



REPUBLIC OF NAMIBIA



KUNENE REGIONAL COUNCIL

**DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND
CULTURE**

Request for Quotations For Works

**REPAIR THE DAMAGED CLASSROOMS, FLOORS AND PAINT CLASSROOM
INSIDE WALLS AT KATUTURA PRIMARY SCHOOL**

Procurement Reference No: W/RFQ/KRC: DoEIYSAC-02/2025/26

Kunene Regional Council
P/Bag 502
Opuwo
Namibia

TEL: 065 273950
pmu@kunenerc.gov.na

Name of bidder:

Contact Number of Bidder:

Email Address of Bidder:

Authorized Representative of Bidder:

Signature of Bidder:

Bid total amount: N\$



REPUBLIC OF NAMIBIA



KUNENE REGIONAL COUNCIL

DIRETORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE

Letter of Invitation

To: _____

Procurement Reference Number: W/RFQ/KRC: DoEIYSAC-02/2025/26

Dear Sirs,

Request for Quotations to Repair the damaged classrooms, floors and paint classroom inside walls at Katutura Primary School-Constituency: Opuwo Urban

Bidders are invited resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to **Mr. Simeon Kariko @ 081 148 2090** or **Mr. John I. Haraseb @ 081 778 8356**

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,



G. P. KAMSEB
CHIEF REGIONAL OFFICER

KUNENE REGIONAL COUNCIL PRIVATE BAG 502, OPUWO
30 JAN 2025
TEL: 065-273950 FAX: 065-273077 CHIEF REGIONAL OFFICER

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Kunene Regional Council: Directorate of Education, Arts and Culture 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 **180 working days** from the date of bid submission deadline.

4. Eligibility Criteria

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

- have a valid certified copy of company Registration Certificate;
- have an original or valid certified copy of good Standing Tax Certificate;
- have an original or valid certified copy of 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 (for Bids reserved for SMEs);
- submit signed bid securing declaration;
- an undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order and Award, where applicable and that it will abide to sub-clause 4.6 of the General Conditions of the Contract if it is awarded the contract or part thereof;
- attach certified copies of qualifications of a Plumber, Brick Layer and an Electrician from reputable Education Institution accredited by NQA;

- Attach two **completion certificates** of those completed works of similar nature and complexity to proposed completed works.

5. 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 90 working days after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted.

7. Sealing and Marking of Quotations

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

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at P/Bag 502 Opuwo Kunene Regional Council, Mbumbijazo Muharukua Street, Opuwo or forwarded by fax 065-273077, not later than **18 February 2026 at 11h00 AM. Quotations by post or hand delivered should reach Kunene Regional Council Mbumbijazo Muharukua Street, P/Bag 502 Opuwo by the same date and time at latest 11h00. Late quotations will be rejected.** Quotations 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 Security/Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

10. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

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

12. Prices and Currency of Payment

Prices for the execution of works shall be fixed in Namibian Dollars as quoted.

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

13. Margin of Preference

13.1 The applicable margins of preference and their application methodology are as follows:
See page page 6

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation, with market related rates 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

A Performance Security in the form of a Bank Guarantee representing 10% of the final contract price shall be. **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 seven days of the unsuccessful bidders being informed of the award.

PRICE AND MARGIN OF PREFERENCE

The Margin of Preference on Price offered will be applied to the qualifying Bidders in accordance with the **Code of Good Practice on Preference**, issued by the Ministry of Finance and Public Enterprises through the Procurement Policy Unit (PPU). The lowest evaluated bid price will be determined after the margin of preferences has been applied where applicable.

If a bidder qualifies for margins of preferences on more than one basis, all such margins of preferences must be granted to the bidder and, when considering the bid,

the bid price shall be reduced with the amount determined in accordance with the formula below for the price evaluation purposes.

$$A = \frac{MP \times BP}{100}$$

in which formula

- (a) "A" represents the amount to be determined:
- (b) "MP" represents the total percentage of all margins of preferences granted in respect and
- (c) "BP" represents the bid price.

CATEGORIES OF BIDDERS	MARGIN OF PREFERENCE	DOCUMENT EVIDENCE TO BE SUBMITTED	CRITERIA
Small and Medium Enterprise	1%	Submit a certified copy of a valid original SME certificate , duly certified by the Commissioner of Oaths as issued by the Ministry of Industrialization, Trade and SME Development Declaration indicating the percentage of Namibian SME ownership.	a bidder who is an SME, means an enterprise that has a valid Micro, Small and Medium Enterprise certificate issued by the Ministry responsible for trade, whose minimum equity is 51 % owned by Namibians.
Women owned enterprise	1%	Submit a certified copy of Identification Documents (IDs) of all shareholders Founding statement/company registration indicating ownership structure/shareholder certificate by the Commissioner of Oaths -declaration indicating the percentage of Namibian female ownership.	A bidder who is a woman or whose minimum equity is 51% owned by Namibian women.
Youth Owned Enterprise	2%	Submit a certified copy Identification Documents (IDs) of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate by the Commissioner of Oaths In Namibia, individuals between the ages of 16 and 35 are classified as youth. According to Section 1 of the National Youth Council Act, 2009 Act 3 of 2009, "youth" refers to a person who is between the ages of 16 and 35. The age of an individual will be determined based on their Identification Document	A bidder who is a youth or whose minimum equity is 51% owned by Namibian youths

		(ID). declaration indicating the percentage of Namibian youth ownership.	
Previously Disadvantaged Person owned enterprise	2%	Submit a certified copy Identification Documents (IDs) of all shareholders Founding statement/company registration indicating ownership structure/shareholder certificates by the Commissioner of Oaths declaration indicating the percentage of Namibian Previously Disadvantaged Persons (PDP) ownership. Previously Disadvantaged Persons (PDP) is defined and referred to in Article 23(2) of the Namibian Constitution and affirmative Act	a bidder who is a PDP or whose minimum equity is 51% owned by Namibian PDPs.
Suppliers providing employment to Namibian	1%	Declaration and proof (Employees Social Security registration number) that the bidder employ 50% or more Namibian citizens'- Kunene Regional Council reserves the rights to inspect and confirm the authenticity of the information provided in the declaration.	A bidder who employs 50% or more Namibian citizens.
Total margin of preference	7%		

Award will be given to a bidder whose price is substantially responsive in accordance with the least cost selection method after applying the code of good practices.

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:	
Procurement Reference Number:	
Subject matter of Procurement:	

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 shall be construed as a Bid Securing Declaration which could lead to disqualification on the grounds mentioned in the BSD. The validity period of our Quotation is _____ working 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 7 days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within 90 working days from date of issue of Purchase Order/Letter of acceptance.

We declare that we “qualify/do not qualify” for Margin of Preference applicable to Small and Medium enterprises and shall upon request submit documentary evidence in this respect. *[Bidder to strike out as appropriate]*

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(5) and 56(2))

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 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, 2015 and section 50(2) (D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name: _____

Registration Number: _____

Vat Number:

Industry/Sector:

Place of Business:

Physical Address:

Tell No.:

Fax No.:

Email Address:

Postal Address:

Full name of Owner/Accounting Officer:

Email Address :

2. PROCUREMENT DETAILS

Procurement Reference No: _____

Procurement Description: _____

Anticipated Contract Duration: _____

Location where work will be done, good/services will be delivered: _____

3. UNDERTAKING

I _____ *[insert full name]*, owner/representative

of _____ *[insert full name of company]*

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature: _____

Date: _____

Seal: _____

Please take note:

- 1.A labour inspector may conduct unannounced inspections to assess the level of compliance*
- 2.This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

SECTION III: STATEMENT OF REQUIREMENTS
A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

Repair the damaged classrooms, floors and paint classroom inside walls in accordance with the specification provided under Section IV as per bill of quantities

Works shall be performed in accordance with the bills of quantities

PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/RFQ/KRC-DoEYSAC-02/2025/26**

[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].

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

Time	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A×	B×	C×	D×	E	F
Hacking up or hacking off and removing granolithic, screeds, plaster, tiles, etc from concrete or brickwork and preparing surfaces for new screeds, plaster, tilling, etc (elsewhere measured)					
1.	Screeds or granolithic paving to floors, roofs, treads and risers, etc not exceeding 30mm thick	230.0	m ²		
Finishing to surfaces of concrete smooth					
2.	Surface beds, slabs, aprons, pavings, etc with a wood float	230.0	m ²		
Mortice locks					
3.	Four lever upright mortice claw bolt sliding door lock with stainless steel forend	5.0	No		
Handrails					
4.	50 x 2.5mm Hollow section round handrail	8.0	m		
Handrails					
5.	Extra for capped end	4.0	No		
Handrails					
6.	Bracket formed of 12mm diameter solid bar 260mm girth once bent, welded to handrail	4.0	No		

	and set bar into wall with epoxy grout.				
Screeds wood floated or steel trowelled on concrete					
7.	30mm Thick on floors and landings	230.0	m ²		
Take delivery of, transport to the site, store,protect and lay ceramic floor tiles of differing sizes fixed with and including adhesive to screeded surfaces (elsewhere measured) and flush pointed with an approved tinted waterproof					
8.	Floors to patterns	230.0	m ²		
Take delivery of, transport to the site, store, protect and lay ceramic floor tiles of differing sizes fixed with and including adhesive to screeded surfaces (elsewhere measured) and flush pointed with an approved tinted waterproof.					
9.	Skirting 100mm high stepped to profile of threats and risers	130.0	m		
One coat alkali resistant plaster primer, one coat undercoat and two coats eggshell enamel paint					
10.	On internal smooth plastered walls and columns	330.0	m ²		
Touch up factory primer and one coat undercoat and two coats gloss enamel paint					
11.	On windows with burglar bars (both sides measured flat)	11.0	m ²		
Touch up factory primer and one coat undercoat and two coats gloss enamel paint.					
12.	On flush panel doors and frames (both sides measured flat)	32.0	m ²		
Wash with metal conditioner and two coats Acrylic PVA paint					
13.	On underside of profiled roof sheeting and ceilings (measured on flat to ceiling area)	230.0	m ²		
NON-SCHEDULED ITEMS					
14.	Ceramic fully body tiles	232.0	m ²		
Enter 0% VAT rate if VAT exempt.			Subtotal		
			Preliminary 8%		
			Contingency 10%		
			VAT @ 15 %		
			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 COMPLIANCE SHEET

Procurement Reference Number: _____

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-WCC**) (available at public entities physical address/website: Insert Public Entity address/website) except where modified by the Special Conditions below.

SECTION VII: 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 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 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
Project Manager GCC 1.1(y)	The Project Manager is: Kunene Regional Council: Directorate of Education, Innovation, Youth, Sports, Arts and Culture
Site GCC 1.1(aa)	Katutura Primary School (Constituency Opuwo Urban)
Start Date GCC 1.1(dd)	The Start Date shall be: 7 working days after issuing of Purchase Order.
The Works GCC 1.1(h)	Repair the damaged classrooms, floors and paint classroom inside walls.
Language and Law GCC 3.1	The language of the contract is English The law that applies to the Contract is the law of Namibia.
Project Manager's Decisions 4.1	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.

<p>Notices GCC 6</p>	<p>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: Kunene Regional Council Procurement Management Unit Mbumbijazo Muharukua Street P/Bag 502, Opuwo 065-273 950 Email: pmu@kunenerc.gov.na 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>
<p>Insurance GCC 13.1</p>	<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"> (a) for the Works, Plant and Materials: (for the full amount of the works including removal of debris, professional fee etc...) (b) for loss or damage to Equipment: (for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer. (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract 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). (d) for personal injury or death: <ul style="list-style-type: none"> (i) of the Contractor's employees: [The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works]. (ii) of other people: [This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives]. (e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable. <p>The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the</p>

	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.
Intended Completion Date GCC 16.1	The Intended Completion Date for the whole of the Works shall be: 90 working days from date of site handover.
Possession of the Site GCC 20.1	The Site Possession Date shall be: 7 working days after issuing of Purchase Order
Procedure for Disputes GCC 24	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.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within 7 working days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates shall be required.
Defects Liability Period GCC 33.1	The Defects Liability Period is: 365 days after final inspection and handover.
Payment Certificates GCC 39.7	"Multiple 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".
Payments 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: (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (I)	Weather condition under which normal project work cannot be executed.
Price Adjustment GCC 44.	The Contract is not subject to price adjustment.
Retention GCC 45.	10% of the amount shall be retained from any payment. Half of the retention money will be released after formal taking over of

	the Works and the remaining shall be released after the Defect Liability Period subject to the Contractor making good all defects.
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are 4% per week. The maximum amount of liquidated damages for the whole of the Works is amount based on a maximum number of weeks 10% maximum of contract price.
Advance Payment GCC 48.1	No advance payment shall be made
Performance Security GCC 49.1	(i) A Performance Security in the form of a Bank Guarantee representing 10% of the final contract price shall NOT be required.
GCC 56.1	Operating and maintenance manuals should be supplied to the employer by the contractor not later than: Provided during hand over.
GCC 59.1	The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works, is: 10% of the contracted amount

SCHEDULE 3: QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.:

Description	Attached	Not Attached
Priced Activity Schedules		
Specification and Compliance Sheet		
Bid Declaration Security		
Valid certified Company registration Certificate		
Valid certified Affirmative Action Compliance Certificate		
Valid certified Good Standing Certificate from Social Security		
Valid certified Good Standing Certificate from Ministry of Finance		
Valid certified SME Certificate		
Two completion certificates.		

Qualification of a Plumber, Brick Layer from reputable Education Institution accredited by NQA		
Qualification of Electrician from a reputable Education Institution accredited by NQA with wiring licence.		

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.