



**MINISTRY OF MINES AND ENERGY  
PROCUREMENT MANAGEMENT UNIT (PMU)**

**Request for Sealed Quotations for Cleaning Services  
at SACREE Office**

**Procurement Reference No: NCS/RFQ/15 – 02/2020**

**COMPANY NAME:** \_\_\_\_\_

**TOTAL BID PRICE:** \_\_\_\_\_

**BID PRICE IN WORDS:** \_\_\_\_\_

**CLOSING DATE AND TIME OF BID REQUEST:**

**DATE: 24 July 2020**

**TIME: 10 H00**

**Procurement Management Unit  
Ministry of Mines and Energy  
Head Office  
6 Aviation Road  
Windhoek Namibia**

**NB: Compulsory site meeting to be held on 22 July 2020, 10:00 a.m. At SACREE  
Office, Auspannplatz No.1.No.11 Augustino Neto Street, Auspannplatz  
Windhoek**

**Tel: +264 61 284 8111 / 8235 / 8188  
Email: [ProcurementManagement@mme.gov.na](mailto:ProcurementManagement@mme.gov.na)**

**Fax: +264 61 235 632  
Website: [www.mme.gov.na](http://www.mme.gov.na)**



**REPUBLIC OF NAMIBIA**  
**MINISTRY OF MINES AND ENERGY**

Tel.: +264 61 284-8111  
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6 Aviation Road  
 Private Bag  
 13297  
 WINDHOEK

**Letter of Invitation**

**TO:** \_\_\_\_\_

**14 July 2020**

**Procurement Reference Number: NCS/Rfq/15 – 02/2020**

*Dear Sir,*

**Request for Quotations for: for Cleaning Services at SACREE Office**

The Ministry of Mines and Energy invites you to submit your best quote for the services 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  
**[ProcurementManagement@mme.gov.na](mailto:ProcurementManagement@mme.gov.na)**.

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,

A handwritten signature in black ink, appearing to read 'N. Musenge', is written over a horizontal line.

**Head of Procurement Management Unit:**  
 Mr. Nathaniel Musenge



## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The Ministry of Mines & Energy (MME) reserves the right:

- (a) to split the contract as per the lowest evaluated cost per site; 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 [90 days] 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** of company Registration Certificate;
- (b) have an **original/certified copy** of a valid good Standing Tax Certificate;
- (c) have an **original/certified copy** of a 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 **valid certified copy** certificate indicating SME Status
- (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;

- f) All pages of the bidding documents should be initialled
- g) No correctional fluid allowed.

#### **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 **Two years** 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 Ministry of Mines and Energy 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 6 Aviation Road, **Ground Floor, Block F1; Office F1 005** not later than **24 July 2020** at 10h00. Quotations by post or hand delivered should reach 6 Aviation Road by the same date and time at latest. 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 Ministry of Mines and Energy 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 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. Notification of Award and Debriefing**

The Ministry of Mines and Energy (MME) 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, MME 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: [ name of Public Entity]	
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 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	



## Appendix to Quotation Letter

### 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**



## Republic Of Namibia

### Ministry of Labour, Industrial Relations and Employment Creation

**Witten 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 SERVICE, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS**

#### **1. Scope of Bid**

The **Ministry of Mines and Energy** invites bids for the provision of cleaning services at the **SACREEE Office, Ausspannplatz No. 1, No. 11 Augustino Neto Street, Ausspannplatz, Windhoek.**

The contract shall be on the fixed rates basis for an initial period of **Two (2) Years.**

#### **2. Scope of Service and Performance Specifications**

##### **a) Background**

It is a three-story building with two bathrooms on each floor. All three floors have kitchens with cupboards and office cutlery. One boardroom on the second floor. The first floor has an open space with two offices and the first floor have three offices with the rest of the floor space being open space.

##### **b) Purpose of the service**

The Ministry of Mines and Energy requires the Service Provider to provide general Office Cleaning Services to the SACREEE offices to the highest industry standards and not less than in accordance with the minimum service levels outlined below.

##### **c) Areas included in the scope of services**

To be cleaned are:

1. All bathrooms on all three floors,
2. All three kitchens with cupboards and cutlery on the three floors,
3. One boardroom on the second Floor,
4. All offices;
  - Second floor: four closed-door offices
  - First floor: two closed-door offices and six open space offices

- Ground floor: two offices with closed-door with the rest open space
- As well as corridors and staircases.

#### **d) Cleaning Services**

- **Cleaning of Building Interior & Exterior**

All work should be undertaken in accordance with recognized best practice in the industry and with the applicable Occupational Safety and Health Legislations. The Service Provider is responsible for the maintenance of the minimum standards of cleaning and performance quality set forth in this document, regardless of the staff absences through sickness or holidays. The surface of the floor must be completely free of dust, stains, paint, stripes, shoe marks, anything spilt and any other blemish that can be removed with standard industry techniques. Any defects noticed by cleaners must be registered and reported to the Client cleaning supervisor so that the necessary measures can be taken.

- **Cleaning Days and Cleaning Times**

Office cleaning should take place on weekdays, Monday to Friday, between the hours of **07:30am and 16:00pm**. Cleaning of bathrooms and common areas shall also take place during lunch breaks, and in case of meeting rooms, every room after each meeting. No changes in the agreed days or time can be made without prior to obtaining clearance by the Employer's cleaning supervisor.

#### **e) General Cleaning Specifications**

➤ **Daily Cleaning Activities:**

- All rubbish bins and plastic bags emptied, and the bag replaced.
- Horizontal surfaces that are clear of obstructions should be dusted.
- Visible dirt, shoe marks should be vacuumed cleaned or washed from floor surfaces.
- Glass doors in front of reception cleaned to remove all visible marks.
- Stair surfaces and elevators cleaned to remove all signs of visible dirt and shoe marks.
- All sanitary ware (washbasins, WC pans, urinals) and mirrors in the Toilets should be cleaned to remove all traces of visible dirt.
- Garbage bin in Toilets emptied and toilet floors washed to remove all traces of visible dirt.
- Toilet consumables (toilet paper, hand towels and liquid soap) re-stocked.
- Replenishing the Drinking Water dispenser(s), with bottled water provided by the Employer.



- Cleaning of the outside grounds and ensuring the outside grounds within the Employer's compound are tidy and free from debris, rubbish, leaves, etc.

➤ **Weekly Cleaning Activities:**

- Washed from wall to wall including moving any chairs or other easily moved obstructions.
- Vertical free areas cleaned to remove dust, cobwebs and visible dirt.
- Lamps, pictures, closets, phones, doors (including handles) and frames, chair legs, ceiling lamps, windowsills dusted or cleaned as necessary to remove visible dirt.
- Banisters in stairwells dusted and wiped clean.
- The doors, glass panels, the skirting boards and shelves, dusted or wiped clean as necessary to remove visible dirt.
- Toilet– thoroughly cleaned to remove all traces of chalk and stains.
- Outside grounds.

➤ **Monthly Cleaning Activities:**

- Air condition ventilators, electric fans and ceiling lights cleaned

➤ **Every Three Months:**

- Cleaning of inside windows in accordance with best industry standards for window cleaning.

**f) Specific Cleaning Activities:**

The Service Provider shall also provide the services of Two (2) *attendants* (1 female and 1 male) to undertake cleaning of the toilets during office hours. The attendants shall, on a twice-daily basis or as may be required, perform the following tasks: Clean/disinfect all sanitary ware (washbasins, taps, door handles, etc.) and mirrors cleaned to remove all traces of visible dirt. Garbage bin emptied; floors washed to remove all traces of visible dirt. Toilet consumables (liquid soap) re-stocked.

**g) Cleaning Equipment and Cleaning Consumables**

The Service Provider shall make available, at its own cost, all necessary equipment, machinery and materials *as required* to adequately perform the services including but not limited to:

- Rubbish carts
- Dusters, brooms, brushes, buckets and mops
- Bags for wastepaper bins
- 2 Ply Toilet Paper
- Pine Gel

- Tile Cleaner
- All Purpose Cleaner
- Air Freshener
- Toilet Blocks
- Dish Washing Liquid

#### **h) Requirements for Service Provider's Staff and Labour**

The Service Provider shall provide uniforms that displays the company name and logo for identification.

It shall also comply with the related legislations in respect of employee compensation.

The bidder is required to provide its Cleaning Equipment and Cleaning Consumables as outlined above.

## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **NCS/RFQ/15-02/2020**

*[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.*

Item No.	Areas to be cleaned	Bidder to indicate no of persons to be deployed for the different zones.	Monthly Rate for each item net of VAT N\$.	VAT N\$.	Total Monthly Rate N\$.
A*	B*	C*	D*	E	F
1.	Main Building -consisting of 10 close-door offices and 6 open space offices, main lobby, 12 stairs-cases, 6 toilets, 1 meeting room, archives, storage area				
2.	Reception area, store room. 2 outside toilets (one in basement and one at the basement lift)				
3.	Basement Parking - 15 parking bays, outside yard				
Enter 0% VAT rate if VAT exempt.				<b>Subtotal</b>	
				<b>VAT @      %</b>	
				<b>Total</b>	

### 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: **NCS/RFQ/15-02/2020**

*[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)
A*	B*	C	D
1.	Main Building - consisting of 10 close-door offices and 6 open space offices, main lobby, 12 stairs-cases, 6 toilets, 1 meeting room, archives, storage area		
2.	Reception area, store room. 2 outside toilets (one in basement and one at the basement lift)		
3.	Basement Parking - 15 parking bays, outside yard		

\* 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. [www.mme.gov.na](http://www.mme.gov.na)) 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: **NCS/RFQ/15-02/2020**

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
<b>Employer</b> <b>GCC 1.1(r)</b>	The Permanent Secretary Ministry of Mines and Energy Private Bag 13297 Windhoek 6 Aviation Road <a href="tel:0612848111">Tel:061/284 8111</a> Fax: 061/238 643
<b>Intended Completion Date</b> <b>GCC</b>	The intended completion date is: after two years
<b>Project Manager</b> <b>GCC 1.1(y)</b>	The Project Manager is: Susan Tise
<b>Site</b> <b>GCC 1.1(aa)</b>	The Site is located at SACREE Office, Auspanplatz No.1.No.11 Augustino Neto Street, Auspanplatz Windhoek
<b>Start Date</b> <b>GCC 1.1(dd)</b>	The Start Date shall be: 01 August 2020
<b>The Works</b> <b>GCC 1.1(hh)</b>	The Works consist of:
<b>Interpretation</b> <b>GCC 2.2</b>	The project will be completed in the following sections: _____

GCC Clause Reference	Special Conditions
<b>Interpretation GCC2.3</b>	The following additional documents shall form part of the contract:  _____
<b>Language and Law GCC 3.1</b>	The language of the contract is English  The law that applies to the Contract is the law of Namibia.
<b>Project Manager's Decisions 4.1</b>	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.
<b>Delegation GCC 5.1</b>	The Project Manager may delegate his/her duties.
<b>Notices GCC 6</b>	Any notice shall be sent to the following addresses: For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be <b>Mr. Nathaniel Musenge</b> 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 _____
<b>Insurance GCC 13.1</b>	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:  (a) for the Works, Plant and Materials: (for the full amount of the works including removal of debris, professional fee etc..) N/A  (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. N/A  (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



GCC Clause Reference	Special Conditions
	<p><i>action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well).</i> N/A</p> <p>(d) for personal injury or death:</p> <p>(i) of the Contractor's employees: <b>[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</b></p> <p>(ii) of other people: <b>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</b></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>
<b>Site Date</b> <b>GCC 14.1</b>	The site Data shall be: N/A
<b>Possession of the Site</b> <b>GCC 20.1</b>	The Site Possession Date shall be: <b>01 August 2020</b>
<b>Procedure for Disputes</b> <b>GCC 24</b>	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.
<b>Program</b> <b>GCC 25.1</b>	The Contractor shall submit for approval a Program for the Works within . days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.

GCC Clause Reference	Special Conditions
<b>GCC 25.3</b>	Program updates shall not be required.
<b>Defects Liability Period GCC 33.1</b>	The Defects Liability Period is: <i>[insert number]</i> days. N/A <i>[The Defects Liability Period is usually limited to 12 months, but could be less in very simple cases]</i> N/A
<b>Payment Certificates GCC 39.7</b>	Payment shall be made per month without payment for materials on site.
<b>Payments GCC 40</b>	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: (a) the payment certificate; and (b) a certificate of Completion of the Works.
<b>Adverse weather Conditions GCC 41.1 (I)</b>	<i>[ Public Entity to define adverse weather conditions]</i> N/A
<b>Price Adjustment GCC 44.</b>	The Contract is subject to price adjustment.
<b>Retention GCC 45.</b>	N/A
<b>Liquidated Damages GCC 46.1</b>	The liquidated damages for the whole of the Works are <i>[insert rate]</i> per day. The maximum amount of liquidated damages for the whole of the Works is N/A
<b>Bonus GCC 47.1</b>	The rate for the Bonus per calendar day is: N/A
<b>Advance Payment GCC 48.1</b>	N/A
<b>Performance Security GCC 49.1</b>	N/A
<b>GCC 56.1</b>	"As built" drawings or operating and maintenance manuals <i>[insert are or are not]</i> required.
<b>GCC 59.1</b>	The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works, is: N/A

**SCHEDULE 1:****QUOTATION CHECKLIST SCHEDULE****Procurement Reference No: NCS/RFQ/15-02/2020**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
Company Registration Certificate;		
Valid good Standing Tax Certificate;		
Valid good Standing Social Security Certificate;		
<b>Certified copy</b> 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;		
<b>Certified copy</b> certificate indicating SME Status		

**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.*



# Checklist

*This is for Office use only, Bidders should NOT complete it.*

REFERENCE NO:	DATE:	SUPPLIER:
---------------	-------	-----------

*Please Tick the appropriate box*

NO	ITEM	VALID	NOT	REMARKS
		YES	VALID NO	
1	Good standing Certificate - <b>SSC</b>			
2	Good standing Certificate - <b>Tax</b>			
3	Affirmative Action Compliance Certificate.			
4	<b>SME</b> Status Certificate (if required)			
5	Company Registration attached			
6	Bid Securing Declaration completed & Signed			
7	Labour undertaking completed & signed			
8	Bidding document initialed			
9	Technical Proposal submitted			
10	Financial proposal submitted			
	<b>Compliance</b>			
	<b>Confirmed by</b>			

**NB: Completion of this checklist shall differ depending on the type of Bid in hand**

