

REPUBLIC OF NAMIBIA KUNENE REGIONAL COUNCIL DIRECTORATE: EDUCATION, ARTS & CULTURE



Request for Quotations For Works

REPAIR EXISTING WATER TANK STAND AND BUILD A 3 X SEPTIC TANKS & FENCING OF SEPTIC TANKS AT OKAOKO-TAVI SCHOOL

Procurement Reference No: W/RFQ/KRC: DoEAC-13/2021

Kunene Regional Council P/Bag 502 Opuwo Namibia

TEL: 065 273950 pmu@kunenerc.gov.na

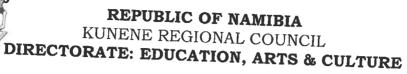


Name of bidder:
Contact Number of Bidder:
Email Address of Bidder:
Authorized Representative of Bidder:
Signature of Bidder:
3id total amount: N\$



EMILIA ALWEENDO

ACTING CHIEF REGIONAL OFFICER





Letter of Invitation

To:	19 February 2021

Proc	urement Reference Number: W/RFQ/KRC:DoEAC-13/2021
Dear	Sirs,
Okac	est for Quotations repairing the existing water tank stand and truction of a 3 x septic tanks and fencing of septic tanks at ko-Otavi School Hostel for the Directorate of Education, Arts and tre: Kunene Regional Council
Any rethe do	esulting contract shall be subject to the terms and conditions referred to in
Querio Kariko	es, if any, should be addressed to Ms Sendra Nakale 065-273950 or Simeon
Please	prepare and submit your quotation in accordance with the instructions or inform the undersigned if you will not be submitting a quotation.
Yours	Faithfully, PRIVATE BAG 502 OPUWO

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 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 (NAMPOL) of company Registration Certificate:
- (b) have a valid certified copy (NAMPOL) of good Standing Tax Certificate:
- (c) have a valid certified copy (NAMPOL) of good Standing Social Security Certificate;
- (d) have a valid certified copy (NAMPOL) of Affirmative Action Compliance Certificate, proof from Employment Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (e) have a valid certified copy (NAMPOL) of certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Submit signed bid securing declaration

- (g) Attach proof of confirmation of account from a Namibian Banking institution;
- (h) Bidders place of principal business must be in Kunene Region. (Attach the confirmation letter from the Regional Councillor responsible for your Constituency, business fitness certificate, etc);
- (i) Attached TWO (2) Purchase orders or completion certificate of completed works with the same complexity;
- have a valid certified copy (NAMPOL) of qualification of a Plumber, Brick Layer from reputable Education Institution accredited by NQA;
- (k) have a valid certified copy (NAMPOL) of qualification of Electrician from a reputable Education Institution accredited by NQA.

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.

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 1st March 2021 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 email 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:

N/A

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

N/A

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation that is 0% above and not less than 15% below the engineer's estimates, 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 required.

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.

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

- total total, te will be rejected

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 ______ 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 60 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 Bidd	er		Com	pany's	Address and seal
Contact Perso	n			- •	
Name of Perso	on Authorisin	g the Quotation:	Posi	tion:	Signature:
Date		Phone No.	/E-		
		mail			

BID SECURING DECLARATION (Section 45 of Act)

(Regulation 37(5) and 56(2))

Dat	e:
Proc	curement Ref No.:
To:	
[inse	ert complete name of Public entity and address
I/We	e* understand that in terms of section 45 of the Act a public entity must include in bidding document the requirement for a declaration as an alternative form of bid
I/We the e	e* accept that under section 45 of the Act, I/we* may be suspended or disqualified in 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 ssful Bidder
	l: signature of person whose name and capacity are shown]
Capac [indica	ity of: te legal capacity of person(s) signing the Bid Securing Declaration
Name: [insert	t complete name of person signing the Bid Securing Declaration]
Duly a	uthorized to sign the bid for and on behalf of: [insert complete name of Bidder]
Dated	on day of [insert date of signing]
Corpor [Note*: partne	rate Seal (where appropriate) In case of a joint venture, the bid securing declaration must be in the name of all the securing the interpretate of the joint venture that submits the bid.]



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
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

SCOPE OF WORKS, SPECIFICATIONS AND A. PERFORMANCE REQUIREMENTS

Renovation of all hostel blocks in accordance with the specification provided under Section IV as per bill of quantities

B. **DRAWINGS**

Works shall be performed in accordance with the bills of quantities

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: W/RFO/KRC: DoEAC-13/2021

Item No	Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	Е	F
Demo	lition and alterations				I.
Takin	g down an removing of polythene water	r tank stands			
1.	Polythylene water tank not exceeding 5000Litres from tank stand exceeding 6m high not exceeding 9m high	2.00	No		
1.The	Contractor must provide all necessary	- CC 1.11 0			
buildi Contr	ngs and to the insides of building as no infolding will only be measured and painng or structure is higher than on storey actor must ensure the stability of the stability and walks were for the stability.	d for work to and to the ac caffolding at	the external stual height of	face of the bu	uilding where the
	ding. 4. The height of the scaffolding states Scaffolding to the external face of	1en liging the	scattolding N	0 300040-1-1-	nay be stored o
scaffol 2.	Iding. 4. The height of the scaffolding states Scaffolding to the external face of three storey building	ated includes	scaffolding. N the ground flo	0 300040-1-1-	nay be stored of
2.	Scaffolding to the external face of three storey building works	ated includes	scaffolding. N the ground flo	0 300040-1-1-	nay be stored o
scaffol 2. Earthy	Scaffolding to the external face of three storey building works over bulk excavation in the earth for ex	ated includes	scaffolding. N the ground flo	0 300040-1-1-	nay be stored o
Earthy Extra	Scaffolding to the external face of three storey building works over bulk excavation in the earth for ex Soft rock (the use jack hammers is necessary)	17.00 cavation in	scaffolding. Nother ground flom m m ³	o materials n or level.	nay be stored o
Earthv 3.	Scaffolding to the external face of three storey building works over bulk excavation in the earth for ex Soft rock (the use jack hammers is necessary)	17.00 cavation in	scaffolding. Nother ground flom m m ³	o materials n or level.	nay be stored o
scaffol 2. Earthv Extra (Scaffolding to the external face of three storey building works over bulk excavation in the earth for ex Soft rock (the use jack hammers is	17.00 cavation in	scaffolding. Nother ground flom m m ³	o materials n or level.	nay be stored o
Earthy Extra 3. Earth 9 4. Structu	Scaffolding to the external face of three storey building works over bulk excavation in the earth for ex Soft rock (the use jack hammers is necessary) supplied by the contractor compacted to	cavation in 120.00 0 93% Mod. A	m m3 ASHTO dens	o materials nor level.	nay be stored o
Earthy Extra 3. Earth 9 4.	Scaffolding to the external face of three storey building works over bulk excavation in the earth for ex Soft rock (the use jack hammers is necessary) supplied by the contractor compacted to Backfilling to trenches, holes, etc Iral Steelwork I columns and beams in single lengths wirete or to steel	cavation in 120.00 0 93% Mod. A	m m3 ASHTO dens	o materials nor level.	nay be stored o

Purli	ns and braces bolted to steel					
7.	. Lipped channel section purlins	89.00	kg			
Floor	and dust gratings					
8.	40x4.5mm bearer bars in varying length laid loose in frame (elsewhere	12.00	m²			
Metal	measured)					
Hand	rails					
9.	handrail	16.00	m			
10	solid bar 260mm girth once bent, welded to handrail and set bar into	16.00	No			
Plumb	wall epoxy grout Ding and Drainage					
	valves, strainers, etc.					
11	. 65mm Brass fullway gate valve	2.00	No			
Class 1	12 HDPE type IV water pipes including	g all straigh	t joints and	connector la	aid in ground in tren	ches
not les	s than oodinin deep including excavati	on excavati	ons, backfill	ing. etc	ground in their	сцез
			m			
Galvar	nised mild steel medium grade pipes in	cluding all	straight join	ts and conr	iectors	
13.	25mm Pipe fixed or chased into walls	60.00	m			
14.	65mm Pipe fixed or chased into walls	28.00	m			
Underg etc and	ground twin-wall uPVC structured wa I all straight joints between pipes	all pipes lai	d in ground	including (excavations, backfill	ling,
15.	110mm Pipes vertically or ramped to	1.00				
	cleaning eyes etc (no excavation	1.00	m			
16.	160mm Pipes laid in and including trenches exceeding 2m and not exceeding 1m deep	6.00	m			-
Septic T						
17.	Excavate for and build septic tank size 6110 x 2960mm internally and 2220mm deep to invert with internal one brick division wall with five 11mm uPVC Pipes 300mm long built through wall, five 110mm uPVC plain junctions each with a 450mm length of 110mm uPVC pipe and two 600 x 900mm access manholes in top slap	3.00	No			
	I Works e edge beams					
18.	2034D @	113.00	m			

	rity fencing including two coats aluming. Security fencing 1800mm high					
	9. Security fencing 1800mm hig vertically with 600mm long 45grad t	h 113.00	m			
	one side formed of 50mm diameter	0		1	ii ii	
	standards 2500mm long with 600	er		1		
	standards 2500mm long with 600mm	n				
	overhand cast into and including	g	1.			
	300x300x750mm 20MPa concrete	e	1			
	base at average 3m centres, four row	s				
	of 2.5mm galvanised double strand reverse twist barbed wired tied to	d				
	standards mosts and and 1 to 1)		1		
	standards, posts and eye bolts, the	9				
	1800mm vertical height covered with 50mm galvanised diamond wire mesh	1				
	fixed at 300mm centres to each	1				
	straining wire	1				
20		11500				
20	security fencing in lieu of four rows	116.00	m			
	of barbed wire					
21						
41	. 50mm Diameter inclined stay or vertical post 3m long with one end	10.00	No			
	bent to detail and bolted to post and					
	the other end with sole plate cast in		1			
	and including 20MPa concrete base	1				
	size 450x450x600mm					
22.		6.00				
	2.7m high vertically with 600mm	6.00	No			
	long 45 grade overhang with capped					
	end and other end with sole plate cast					
	in and including 20MPa concrete	1				
	base size 450x450x600mm deep.					
ates i	n security fencing					
23.	Gate size 3000x1800mm high overall	1.00	NI.			
	in two equal leaves with 600mm long	1.00	No			
	45 grade overhang with barbed wire					
	mesh as for fencing and with suitable				11	
	eye-bolt hinges and 300mm long					
	galvanised dropbolts fixed in position					
	complete					
ater]	Towers					
24.	"NEC Stahl" or other equal and	1.00				
	approved water storage tank stand	1.00	No			
	6m high suitable for 10 000Litre		1			
	water tank (elsewhere measured)					
	erected complete on and including					
	25MPa concrete bases sizes				1	
	650x650x1200mm deep, including					
	excavation, concrete, base plate, etc					
	and paint water tank stand with one					
	coat undercoat and two coats					
	universal gloss enamel paint					
25.	10 0001:	1.00	No			
	L HOVAIIC	1 130	1 (31.0)			

	complete with lid and unions for inlet, outlet and overlow pipes				
1. The	heduled Material te following labour rates must be Included for the labour rates the sand the like. 2. The labour rates tonnection herewith will be payable	usive all lab	our costs such as soci	al securi	ty cost, pensions, ts, foreman costs
26.	Hourly inclusive labour rate for general handyman, metalworker etc.	36	Per Hour		
			Value of building ite	ems	
		Sub-To	otal		
	Enter 0% VAT rate if VAT exempt.	Contin VAT	gencies @ 10% 15%		
Columns	A to D to be completed as applicable by Pul	GRAN	D TOTAL	N\$	

Priced Activity Schedule Authorised By:

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

D to be completed as applicable by Public Entity

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number:	
The state of the s	

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 The Project Manager is: Kunene Regional Council: Directorate of Education, Arts and Culture	
Project Manager GCC 1.1(y)		
Site GCC 1.1(aa)	Abraham Gariseb Primary School Hostel	
Start Date GCC 1.1(dd)	The Start Date shall be: 7 days after issuing of Purcha Order.	
The Works GCC 1.1(h)	The Works consist of: Request for Quotations of Minor Renovations at Abraham Gariseb Primary School Hostel	

GCC Clause Reference	Special Conditions	
Language and	The language of the contract is English	
CCC 3.1	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.	
Notices GCC 6	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@gmail.com 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	
Insurance	Except for the cover mentioned in (d)(i) hereunder, the other	
GCC 13.1	insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be:	
	(a) for the Works, Plant and Materials: (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.	

GCC Clause Reference	Special Conditions	
	(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:	
	(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.	
	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.	
Intended Completion Date GCC 16.1	The Intended Completion Date for the whole of the Works shall be: 60 days from date of site handover.	
Possession of the Site GCC 20.1	The Site Possession Date shall be: 7 days after issuing of Purchase Order	
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	

GCC Clause Reference	Special Conditions		
	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 (1)	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.		

GCC Clause Reference	Special Conditions			
Liquidated Damages	The liquidated damages for the whole of the Works are 4% per week.			
GCC 46.1	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 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		
Reference letter from Kunene Regional Constituency Councillor		
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		
Confirmation of Bank Account Letter from a		
Commercial Bank		
Two Purchase orders or completion certificate of completed works with the same complexity.		
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.