



**KUNENE REGIONAL COUNCIL  
HEAD OFFICE**



## **Request for Sealed Quotations For Goods**

**SUPPLY AND DELIVERY OF SACHETS OF EFFECTIVE MICRO-ORGANISMS FOR DECOMPOSING DRY PIT LATRINE WASTES; MATERIALS FOR FOOD/ CASH FOR WORK PROJECTS; BOREHOLE MONO PUMP FOR DRAAI POST GARDENS; MATERIALS FOR JAMBULLANE GARDENING PROJECT AND MATERIALS FOR ANI-GAB FAITH PROJECT**

**Procurement Reference No: G/RFQ/KRC-04/2022**

Kunene Regional Council  
P/Bag 502  
Opuwo  
Tel: +264-65-273950  
Fax: +264-65-273077





**KUNENE REGIONAL COUNCIL  
HEAD OFFICE**



**Letter of Invitation**

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Procurement Reference No: **G/RFQ/KRC-04/2022**

Dear Sir/ Madam,

**REQUEST FOR QUOTATIONS TO SUPPLY AND DELIVER SACHETS OF EFFECTIVE MICRO-ORGANISMS FOR DECOMPOSING DRY PIT LATRINE WASTES; MATERIALS FOR FOOD/ CASH FOR WORK PROJECTS; BOREHOLE MONO PUMP FOR DRAAI POST GARDENS; MATERIALS FOR JAMBULLANE GARDENING PROJECT AND MATERIALS FOR ANI-GAB FAITH PROJECT**

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

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

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Queries, if any, should be addressed to Chief Regional Officer, Kunene Regional Council. Private Bag 502, Opuwo.

Yours faithfully,

  
**George P. Kamseh  
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 goods 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

NB: Bidders previously awarded bid (s) by Kunene Regional Council and still have outstanding delivery of works/service /goods will not be considered for this procurement.

### 3. Validity of Quotations

The quotation validity period shall be 90 days from the date of bid submission deadline.

### 3. Delivery

Delivery shall be 15 days after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted/shall be considered if such deviation is reasonable.

### 4. Sealing and Marking of Quotations

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

### 5. Submission of Quotations

Quotations should be deposited in the Quotation/Tender Box located at Kunene Regional Council, Mbumbijazo Muharukua Street, P/Bag 502, Opuwo, not later than **22 March 2022 at 11:00AM**. 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. Late quotations will be rejected. Quotations received by fax or e-mail will not be considered.

### 6. Opening of Quotations

Quotations will be opened internally by the Kunene Regional Council immediately after the closing time referred to in section 5 above.

## 7. Evaluation of Quotations

Kunene Regional Council shall have the right to request for clarifications during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

## 8. Eligibility Criteria

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

- (a) have a valid/ certified copy of company Registration Certificate from Ministry of Trade, Industrialization and SME Development;
  - (b) have valid original/ certified copy of good Standing Tax Certificate;
  - (c) have valid original/ certified copy of good Standing Social Security Certificate ;
  - (d) 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;
  - (e) Submit signed bid Bid-securing Declaration.
  - (f) 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;
  - (g) Attach bank confirmation.
- (a) Preference shall be given to local bidders from Kunene Region where the goods/service is required. Therefore, attach a confirmation letter from the Councillor's Office or fitness certificate from the Local Authority.

### **NB: Bidders must initial all pages**

Kunene Regional Council may choose to request any bidder to substantiate compliance with these criteria.

## 9. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Kunene Regional Council's requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

## 10. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

## 11. Bid Security/Bid Securing Declaration

NA

**12. Award of Contract**

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods items and related services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract.

**14. Performance Security**

The successful bidder shall upon acceptance of its offer submit a Performance Security as per the format contained in the Schedule for an amount of 10 % of the contract price, if so requested.

**15. Notification of Award and Debriefing**

Kunene Regional Council 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.

Furthermore, Kunene Regional Council shall attend to all requests for debriefing for contract made in writing within 30 days the unsuccessful bidders are informed of the award.

**16. Rights of Kunene Regional Council**

Kunene Regional Council reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, 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.

## 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 Price list 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:	Kunene Regional Council, Mbumbijazo Muharukua Street, P/Bag 502, Opuwo		
Procurement Reference Number:			
Subject matter of Procurement:			

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Request for Quotations.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the Bid 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. *[Public Entity shall delete this paragraph in case no security is required or re-write the paragraph accordingly in case a Bid Security is requested].*

The validity period of our Quotation is \_\_\_\_\_ days *[Public Entity to insert number of days]* from the date of the bid submission deadline.

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

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

### 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: Kunene Regional Council Procurement Management Unit, Private Bag 502, Opuwo, MbumbijazoMuharukua

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 a 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*





**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:**.....



### SECTION III: LIST OF GOODS AND PRICE SCHEDULE

**QUOTATION FOR: SUPPLYING AND DELIVERING OF THE EFFECTIVE MICRO-ORGANISMS Procurement Ref No. G/RFQ/KRC-...../2022**  
 At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity.

Bidders shall fill-in columns F, G & H and fill the total  
 F= mark with a \*if an equivalent is quoted  
 G= Rate per unit H=Total price for one item ( D x G)  
 • If an equivalent is quoted, please attach to your quote appropriate technical information & specification  
 • Bidders shall fill in and sign the bottom section of this page

A	B	D	E	F	G	H
Item no.	Description of Goods	Quantity required	Unit of measures	* Price per unit	NAD <sup>1</sup>	Total Price
1.	<i>LOT A: Sachets of Effective Micro-Organisms for Decomposing and Eliminating Bad smell from the Dry Pit Latrine Toilets</i> Micro-Organisms 500g	1600	each			
				<b>SUB TOTAL</b>		
				<b>VAT @ 15%</b>		
				<b>GRAND TOTAL</b>		

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:  
 Currency: NA..... Exchange Rate: NA.....  
 If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.  
 Key notes: NA=NOT APPLICABLE, NQ=NO QUOTE

**QUOTATION FOR SUPPLYING AND DELIVERING BOREHOLE MONO PUMP FOR DRAAI POST GARDENS Procurement Ref No. G/RFQ/KRC-...../2022**  
**INSTRUCTIONS TO THE PUBLIC BODY**

At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity.

**INSTRUCTIONS TO BIDDERS**  
 Bidders shall fill-in columns F, G & H and fill the total  
 F= mark with a \*if an equivalent is quoted  
 G= Rate per unit H= Total price for one item ( D x G)  
 • If an equivalent is quoted, please attach to your quote appropriate technical information & specification  
 • Bidders shall fill in and sign the bottom section of this page

A	B	D	E	F	G	H
Item no.	Description of Goods	Quantity required	Unit of measures	* Price per unit	NAD <sup>1</sup>	Total Price
1.	<b>LOT B: Borehole Mono Pump for Draai Post Gardens</b> Pump, Grundfos, SQF 2.5-2N	1	each			
				<b>SUB TOTAL</b>		
				<b>VAT @ 15%</b>		
				<b>GRAND TOTAL</b>		

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

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

**QUOTATION FOR SUPPLYING AND DELIVERING MATERIALS FOR FOOD/ CASH FOR WORK PROJECTS PROCUREMENT Ref No. G/RFQ/KRC-...../2022**  
**INSTRUCTIONS TO THE PUBLIC BODY**

At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity.

**INSTRUCTIONS TO BIDDERS**

Bidders shall fill-in columns F, G & H and fill the total  
 F= mark with a \*if an equivalent is quoted

G= Rate per unit H= Total price for one item ( D x G)

- If an equivalent is quoted, please attach to your quote appropriate technical information & specification
- Bidders shall fill in and sign the bottom section of this page

A	B	D	E	F	G	H
Item no.	Description of Goods	Quantity required	Unit of measures	* Price per unit	NAD'	Total Price
<b>LOT C: Materials For Food/ Cash For Work Projects</b>						
1.	Wheelbarrow Poly	14	each			
2.	Heavy Duties Iron Rake	28	each			
3.	Hammer Sledge 4.5kg with poly handles	14	each			
4.	Flat Spade	14	each			
5.	Pick head 3.1kg	14	each			
6.	Crowbar 1800mm	7	each			
7.	Axe No.4	28	each			
8.	Panga	21	each			
9.	File flat	14	each			
				<b>SUB TOTAL</b>		
				<b>VAT @ 15%</b>		
				<b>GRAND TOTAL</b>		

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

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

**QUOTATION FOR SUPPLYING AND DELIVERING MATERIALS FOR JAMBULLANE GARDENING PROJECTS TO THE PUBLIC BODY**

At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity.

**INSTRUCTIONS TO BIDDERS**

- Bidders shall fill-in columns F, G & H and fill the total  
 F= mark with a \*if an equivalent is quoted  
 G= Rate per unit H=Total price for one item ( D x G)  
 • If an equivalent is quoted, please attach to your quote appropriate technical information & specification  
 • Bidders shall fill in and sign the bottom section of this page

A	B	D	E	F	G	H
Item no.	Description of Goods	Quantity required	Unit of measures	* Price per unit	NAD'	Total Price
<b>LOT D: Materials for Jambullane Gardening Projects</b>						
1.	Tank Water 10000L 20Kg 8mm	1	each			
2.	Dripline 16mmx0.3mm 5L 1000m	2	each			
3.	Dripline connector	60	each			
4.	Dripline Ender	60	each			
5.	Ballcock Full Bore CHR B 50mm	4	each			
6.	Ballcock Full Bore CHR B 32mm	3	each			
7.	Compress Tee 50mm	6	each			
8.	Compress Elbow Fem 50x1-1/2	4	each			
9.	Insert Coupling 50mm	6	each			
10.	Wheelbarrow Concrete Falcon	1	each			
11.	Pipe Poly HDPE 50mmxB6	200	each			
12.	Pipe Poly HDPE 32mmxB6	100	each			
				<b>SUB TOTAL</b>		
				<b>VAT @ 15%</b>		
				<b>GRAND TOTAL</b>		

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

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

**QUOTATION FOR SUPPLYING AND DELIVERING OF MATERIALS FOR ANI-GAB FAITH PROJECT Ref No. G/RFQ/KRC-...../2022**  
**INSTRUCTIONS TO THE PUBLIC BODY**

At time of preparation of the RFQ, Columns A to E shall be filled in by the Public Entity.

**INSTRUCTIONS TO BIDDERS**

- Bidders shall fill-in columns F, G & H and fill the total F= mark with a \*if an equivalent is quoted  
 G= Rate per unit H=Total price for one item ( D x G)  
 • If an equivalent is quoted, please attach to your quote appropriate technical information & specification  
 • Bidders shall fill in and sign the bottom section of this page

A	B	D	E	F	G	H
Item no.	Description of Goods	Quantity required	Unit of measures	* Price per unit	NAD'	Total Price
<b>LOT E: Materials for Ani-Gab Faith Project</b>						
1.	Wheelbarrow	2	each			
2.	Heavy Duties Iron Rake	2	each			
3.	Hoe	4	each			
4.	Flat Spade	2	each			
5.	Pick	2	each			
6.	Pliers	2	each			
				<b>SUB TOTAL</b>		
				<b>VAT @ 15%</b>		
				<b>GRAND TOTAL</b>		

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:  
 Currency: NA..... Exchange Rate: NA.....  
 If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.



## SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (Ref. G/RFQ-GCC), except where modified by the Special Conditions below.

## SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/KRC-**

The clause numbers given in the first column correspond to the relevant clause number of the GCC. *[This section is to be customised by the Public Entity to suit the requirements of the specific procurement].*

Subject and GCC clause reference	Special Conditions
<b>Purchaser</b> GCC 1.1(h)	The Purchaser is: KUNENE REGIONAL COUNCIL
<b>Site</b> GCC 1.1(m)	The Site/ final destination for delivery of the Goods: <b>LOT A, C and D:</b> KUNENE REGIONAL COUNCIL, MBUMBIJAZO MUHARUKUA STREET, P/BAG 502, OPUWO <b>LOT B:</b> Kamanjab Constituency Office <b>LOT E:</b> Khorixas Constituency Office
<b>Incoterms Edition</b> GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms DELIVER AT PLACE OF DESTINATION.
<b>Notices</b> GCC 8.1	Any notice shall be sent to the following addresses: pmu@kunenerc.go.va For Kunene Regional Council, the address shall be: Administrative: Ms. Sendra Nakale  Or Technical: Mrs. Justina Mwafangeyo Tel: 065-273950/ 0813532717 Kunene Regional Council Mbumbiazo Muharukua Street, P/Bag 502, Opuwo  For the Supplier, the address and contact name shall be (To be completed by the bidder)

Subject and GCC clause reference	Special Conditions
<b>Delivery and Documents</b> GCC 13.1	The Goods are to be delivered within <b>15</b> days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note; original invoice and original purchase order
<b>Terms of Payment</b> GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
<b>Terms of Payment</b> GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment</b> GCC 16.4	The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of Requirements.
<b>Payment Period</b> GCC 16.5	The method and condition of payments to be made to the supplier under this Contract shall be as follows: <b>On acceptance:</b> The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of goods upon submission of an invoice showing (Purchaser's name; the Procurement Reference number, description of payment and total amount, signed and original, stamped or sealed with a company stamp/ seal) supported by the Acceptance Certificate issued by the Purchaser.
<b>Performance Security</b> GCC 18	NA
<b>Packing</b> GCC 23.2	The packing, marking and documentation within and outside the packages shall be: <b>G/RFQ/KRC-...../2022</b>
<b>Insurance</b> GCC 24	NA
<b>Transportation</b> GCC 25	The Goods shall be delivered: <b>LOT A, C and D:</b> Kunene Regional Council, Mbumbijazo Muharukua Street, P/Bag 502, Opuwo <b>LOT B:</b> Kamanjab Constituency Office <b>LOT E:</b> Khorixas Constituency Office
<b>Inspection and Tests</b> GCC 26.	The inspection and tests shall be: <i>correct sizes and expiring dates</i>
<b>Liquidated Damages</b> GCC 27	Liquidated damages for the whole contract are 1% of the final contract price per day. The maximum amount of liquidated damages for the whole contract is 10% of the final contract price.
<b>Warranty</b> GCC 28.3	The minimum period of warranty/ shelf life shall be as specified by manufacture.

**SCHEDULE 4: QUOTATION CHECKLIST SCHEDULE**

**PROCUREMENT REFERENCE NO.: G/RFQ/KRC-...../2022**

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
List of Goods and Price Schedule	
Specification and Compliance Sheet	
Bid Security	
Evidences for conformity of Goods	
Have a valid/ certified copy of company Registration Certificate from Ministry of Trade, Industrialization and SME Development	
Have valid/ certified copy of good Standing Tax Certificate from the Ministry of Industrialisation, Trade and SME Development;	
Have 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;	
All pages initialled and letter of authority attached	
Attach the confirmation letter from the Regional Council responsible for your Constituency	
Bidders may bid for all Lots	

**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.