	Oasis Water Still 330ml		
2.	Oasis water Sparkling 300ml		
3.	Red Label Cream lemon 200g		
4.	Droewors plain 100g Namibian product		
5.	Biltong Beef sliced 100g Namibian product		
6.	Cashew nuts roasted 250g Namibian product		
7.	Cashew nuts roasted 1kg Namibian product		
8.	Tea Rooibos Assorted flavours 20's		
9.	Tea five Roses 100 teabags		
10.	Five Roses Early Grey 250g		

11.	Five Roses English breakfast		
12.	Green Tea 250g		
13.	Dried fruits 200g/250g Namibian product		
14.	Pure Honey Gold 250g Namibian product		
15.	Cremora 750g		
16.	Ginger honey Instant Tea pack of 10		
17.	Jacobs Cofee 200g		
18.	Assorted Amajoya Sweets 125g		
19.	Koffie Huis Pronto Bags 48 Pack		
20.	Assorted 100% Juice 330ml Namibian product		
21.	Grapetiser 330ml		
22.	Appletiser 330ml		
23.	Pringles Assorted 165g		
24.	Doritos Assorted 120g		
25.	Simba Chips Assorted 120g		
26.	Lays Chips Assorted 105g		
27.	Trigz Chips Assorted 85g		
28.	Milk Long Life 1lt x5 boxes Namibian product		
29.	Romany Creams Assorted 200g		
30.	Tennis Biscuits Assorted 200g		
31.	Salt Crackers Assorted 200g		
32.	True Lemon Juice 100% 500ml		
33.	Nuts Peanuts& Raisin 250g Namibian product		

34.	Nuts 250g Namibian product		
35.	Sugar Brown 5kg Namibian product		
36.	Sugar White 5kg Namibian product		
37.	Safari Nuts Peanuts Roast/salt 150g		
38.	Ricoffy 750g		

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. **G/RFQ-GCC** on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

SECTION VI: 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 except where modified by the Special Conditions below.

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 GCC.

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Ministry of Information and Communication Technology
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is: 301 Trust Building, Independence Avenue, 2nd Floor.
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the Ministry of Information and Communication Technology , the address and the contact name shall be: Executive Director ATT: Head of PMU Ministry of Information and Communication Technology Private Bag 13344 Windhoek Email: pmu@mict.gov.na For the Supplier, the address and contact name shall be: _____

Subject and GCC clause reference	Special Conditions
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: _____
Delivery and Documents GCC 13.1	The Goods are to be delivered within 15 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note; (b) signed invoice; (c) signed purchase order.
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed “ shall not ” be adjustable.
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price “ shall not be ” adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser’s name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.
Performance Security GCC 18.1	(i) No performance security is required
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: _____
Inspection and Test GCC 26.1	The inspection and tests shall be: will be carried out upon delivery.
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are 2% per day. The maximum amount of liquidated damages for the whole contract is 5% of the final contract price.

Subject and GCC clause reference	Special Conditions
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: Not Applicable

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.:** _____

Description	Attached	Not Attached
Bid Letter		
Price Activity Schedule		
Specification and Compliance Sheet		
Bid- Securing Declaration		
Written undertaking in terms of section 138 of the Labour Act, 2007		
Original / Valid certified copy of a Tax Good Standing Certificate – NAMRA		
Original / Valid certified copy 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;		
Valid Company Registration Certificate (Indicating the nature of the business)		
A valid SME Certificate (for bids reserved SME)		
Submit Company profile and two (2) references letters where similar services have been provided in the past three (3) years certified by the Commissioner of Oath.		
Initialise all the pages of the bidding document		
Bidders should strictly quote for Namibian made products where so indicated in the specifications.		

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.