



NATIONAL COUNCIL

OFFICE OF THE SECRETARY

Request for Quotations for Works

**SUPPLY, DELIVERY AND INSTALLATION OF FIRE DETECTION SYSTEM AT
NATIONAL COUNCIL CHAMBER BUILDING (OLD BUILDING) AND PROVISION OF
SERVICES LEVEL AGREEMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS**

Procurement Reference No: W/RFQ/11-10/2025/2026

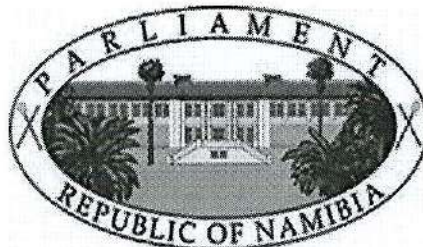
Due Date: Thursday, the 15 January 2026 @10h00

Bidder's Name:	
Contact Details:	Tel:
	Email
Total quote amount exclusive of vat:	N\$ _____
Total quote amount inclusive of vat:	N\$ _____

Parliament Building, Private Bag 13371, Windhoek, Namibia, Tel. (061) 202 8000/202 8111, Fax (061) 226 121

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NATIONAL COUNCIL

OFFICE OF THE SECRETARY

Letter of Invitation

19 December 2025

The Prospective Bidder

Procurement Reference No: W/RFQ/11-10/2025/2026

SUPPLY, DELIVERY AND INSTALLATION OF FIRE DETECTION SYSTEM AT NATIONAL COUNCIL CHAMBER BUILDING (OLD BUILDING) AND PROVISION OF SERVICES LEVEL AGREEMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS

The Parliament -National Council invites you to submit your best quote for the items described in detail hereunder.

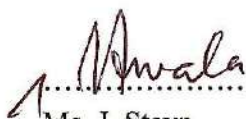
Any resulting contract shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to Mr. Innocent Pieter at Tel No 061 202 8199, Cell No 081 158 4014, i.pieter@parliament.na.

Request for clarification should be received fourteen (14) working days prior to the deadline set for submission of bids.

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,



Ms. J. Steyn

Head of Procurement Management Unit



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SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The National 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 **60 working** 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 **company Registration Certificate** specifying shareholders or copy Certified by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (Act No 16 of 1963) clear indicate ownership;
- (b) have an original valid **Good Standing Tax Certificate** or copy Certified by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (Act No 16 of 1963). Certificate must be valid as at the date of bid submission;
- (c) have an original valid **Good Standing Social Security Certificate/** copy Certified by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (Act No 16 of 1963)/A printout of valid electronic or online document issued in terms of the Electronic Transaction Act, 2019 (Act No 4 of 2019), subject to the authentication or validation of such

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printout by a public entity during the bid evaluation process, in accordance with authentication or validation guidelines of the issuing authority. Certificate must be valid as at the date of bid submission;

- (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. Certificate should be valid as at date of bid submission;
- (e) have a certificate indicating **SME Status** (for Bids reserved for SMEs);
- (f) Submit a completed and 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.
- (h) The bidder must submit a detailed quotation on its company letter head with the banking details clearly visible on the quote in addition to Section III List of Goods and Price Schedule. A bank confirmation letter is also acceptable for the banking details.
- (i) **Submit one-page CV together with at least three (3) reference letters** for similar projects that were undertaken by the bidder during the last five (5) years. **(The example on Annexure A must be used for the one-page CV to demonstrate proof of number of years of experience and proof of certifications).**
- (j) Submit certified identity copies of **ALL** the shareholders **NOT** for **Company Directors** (certification should not be older than six (6) months). Copies of certified copies are not acceptable.
- (k) The principle business should be in line with the nature of service required.
- (l) Each page of the bid document must be signed (where applicable) and initialled by such person (s) legally authorised to sign on behalf of the company.
- (m) The bidder **must complete all blank spaces** in the bidding document, including Section VII: Special Conditions of Contract GCC 8.1 and **Schedule 2: Cost Structure for Value Added Calculation Per Product** (incomplete bidding documents will not be considered). In the event where it is not applicable, the bidder must indicate 'not applicable'

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- (n) A bidder that is under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date and the deadline for the submission or thereafter, shall be disqualified.
- (o) Bidders **MUST** ensure to attach declarations as indicated in the Margin of Preference on company letterhead stamped and signed by authorized or company representative.

Works shall be commencing **ten (10) working days** after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable.

- a. The following tests and inspections will be conducted on the goods at delivery:
 - *Check if the items meet the specifications.*
 - *Check if the quantity/ quality corresponds with the specifications.*
 - *Check if the works is done according to the specifications.*

5. **Sealing and Marking of Quotations**

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

6. **Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at Ground floor not later than **Thursday, the 15 January 2026 at 10H00**. Quotations by post or hand delivered should reach **National Council** by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

7. **Opening of Quotations**

Quotations will be opened internally by National Council 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.

8. **Evaluation of Quotations**

The National Council 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.

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9. 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.

10. 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.

11. Margin of Preference

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

11.2. The applicable margins of preference applicable for Exclusive Preference to Local Suppliers and their application methodology are as follows:

Please note

A total margin of preference scored by a bidder will be deducted from the bid/quote price of the bidder for evaluation purposes only.

$$A = \frac{\text{Margin of Preference} \times \text{Bid Price}}{100}$$

11.3. Bidders applying for the Margin of Preference shall submit, evidence of:

Category	Margin of Preference	Documentary evidence
Manufacturer	2%	-Certificate of registration from a registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant.
MSME	1%	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
Women owned enterprise	1%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate declaration indicating the percentage of Namibian Female ownership
Youth owned enterprise	2%	-IDs of all shareholders

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		-Founding statement/company registration indicating ownership structure/shareholder certificate -declaration indicating the percentage of Namibian youth ownership
PDP owned enterprise	2%	-IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -declaration indicating the percentage of Namibian PDPs ownership
Supplier promoting Environmental protection	1%	-declaration and proof that the bidder meets the requirements set out in the bidding document.
Service rendered by Namibian citizens	1%	-declaration that the bidder employs 50% or more Namibian citizens.
TOTAL	10%	

12. 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.

13. 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.

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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:	National council
Procurement Reference Number:	W/RFQ/11-10/2025/2026
Subject matter of Procurement:	SUPPLY, DELIVERY AND INSTALLATION OF FIRE DETECTION SYSTEM AT NATIONAL COUNCIL CHAMBER BUILDING (OLD BUILDING) AND PROVISION OF SERVICES LEVEL AGREEMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS

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	

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Appendix to Quotation Letter

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

Date:

Procurement Ref No.: W/RFQ/11-10/2025/2026

To: National Council

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*

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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

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Procurement Reference No.:

Procurement Description:

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Anticipated Contract Duration:

Location where work will be done, good/services will be delivered:

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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.

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A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

The National Council reserves the right:

- Conduct supplier due diligence prior to final award or any time during the contract period.
- Initiate necessary action against defaulting suppliers.
- Not permit a bidder or supplier to receive a procurement award / contract on grounds of outstanding delivery default (failure by a bidder or supplier, for any reason not excused by the applicable provisions of the award/contract to deliver.
- Terminate if the supplier fails to deliver any or all the goods within the period specified.

The National Council is hereby inviting potential service providers to submit their best quote for the:

- Supply and install a serviceable fire protection and alarm system that meets national and international standards.
- Installation of smoke detectors, heat detectors, and manual call points (break-glass units) in all required areas.
- Provision of audible sirens and visual strobe alarms for full building coverage.
- Central fire alarm control panel.
- Use of fire-rated cabling and ensure compliance with Namibian Fire Safety Regulations.
- System to be tested, commissioned, and certified after installation.
- Provide training for security and maintenance personnel.
- Warranty and maintenance support of the system.
- Submit as-built drawings and operation manuals after completion.
- Provide a service level agreement for the period of 36 months.
- Submit one-page CV and at least three (3) references not older than five (5) years.

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SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/RFQ/11-10/2025/2026**

[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	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1.	Supply and install a serviceable fire protection and alarm system that meets National and International standards.	33 areas/ spaces to be covered	1200x13x2 5x1.6mm		
2.	Installation of smoke detectors, heat detectors, and manual call points (break-glass units) in all required areas.				
3.	Provision of audible sirens and visual strobe alarms for full building coverage.				
4.	Central fire alarm control panel.				
5.	Use of fire-rated cabling and ensure compliance with				

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	Namibian Fire Safety Regulations.				
6.	Provide a service level agreement for the period of 36 months.				
7.	Normal day Call out fees				
8.	After hours call out rate				
9.	Weekend call out rate				
10.	Night call out rate				
11.	Labour for installation the system				
12.	Three (3) years warranty and maintenance				
13.	(NB!!! Compulsory site visits for measurements before quoting)				
Enter 0% VAT rate if VAT exempt.				Subtotal Excl. Vat	
				VAT @ %	
				Total incl. vat	

*Columns A to D to be completed as applicable by the Public Entity

Priced Activity Schedule Authorised By:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

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SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **W/RFQ/11-10/2025/2026**

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>
	Supply and install a serviceable fire protection and alarm system that meets National and International standards.		
	Installation of smoke detectors, heat detectors, and manual call points (break-glass units) in all required areas.		
	Provision of audible sirens and visual strobe alarms for full building coverage.		
	Central fire alarm control panel.		
	Use of fire-rated cabling and ensure compliance with Namibian Fire Safety Regulations.		
	Provide a service level agreement for the period of 36 months.		
	Normal day Call out fees		
	After hours call out rate		
	Weekend call out rate		
	Night call out rate		
	Labour for installation the system		
	Three (3) years warranty and maintenance		
	Supply and install a serviceable fire protection and alarm system that meets National and International standards.		
	(NB!!! Compulsory site visits for measurements before quoting)		

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

Specifications and Compliance Sheet Authorised By:

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Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:		Company	

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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 Works (Ref. W/RFQ-GCC) available on the website of the Public Entity *www.parlaiment.na* except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/11-10/2025/2026**

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

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	National Council
Intended Completion Date GCC	The intended completion date is: 13 February 2026
Project Manager GCC 1.1(y)	The Project Manager is: Mr. Traugott Haufiku
Site GCC 1.1(aa)	The Site is located at National Council and is defined in Drawings Nos: Love Street
Start Date GCC 1.1(dd)	The Start Date shall be: 19 January 2026
The Works GCC 1.1(hh)	The Works consist of: SUPPLY, DELIVERY AND INSTALLATION OF FIRE DETECTION SYSTEM AT NATIONAL COUNCIL CHAMBER BUILDING (OLD BUILDING) AND PROVISION OF SERVICES LEVEL AGREEMENT FOR A PERIOD OF THIRTY-SIX (36) MONTHS
Interpretation GCC 2.2	The project will be completed in the following sections: _____
Interpretation GCC 2.3	The following additional documents shall form part of the contract: _____
Language and Law	The language of the contract is English The law that applies to the Contract is the law of Namibia.

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GCC Clause Reference	Special Conditions
GCC 3.1	
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 GCC 5.1	The Project Manager may not delegate his/her duties.
Notices GCC 6	<p>Any notice shall be sent to the following addresses:</p> <p>For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be:</p> <p>Adv. Tousy Namiseb The Accounting Officer The National Council</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>
Insurance GCC 13.1	<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: <i>(for the full amount of the works including removal of debris, professional fee etc...)</i> (b) for loss or damage to Equipment: <i>(for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer.</i> (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>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).</i> (d) for personal injury or death: <ul style="list-style-type: none"> (i) of the Contractor's employees: <i>[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</i> (ii) of other people: <i>[This cover shall be for an adequate amount for Third</i>

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GCC Clause Reference	Special Conditions
	<p><i>Party extended to the Employer and its representatives].</i></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>
Site Date GCC 14.1	The site Data shall be:
Possession of the Site GCC 20.1	The Site Possession Date shall be: After completion of the works.
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates <i>[insert shall or shall not]</i> be required..
Defects Liability Period GCC 33.1	<p>The Defects Liability Period is: 12 months.</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><i>[Public Entity shall choose either:</i></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>
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> <p>(a) the payment certificate; and</p> <p>(b) a certificate of Completion of the Works.</p>

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GCC Clause Reference	Special Conditions
Adverse weather Conditions GCC 41.1 (l)	<i>[Public Entity to define adverse weather conditions]</i>
Price Adjustment GCC 44.	The Contract is not subject to price adjustment.
Retention GCC 45.	(i) no proportion of any payments shall be retained* or (ii) 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.* * Delete as appropriate
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are 1% per day. The maximum amount of liquidated damages for the whole of the Works is 10% of the contract price. <i>[Usually liquidated damages are set between 0.05 per cent and 0.10 per cent per day, and the total amount is not to exceed between 5 per cent and 10 per cent of the Contract Price. Alternatively, the daily rate could reflect the actual prejudice that the procuring entity may claim to suffer as direct cost, where applicable or a nominal value taking into consideration the size of the building, nature of construction and the incidence due to non-availability of the building as from the intended completion date. If Sectional Completion and Damages per Section have been agreed, the latter should be specified here.]</i>
Bonus GCC 47.1	The rate for the Bonus per calendar day is: Not applicable
Advance Payment GCC 48.1	(i) No advance payment shall be made
Performance Security GCC 49.1	(i) No Performance Security is required
GCC 56.1	"As built" drawings or operating and maintenance manuals are not enquired.
GCC 59.1	The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works, is: 10%

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QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: W/RFQ/11-10/2025/2026

Description	Attached	Not Attached
Duly completed Quotation Letter		
Duly completed List of Goods and Price Schedule		
Duly completed Specification and Compliance Sheet		
Have a valid company Registration Certificate have an original valid good standing of company Registration certificate specifying shareholders or copy Certified by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (Act No 16 of 1963) clear indicate ownership;		
Have an original valid good Standing Tax Certificate or copy Certified by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (Act No 16 of 1963) certificate must be valid as at the date of bid submission;		
have an original valid good standing Social Security Certificate/ copy Certified by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (Act No 16 of 1963) ; A printout of valid electronic or online document issued in terms of the Electronic Transaction Act, 2019 (Act No 4 of 2019), subject to the authentication or validation of such printout by a public entity during the bid evaluation process, in accordance with authentication or validation guidelines of the issuing authority.		
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;		
have a certificate indicating SME Status (for Bids reserved for SMEs);		
Submit a completed and signed Bid-securing Declaration		
Submit certified identity copies of all the shareholder(s) NOT for Company Directors (certification should not be older than six (6) months).		
Submit one-page CV together with at least three (3) reference letters for similar projects that were undertaken by the bidder during the last		

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five (5) years. (The example on Annexure A must be used for the one-page CV to demonstrate proof of number of years of experience and proof of certifications).		
The bidder must submit a detailed quotation on its company letter head with the banking details clearly visible on the quote in addition to Section III List of Goods and Price Schedule. A bank confirmation letter is also acceptable for the bank details.		

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.*

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