



KUNENE REGIONAL COUNCIL



Tel: +264-65-273950
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M/Muharukua Street
OPUWO, NAMIBIA

Private Bag 502
Opuwo, Namibia

REQUEST FOR QUOTATIONS FOR WORKS

Construction of community kindergarten at Kap en Bou Informal Settlement (Labour)

Procurement Reference No: W/RFQ/KRC- 04/2023

Name of bidder:

Contact Number of Bidder:

Email Address of Bidder:

Authorized Representative of Bidder:

Signature of Bidder:

Amount : N\$.....

Kunene Regional Council
Private Bag 502
Opuwo
Tel: +264-65-273950



**KUNENE REGIONAL COUNCIL
DEPARTMENT OF WORKS**



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OPUWO, NAMIBIA

Private Bag 502
Opuwo, Namibia

Letter of Invitation

(Name and Address of Bidder)

.....
.....
.....
.....

Procurement Reference No: W/RFQ/KRC – 04/2023

Dear Sir/Madam,

**Re: Construction of community kindergarten at Kap en Bou Informal Settlement
(Labour)**

The Kunene Regional Council invites you to submit your best quote for the works described in detail hereunder.

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

Queries, if any, should be addressed to Mr F. Helmut @ 0811295743, pmu.kunenerc@gmail.com.

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,


.....
GEORGE P. KAMSEB
CHIEF REGIONAL OFFICER



SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Kunene Regional Council 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) 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 Contract if it is awarded the contract or part thereof; and;
- f) Attach certified copy (NAMPOL) of certificate indicating 100% Namibian owned SME from Ministry of Industrialization, Trade and SME Development. Or an entity of which 51% or more equity is owned by Namibian citizen.
- g) Attach proof of confirmation of account from a Namibian Banking institution (not older than six months).
- h) Submit signed Bid-securing Declaration.

- (i) 5% Preferences shall be given to SME bidders operating within Kunene Region where goods are required. Therefore, attach a confirmation letter from Councillor's office (not older than two months).
- j) Attach certified copy (NAMPOL) of ID for the owner of the company.

5. Bid Security/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 **30 days** after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable Kunene Regional Council to select as appropriate.

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 Kunene Regional Council, Mumbijazo Muharukua Street, P/Bag 502, Opuwo, not later than **28 June 2023 at 11h00**. 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, 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

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

- 13.1. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

The bidder's price must be within 0% above and 15% below the budget allocation.

14. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation 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

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 7 days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it 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 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 _____ days *[insert number of days]* from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the quotation validity.

Works will commence within _____ *[insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within _____ *[insert number]* days from date of issue of Purchase Order/ Letter of acceptance.

Quotation Authorised by:

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

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

Date:

Procurement Ref No.:

To:
.....
.....

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

- (a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**
- (b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;**
- (c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or**
- (d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.**

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

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

Capacity of:
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:
[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____
[insert date of signing]

Corporate Seal (where appropriate)
[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

**delete if not applicable / appropriate*

LOCAL SOURCING DECLARATION
(Section 73 of Act)

Regulation 37(5) and 56(2)

Date:

Bid No:

To:

[insert complete name of Public Entity]

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 local sourcing declaration by the bidders.

I/ We* accept that under section 45 of the Act, I/ we* may be suspended or disqualified in the event of-

- a) If found that the goods, works and services are found to be not meeting the local content and is not supplied by the suppliers based and operating from Kunene region, where the goods are required.
- b) I/ we* understand this local sourcing declaration ceases to be valid if I am/ We are* not the successful Bidder

Signed:.....

[insert complete name of person whose name and capacity are shown] Capacity of: [indicate legal capacity of persons(s) signing the local sourcing declaration]

Name:.....

[insert complete name of person signing the local sourcing 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 joint venture, the local sourcing declaration must be in the name of all partners to the joint venture that submits the bid.]*delete if not applicable appropriate.

A. Evaluation Criteria (for office use only)

	Max Marks
Implement the empowerment and industrialization policies of Government	100
Local bidder	30
Women	20
Youth (age 18 - 35)	50
Total	



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 services) in relations to the goods and services being procured under this contract.*

SECTION III: STATEMENT OF REQUIREMENTS

This text hereunder is a guidance for the preparation of the Specifications and Performance Requirements and should not form part of the final document

A set of precise and clear Specifications is a prerequisite for bidders to respond realistically and competitively to the requirements of the Public Entity without qualifying or conditioning their quotations. Specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done shall the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of quotations be ensured, and the subsequent task of quotation evaluation facilitated. The Specifications should require that all goods and materials to be incorporated in the Works be new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

Samples of Specifications from previous similar Contracts are useful in preparing Specifications. Most Specifications are normally written specially by the Public Entity to suit the Contract Works in hand. There is no standard set of Specifications for universal application in all sectors, but there are established principles and practices, which are reflected in these Documents.

There are considerable advantages in standardizing General Specifications for repetitive Works in recognized public sectors. The General Specifications should cover all classes of workmanship, materials, and equipment commonly involved in construction, although not necessarily to be used in a particular Works Contract. Deletions or addendums should then adapt the General Specifications to apply them to the particular Works.

Care must be taken in drafting Specifications to ensure that they are not restrictive. In the Specifications of standards for goods, materials, and workmanship, recognized international standards should be used as much as possible. Where other particular standards are used, whether national standards of Namibia or other standards, the Specifications should state that goods, materials, and workmanship that meet other authoritative standards, and which ensure substantially equal or higher quality than the standards mentioned, shall also be acceptable. To that effect, the following sample clause may be inserted in the Special Conditions or Specifications.

Equivalency of Standards and Codes

Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract.

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

As specified in the bill of quantity (price activity schedule Section IV)

B. DRAWINGS

To be provided

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

[Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below.]

The quantities shown below are approximate and not subject to re-measurement for payment purposes.

Labour works for Construction of community kindergarten at kap en bou informal settlement Outjo Constituency as per attached building plan.

Bill of Quantities					
Bill	Description	Unit	Quantity	Unit price	Total Price
EARTHWORKS					
	Excavation in earth not exceeding 1m trenches including hard rock	m3	30		
	Selected earth filling obtained from the excavations and /or prescribed stock pile on site and spread ,levelled and compacted to 93% mod ASSHTO density in 150mm				
	Under the excavations	m2	40		
	Under the floors	m2	96		
	Stoep	m2	0		
	Coarse river sand filling				
	Under the floors	m3	5		
	Stoep	m3	0		
Concrete formwork and reinforcement unreinforced concrete cast against excavated surfaces 25MPa/19mm concrete					
	Strip footings	m3	10.0		
	Surface bed of water proofing	m3	11		
	Stoep	m3	0		
	Beams	m3	0		
Concrete Sundries					
	Finishing surface of concrete smooth	m2			
	Surface beds	m2	96		
	Stoep		0		
Pre stressed fabricated lintels installation					
	900x75mm lintels in lengths	no	2		
	1600x75mm lintels in lengths	no	16		
	1200x75mm lintels in lengths	no	10		
MASONRY					
FOUNDATIONS AND SUPERSTRUCTURE					
	Half brick walls	m2	15		
	One brick walls	m2	197		
BRICKWORKS SUNDRIES					
	75mm Wide reinforcement built in horizontally	m	100		
	150mm Wide reinforcement built in horizontally	m	400		
WATERPROOFING					
	DPC in walls	m	70		
		m2	100		

Under surface beds				
ROOF COVERINGS 0.5mm IBR galvanized high yield steel profiled sheeting in single lengths fixed to steel or rail and end laps sealed with 10x 15mm closed cell	m2	130		
ROOF INSULATION Insulation laid taut over purlins (at approximately 1200mm centers) and fixed concurrent with roof	m2	96		
PLASTERING Internal plaster	m2	212		
Plumbing , windows glass and door fitting works	sum			

Sub-Total	
Preliminaries @ 8%	
Sub-Total	
Contingencies @ 5%	
Sub-Total	
VAT @ 15 %	
GRAND TOTAL	

Enter 0% VAT rate if VAT exempt.

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: _____

[Bidders should complete columns C and D with the specifications and performance of the Works offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications offered in the signature block below]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1			

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

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

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: W/RFO/KRC: 04/2023

The clause numbers given in the first column correspond to the relevant clause number of the General Conditions of Contract.

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	Kunene Regional Council: Outjo Constituency
Intended Completion Date GCC	The intended completion date is: to be communicated
Project Manager GCC 1.1(y)	The Project Manager is: Staff from Planning Division at Kunene Regional Council
Site GCC 1.1(aa)	The Site is located at community kindergarten at kap en bou informal settlement Outjo Constituency
Start Date GCC 1.1(dd)	The Start Date shall be: to be communicated
The Works GCC 1.1(hh)	The Works consist of Construction of a community kindergarten at kap en bou informal settlement Outjo Constituency
Interpretation GCC 2.2	The project will be completed as specified in the price activity schedule
Interpretation GCC2.3	The following additional documents shall form part of the contract: None
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.
Delegation	The Project Manager may delegate his/her duties.

GCC Clause Reference	Special Conditions
GCC 5.1	
<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.</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>_____</p> <p>_____</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: None (b) for loss or damage to Equipment: None. (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). Not Applicable (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 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>
<p>Site Date GCC 14.1</p>	<p>There shall be a compulsory site meeting scheduled for: 15 June 2023 at Kapen Bou Settlement at 11H00.</p>
<p>Possession of the Site</p>	<p>The Site Possession Date shall be: To be discuss on Site Handover date.</p>

GCC Clause Reference	Special Conditions
GCC 20.1	
Procedure for Disputes GCC 24	<p>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.</p>
Program GCC 25.1	<p>The Contractor shall submit for approval a Program for the Works within 7 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.</p>
GCC 25.3	<p>Program updates shall not be required.</p>
Defects Liability Period GCC 33.1	<p>The Defects Liability Period is: 365 days. Applicable on for parts replaced</p> <p><i>/The Defects Liability Period is usually limited to 12 months, but could be less in very simple cases/</i></p>
Payment Certificates GCC 39.7	<p>Kunene Regional Council shall choose either:</p> <p>A single 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”.</p> <p><i>Or:</i></p> <p>“Payment shall be made as per progress of works without * payment for materials on site”.</p> <p><i>*delete as appropriate/</i></p>
Payments GCC 40	<p>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> <ul style="list-style-type: none"> (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (I)	<p><i>Not Applicable</i></p>
Price Adjustment GCC 44.	<p>The Contract is not subject to price adjustment.</p>
Retention GCC 45.	<p>(i) 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.*</p> <p><i>* Delete as appropriate</i></p>
Liquidated Damages GCC 46.1	<p>The liquidated damages for the whole of the Works are N\$100.00 per day.</p>

GCC Clause Reference	Special Conditions
	The maximum amount of liquidated damages for the whole of the Works is N\$ 1000.00/15 days.
Bonus GCC 47.1	The rate for the Bonus per calendar day is: N\$0.00
Advance Payment GCC 48.1	(i) No advance payment shall be made* or (ii) An amount representing <i>[10-20% of the contract price]</i> shall be released against a Bank Guarantee for mobilisation of plant and equipment.* * Delete as appropriate
Performance Security GCC 49.1	(i) No Performance Security is required*or (ii) A Performance Security in the form of a Bank Guarantee representing insert percentage 0 % (iii) <i>J</i> of the final contract price shall be required.* * Delete as appropriate
GCC 56.1	"As built" drawings or operating and maintenance manuals are not required.
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: 25%

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: _____

Description	Attached	Not Attached
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Company Registration Certificate		
Good Standing Tax Certificate		
Good Standing Social Security Certificate		
Affirmative Action Certificate		
SME Certificate		
Bid Securing declaration		
Letter of undertaking		
Bank account confirmation		
Confirmation letter from Regional Councillor		