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# Request for Sealed Quotations For Goods

## Supply and Delivery of NamWater Branded Gazebos, Pull up Banners, and Tablecloths

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**Procurement Reference No: G/RFQ/NW-089/2024**

<b>Name of Bidder</b>		
<b>Contact Person</b>		
<b>E-mail Address</b>		
<b>Postal Address</b>		
<b>Total Amount (Excl. VAT)</b>		<b>Discount %</b>
<b>Contact Phone number</b>	<b>Work:</b>	<b>Mobile:</b>

**Documents must be posted / delivered to:**

**The Quotation/Bid Box**

**Att: Procurement Management Unit (+264 61 71 2009, [bids@namwater.com.na](mailto:bids@namwater.com.na))**

Namibia Water Corporation Ltd.  
Private Bag 13389  
176 Iscor Street, Aigams Building  
Windhoek

**Closing Date: Thursday, 04 April 2024 at 11h00**

**NO LATE BIDS WILL BE ACCEPTED!**



Namibia Water Corporation Ltd.  
Private Bag 13389, Windhoek, Namibia  
Tel: +264 61 71 2066  
Fax: +264 61 21 0741

## Letter of Invitation

[Name and Address of Bidder \_\_\_\_\_]

[Procurement Reference Number: G/RFQ/NW-089/2024

14 March 2024

Dear Bidders,

### **Request for Quotations for Supply and Delivery of NamWater Branded Gazebos, Pull up Banners, and Tablecloths**

NamWater 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.

Queries, if any, should be addressed to Procurement Management Unit PMU  
([bids@namwater.com.na](mailto:bids@namwater.com.na)) Private Bag 13389, Windhoek.

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,

Procurement Management Unit

(PMU)

## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

NamWater reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, or
- (b) to accept or reject any quotation; and
- (c) 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 items mentioned in Section III by completing, signing and returning:

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration.
- (b) the List of Goods and Price Schedule Section III;
- (c) the Specifications and Compliance Sheet in Section V; and
- (d) any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed 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 [90] days from the date of submission deadline.

### 4. Eligibility Criteria

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

- (a) have a valid company Registration Certificate;
- (b) have an original valid good Standing Tax Certificate;
- (c) have an original valid 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) have a certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Submit signed Bid-securing Declaration.
- (g) 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;
- (h) Bidders must submit company profile highlighting how long the business has been in operation and have been supplying similar products.
- (i) Bidder must submit **reference letters** from entities whom the Bidder has performed similar services (minimum three).

- (j) Bidder must provide photographic evidence of similar goods delivered in respect of five (5) projects

**The obligatory documents indicated above, are acceptable as follows:**

- A valid original document; or
- A valid certified copy of an original document, as certified only by the Namibian Police .

## **5. Bid Securing Declaration**

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process.

## **6. Delivery**

Delivery shall be **6 weeks** after acceptance/issue of Purchase Order. Deviation in delivery period *shall* be considered if such deviation is reasonable.

## **7. Sealing and Marking of Quotations**

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

## **8. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at Namibia Water Corporation Ltd Head office, Private Bag 13389, 176 Iscor Street, Aigams Building, Windhoek, not later than **Thursday, 04 April 2024 at 11h00**. Offers by post or hand delivered should reach Private Bag 13389 by the same date and time at latest. Late Offers will be rejected.

**Quotations received by e-mail will not be considered.**

## **9. Opening of Quotations**

Quotations will be opened internally by NamWater immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, will be posted on the website of NamWater and available to any bidder on request within three working days of the Opening.

## **10. Evaluation of Quotations**

NamWater shall have the right to request for clarifications in writing 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.

### **1.1. Technical Evaluation Criteria**

#	Item	Description	Max Score (Marks)
1	Years of Experience	<p>Bidders must submit <b>company profile</b> highlighting how long the business has been in operation and have been supplying similar products.</p> <ul style="list-style-type: none"> <li>• 5 or more years (20 marks)</li> <li>• 4 years (15 marks)</li> <li>• 3 years (12 marks)</li> <li>• 2 years (10 years)</li> <li>• 1 year (5 marks)</li> <li>• &gt;1 year (0 marks )</li> </ul>	<b>30 %</b>
2.	References	<p>Bidder must submit <b>reference letters</b> from entities whom the Bidder has performed similar services (minimum three)</p> <ul style="list-style-type: none"> <li>• 3 or more reference (<b>10 marks</b>)</li> <li>• 2 references (<b>7 marks</b>)</li> <li>• 1 reference (<b>4marks</b>)</li> <li>• 0 reference (<b>0 marks</b>)</li> </ul> <p>(reference letters should match the proof of portfolio evidence criteria)</p>	<b>20%</b>
3.	Proof of portfolio evidence	<p>Bidder must provide photographic evidence of similar goods delivered in respect of five (5) projects</p> <ul style="list-style-type: none"> <li>• 5 or more projects (<b>10 marks</b>)</li> <li>• 4 projects (<b>8 marks</b>)</li> <li>• 3 projects (<b>5 marks</b>)</li> <li>• 2 projects (<b>3 marks</b>)</li> <li>• 1 projects (<b>1marks</b>)</li> <li>• 0 projects (<b>0 marks</b>)</li> </ul> <p>(Evidence provided should match the reference letter)</p>	<b>40%</b>
4.	Hardware Warranty	<p>The bidder will be required to provide hardware warranty for the products to be supplied upon award. At this stage the bidder should clearly state the factory hardware warranty to be provided.</p> <ul style="list-style-type: none"> <li>• 5-year factory hardware warranty (<b>10 marks</b>)</li> <li>• 3-year factory hardware warranty (<b>5 marks</b>)</li> <li>• 1-year factory hardware warranty (<b>2 marks</b>)</li> <li>• 0-year factory hardware warranty (<b>0 marks</b>)</li> </ul> <p>All terms and conditions should clearly be highlighted</p> <p>(warranty will be a post-qualification criteria)</p>	<b>10%</b>
<b>Total Score</b>			<b>100%</b>

**A BIDDER THAT SCORES LESS THAN 70% ON THE TECHNICAL EVALUATION WILL BE REGARDED AS NON-RESPONSIVE AND WILL THEREFORE NOT PROCEED TO THE FINANCIAL EVALUATION STAGE. THE CHEAPEST BIDDER WILL BE FAVOURABLE FOR BID AWARD**

#### **11. Technical Compliance**

Bidders shall submit along with their quotations, documents, company profiles, catalogues, and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity'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.

#### **12. Prices and Currency of Payment**

Prices shall be fixed in Namibian Dollars.

#### **13. Margin of Preference**

Not applicable

#### **14. 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 Agreement and General Conditions of Contract.

#### **15. Notification of Award and Debriefing**

NamWater 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 seven (7) days. Furthermore, NamWater shall attend to all requests for debriefing made in writing within seven (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 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: <i>[name of Public Entity]</i>	<b>Namibia Water Corporation Ltd (NamWater)</b>
Procurement Reference Number:	<b>G/RFQ/NW-089/2024</b>
Subject matter of Procurement:	Supply and Delivery of NamWater Branded Gazebos, Pull up Banners, and Tablecloths

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: Instruction to Bidders.

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 could lead to disqualification on the grounds mentioned in the BD/.

The validity period of the Quotation is \_\_\_\_\_ days *[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./Fax	

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

**Date:** .....*[Day/month/year]*.....

**Procurement Ref No.:** .....

**To:** .....*[insert complete name of Public Entity and address]*.....

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

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

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



**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.*



	Code: <b>DISPLAY-5035</b> <b>Design and Layout to be PROVIDED</b>								
6.	Ovation Sublimated A-Frame with Fabric Print 2mx1m with branding Code: <b>DISPLAY-8010</b> <b>Design and Layout REQUIRED</b>	8	Each						
NAME:		POSITION:		SIGNATURE			DATE		
NAME OF BIDDER:		ADDRESS:							

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

Currency : ..... Exchange Rate: .....

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

## SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

NamWater is seeking to procure gazebos, banners, and tablecloths, to as part of its brand visibility strategy for various internal and external events.

1. Ovation Sublimated Gazebo 6m x 3m -1 Long Full-Wall Skin -2 short Half-Wall Skins  
Code: **DISPLAY -2014**

Description:

- The item should weigh: 27.74kg
- 1 x aluminium hardware frame with an assembled size of 6 x 3m, quick assembly, portable
- Should include a 158 x 28 x 43cm polyester oxford sized bag with webbing handles
- Collapsible Gazebo should conveniently fit into its respective carry bag
- Should include a toolkit with the following items: 1 x mallet: rubber & wood, 6 x ropes: nylon, 6x frame pegs: steel, 4 x rope pegs: steel
- fabric: polyester gazebo fabric, fitted 600d water head, water resistant and should come with a 3-month limited print fade warranty.
- For additional stability the gazebo should have 4 attached loops to be used to secure gazebo with ground pegs and ropes
- For superior strength the leg profile should be aluminium hexagonal
- pre-punched feet to easily secure gazebo
- 1x long full wall visual size: 6 x 1.9m
- 2x short half wall visual size: 3 x 1m

2. Ovation Sublimated Gazebo 3mx3m -2 Half-Wall Skins -1 Full-Wall Skin  
Code: **DISPLAY-2076**

Description:

- The item should weight: 17.25kg
- 1 x aluminium hardware frame with an assembled size of 3 x 3m, quick assembly, portable
- Should include a 158 x 28 x 28cm polyester sized bag with webbing handles
- collapsible gazebo should conveniently fit into its respective carry bag
- Should include a toolkit with the following items: 1 x mallet: rubber & wood, 4 x ropes: nylon, 4 x frame pegs: steel, 4 x rope pegs: steel
- fabric: polyester gazebo fabric, fitted 600d water head, water resistant and should come with a 3-month limited print fade warranty.
- For additional stability the gazebo should have 4 attached loops to be used to secure gazebo with ground pegs and ropes
- For superior strength the leg profile should be aluminium hexagonal
- pre-punched feet to easily secure gazebo with ground pegs
- 2 x half wall visual size: 3 x 1m
- 1 x full wall visual size: 3 x 1.9m

3. Ovation Fabric Pull Up Banner  
Code: **DISPLAY-4025**

Description:

- The item is to weigh 5kg
- 1 x aluminium frame with an assembled size of 0.85 x 2 x 0.2m
- The Frame should fold up easily to fit into a polyester oxford 92 x 10 x 21cm sized carry bag
- The banner fabric should be 240gsm polyester
- 1 x banner skin that is a polyester display fabric with a visual size of 0.85 x 2m
- From the legend range

4. Legend 4m Sublimated Telescopic Double -Sided Flying Banner  
Code: **DISPLAY-7054**

Description:

- The item should weigh 4kg
- Should include 4 x poles and 1 aluminium arm
- assembled size: 4m
- accessories: 1 x steel ground spike
- Should include 1 polyester oxford 137 x 18cm sized carry bag
- 1 x banner skin that is a polyester warp knit with a visual size of 0.7 x 3.5m and anti-fray
- From the legend range

5. Ovation Spandex Stretch Slip-over Tablecloth  
Code: **DISPLAY-5035**

Description:

- The item should weigh 1.8kg
- The material should be polyester spandex
- The cloth should be tailored to fit a standard trestle table :1.83 x 0.76 x 0.75m
- The features are as follows: fitted table cloth, durable, lightweight, washable, hemmed
- From the ovation range

6. Ovation Sublimated A-Frame with Fabric Print 2mx1m  
Code: **DISPLAY-8010**

Description:

- The items should weigh 3.2kg
- 1 x aluminium frame with an assembled size of 2 x 1 x 1m
- Should include 1 polyester oxford 129 x 23cm sized carry bag
- 2 x A-frame polyester display fabric skins with a visual size of 1.95 x 0.95m

- From the legend range
- Should come with a 3-month limited print fade warranty.

## SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/NW-089/2024**

*[Bidders should complete columns C and D with the specification of the goods offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below*

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
<b>Supply and Delivery of NamWater Branded Gazebos, Pull up Banners, and Tablecloths</b>			
1.	Ovation Sublimated Gazebo 6x3m		
2.	Oviation Sublimated Gazebo 3x3m		
3.	Ovation Fabric Pull Up Banner		
4.	Legend 4m Sublimated Telescopic Double -Sided Flying Banner		
5.	Oviation Spandex Stretch Slip-over Tablecloth		
6.	Oviation Sublimated A-Frame with Fabric Print 2mx1m		
7.	Warranty		

*\* 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. **G/RFQ-GCC** on the website of Namibia Water Corporation Ltd ([www.namwater.com.na](http://www.namwater.com.na)) except where modified by the Special Conditions below.

## SECTION VI: 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 except where modified by the Special Conditions below.

## SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/NW-089/2024**

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 GCC 1.1(h)</b>	The purchaser is: <b>Namibia Water Corporation Ltd (NamWater)</b>
<b>Site GCC 1.1(m)</b>	The Site/final destination for delivery of the Goods is <b>NamWater head office, Windhoek</b>
<b>Incoterms Edition GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices GCC 8.1</b>	Any notice shall be sent to the following addresses: For NamWater, the address and the contact name shall be: <b>The Accounting Officer</b> <b>E-mail: <a href="mailto:bids@namwater.com.na">bids@namwater.com.na</a></b> <b>Private Bag 13389 Windhoek, Namibia.</b>  _____ For the Supplier, the address and contact name shall be:  _____

Subject and GCC clause reference	Special Conditions
<b>Disputes GCC 10.2</b>	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: The law that applies to the Contract is the law of Namibia. _____
<b>Delivery and Documents GCC 13.1</b>	The Goods are to be delivered within 45 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note; (b) delivery note
<b>Price Adjustment GCC 15.1</b>	The price charge for the Goods supplied and the related Services performed shall not <i>be</i> adjustable.  If the prices are adjustable, the method described in the Price Adjustment Formula as attachment to these SCC shall be used
<b>Terms of Payment GCC 16.1</b>	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 GCC 16.3</b>	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment GCC 16.4 (a)</b>	The price “ <b>shall not be</b> ” adjustable to the fluctuation in the rate of exchange.
<b>Payment Period GCC 16.5</b>	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:  i) <b>On Acceptance:</b> The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser’s name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.
<b>Performance Security GCC 18.1</b>	(i) No performance security is required
<b>Discharge of Performance Security GCC 18.4</b>	Not applicable

Subject and GCC clause reference	Special Conditions
<b>Packing GCC 23.2</b>	The packing, marking and documentation within and outside the packages shall be: <b>Not applicable</b>
<b>Insurance GCC 24.1</b>	<b>Not applicable</b>
<b>Transportation GCC 25</b>	The Goods shall be delivered: DDP – <b>Delivered Duty Paid</b>
<b>Inspection and Test GCC 26.1</b>	The inspection and tests shall be <b>the Proof of Portfolio</b> , which will be conducted at: <b>NamWater Head Office.</b>
<b>Location of Inspection and Tests GCC 26.2</b>	The inspections and tests shall be conducted at: <b>NamWater Head Office.</b>
<b>Liquidated Damages GCC 27.1</b>	Not applicable
<b>Warranty GCC 28.3</b>	The period of validity of the warranty shall be: <b>applicable</b>
<b>Repair and Replacement GCC 28.5</b>	The period for repair or replacement shall be: <b>not applicable</b>

**SCHEDULE 3****QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: G/RFQ/NW-089/2024**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		
Valid Company Registration from <b>Ministry of Trade and Industry or BIPA</b> , a valid certified copy of an original certified by the Namibian Police or Commissioner of Oath.		
Original valid good standing Tax Certificate from <b>Inland Revenue</b> or a valid certified copy of an original certified by the Namibian Police or Commissioner of Oath.		
Original valid good Standing Certificate from <b>Social Security Commission or</b> a valid certified copy of an original certified by the Namibian Police or Commissioner of Oath.		
Valid Affirmative Action Compliance Certificate, proof from <b>Employment Equity Commissioner</b> that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998; a valid certified copy of an original certified by the Namibian Police or Commissioner of Oath.		
Reference letters		