



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



Request for Quotations For Works

Minor Renovation of ablution blocks

MINOR RENOVATION FOR ABLUTION , ADMINISTRATION
 BLOCK AND DRAINAGE INSTALLATION AT KEPHAS
 MUZUMA

Procurement Reference No: W/RFQ/KRC:DoEAC/25/2020

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: NS



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



Letter of Invitation

31 August 2020

To:

Procurement Reference Number: W/RFQ/KRC:DoEAC-27/2020

Dear Sirs,

Request for Quotations for Minor renovation for ablution, administration block and drainage installation for Directorate of Education, Arts and Culture: Kunene Regional Council

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

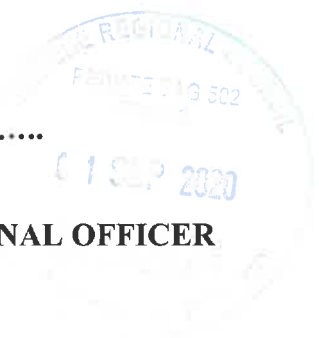
Queries, if any, should be addressed to Ms Sendra Nakale 065-273916 or Simeon Kariko 0811482090

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,



**EMILIA ALWEENDO
ACTING 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 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 Equity 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).

- (i) Attached TWO (2) Purchase order or completion certificate of completed works with the same complexity.
- (j) Qualification of a Plumber, Brick Layer from reputable education institution accredited by NQA
- (k) Qualification of Electrician from a reputable education institution accredited by NQA with wiring licence.

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 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 **07 September 2020 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:

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

Performance Security in a 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***

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 _____ 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 Bidder		Company’s Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./E-mail	



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

Construction of Ablution Block in accordance with the specification provided under Section IV

B. DRAWINGS

Works shall be performed in accordance with the bills of quantities

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number:

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
	DEMOLITIONS AND ALTERATIONS				
1.	Taking down and removing roofs etc				
2.	Malthoid roofing felt and prepare timber surface under to receive new, including turnups, flashings, etc (measured on flat to roof area on slope)	30.00	Metres square		
3.	Taking out and removing pipework, inclusive of valves, etc				
4.	Water supply and sewage pipes of different diameters and pipe types in ground, including excavating, backfilling, etc	60.00	Metres square		
5.	Sealing of existing roofs and flashings				
6.	Take delivery of transport to the site, protect and lay ceramic tiles fixed with and including adhesive to existing plastered surface or screeded surfaces {elsewhere measured) and flush pointed with an approved tinted waterproof jointing compound on (cost of ceramic tiles elsewhere).				
7.	Replace missing or damaged ceramic wall tiles with new in small isolated patches in repair	38.00	Metres square		
8.	REPAIRS TO PLUMBING AND DRAINAGE INSTALLATIONS				
9.	Repairs to w.c. suites and flushing valves				
10.	Service, clean and adjust flushing valve to w.c. suite or urinal, including new washers as may be necessary	28.00	No		
11.	Replace missing or damaged 50mm flexible rubber cone to we pan and flush pipe	3.00	No		
12.	Replace missing or damaged beta vlave flush unit complete with ball valve and plastic float to w.c. cistern	15.00	No		
13.	Replace missing or damaged cistern with	4.00	No		

	new glazed earthenware cistern complete with lid, flushing mechanism and fittings				
14.	Replace missing or damaged w.c. seat with new heavy duty double seat and flap	4.00	No		
15.	Re-fixing of existing sanitary fittings new position (removal of sanitary fittings elsewhere measured)				
16.	Stainless steel or earthenware w.c. suite with cistern and 1 flush pipe	6.00	No		
17.	Sundries				
18.	Clean out blockage in bottle trap or P- or Strap	4.00	No		
19.	Cleaning of sewage pipes by rodding or shooting open blocked pipe not exceeding 160mm diameter with access from rodding eye or manhole				
20.	Clean blocked pipes exceeding 40m and not exceeding 50m long	40.00	Metres		
21.	Clean out blockage in manholes, catch pit, etc				
22.	Clean out blocked manhole or catch pit not exceeding 1m deep	2.00	No		
23.	PAINTWORK				
24.	Clean down and prepare and one coat eggshell enamel paint				
25.	On internal smooth plastered walls and columns	68.00	Metres square		
26.	Extra for additional one coat of paint	68.00	Metres square		
27.	EARTHWORKS				
28.	Extra over bulk excavation in earth for excavation in				
29.	Hard rock (blasting is necessary)	38.00	Metres square		
30.	15MPa/19mm Concrete				
31.	Footings and bases cast against excavated surfaces	10.00	Metres cubic		
32.	Surfaces beds, aprons, pavings, ramps, etc cast in panels	10.00	Metres cubic		
33.	BRICK TEST				
34.	Brickwork of 7MPa cement bricks in class 1				
35.	One brick wall	48.00	Metres square		

36.	ROOF CONSTRUCTION				
37.	Wrot Softwood Grade 4				
38.	69x69mm Purlins	30.00	Metres		
39.	FLOOR COVERINGS				
40.	Mortice locks				
41.	Four lever upright mortice claw bolt sliding door lock with stainless steel forend	6.00	No		
42.	WALL TILING				
43.	PLUMBING AND DRAINAGE				
44.	White virreous china or glazed fireclay				
45.	Low level w.c. suite comprising wash down pan, matching 9 litre low level cister with lid and fitments, flush pipe and heavy duty double flap and seat fixed to wall and floor	4.00	No		
46.	Chromium plated brass				
47.	40mm Bottle trap including tailpipe and wall flange	6.00	No		
48.	40mm Shower trap with chromium plated grating	8.00	No		
49.	Chrome plated brass tape and sundries				
50.	15mm Angle regulating valve with stainless steel braided connector pipe 315mm girth with chromium plated connectors both ends bent as required	14.00	No		
51.	20mm Toilet bib tap	4.00	No		
52.	15mm Raised nose pillar tap	8.00	No		
53.	20mm Underwall pattern sto tap with cover plat	10.00	No		
54.	15mm Underwall type shower cubicle st comprising two Underwall pattern stop taps with cover plates	4.00	No		
55.	The solar water geyser and panels must be installed by the specialist supplier of the geysers and panels				

56.	Class 12 HDPE type IV water pipes including all straight joints and connectors laid in ground in trenches not less than 600mm deep including excavations backfilling etc				
57.	32mm Pipes laid in ground in trenches	150	Metres		
58.	Extra over HDPE pipes for the following compression fittings				
59.	32mm Fittings	8.00	No		
60.	Hard drawn thin walled class 0 Copper pipes to SABS 460 including all straight joints and connectors				
61.	15mm Pipe fixed or chased into walls	38.00	Metres		
62.	54mm Pipe fixed or chased into walls	14.00	Metres		
63.	Extra over PBX/Al/Pox pipes for press-type with crimping brass fittings				
64.	SUNDRIES TO WATER SUPPLTES				
65.	Valve box chamber size 600x900mm and 900mm deep internally formed of 100mm thick concrete class 25MPa base and half brick walls, single seal light duty rectangular cover and frame 600x450mm, including all excavation, concrete, casing, etc	3.00	No		
66.	uPVC soil, waste and vent pipes including all straight joints and connectors				
67.	40mm Pipe fixed or chased into walls	10.00	Metres		
68.	Extra over uPVC pipes for fittings				
69.	110mm Eccentric reducer	3.00	No		
70.	110mm Access bend with vent horn	6.00	No		
71.	50mm Two-way vent valve	6.00	No		
72.	Underarm1nd twin-wall uPVC structured wall pipes laid in ground including excavations, backfilling, etc and all straight joints between pipes				
73.	110mm Pipes laid in and including trenches exceeding 2m and not exceeding 3m deep	100.00	Metres		
74.	Extra for the following fittings to underground twin-wall pipes				
75.	110mm Long radius bend	6.00	No		

76.	uPVC Gulleys with gulley head and grating encased in concrete				
77.	110mm Gulley P-trap not exceeding 1m deep	2.00	No		
78.	Inspection chambers				
79.	Excavate for and build inspection chamber size 900x600mm internally and exceeding 1000mm and not exceeding 1500mm deep to invert	3.00	No		
80.	Cast iron gratings covers, etc				
81.	600x900mm single seal manhole cover and frame type 9E (93kg)	3.00	No		
82.	GLAZING TO STEEL WITH PUTTY				
83.	Panes exceeding 0.5m ² and not exceeding 2m ²	6.00	Metres Squares		
84.	EXTERNAL WORKS				
85.	Water storage tanks as manufactured by Okahandja plastic Converters cc or other equal and approved.				
86.	5000Litre LLDPE hexene polyethylene water storage tank complete with lid and unions for inlet, outlet and overflow pipes	2.00	No		

Subtotal	
Preliminaries@ %	
Contingencies @15%	
VAT @ 15%	
Total	

Enter 0% VAT rate if VAT exempt.

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, Arts and Culture
Site GCC 1.1(aa)	Kephas Muzuma Combined School
Start Date GCC 1.1(dd)	The Start Date shall be: 7 days after issuing of Purchase Order.
The Works GCC 1.1(h)	The Works consist of: Minor renovation for ablution, administration block and drainage installation
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

GCC Clause Reference	Special Conditions
	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:</p> <p>For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be:</p> <p>Kunene Regional Council Procurement Management Unit Mbumbijazo Muharukua Street P/Bag 502, Opuwo 065-273 950</p> <p>Email: pmu.kunenerc@gmail.com</p> <p>For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be</p>
<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

GCC Clause Reference	Special Conditions
	<p>amount for Third Party extended to the Employer and its representatives].</p> <p>(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable.</p> <p>The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the Contractor's All Risks coupled with the Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.</p>
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
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: <p>(a) the payment certificate; and</p>

GCC Clause Reference	Special Conditions
	(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	Performance Security in a 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
Quotation letter		
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 (2) Purchase order 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.