



OFFICE OF THE SECRETARY

Request for Quotations for Works

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

Procurement Reference No: W/RFQ/11-07/2026/2027

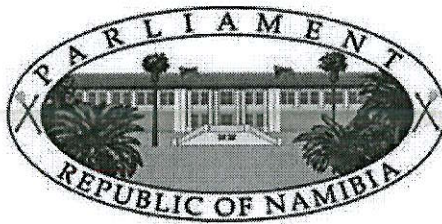
Due date: Thursday, the 12 November 2026

Bidder's Name:		
Contact Details:	TELL:	
	EMAIL:	
Total quote	Amount exclusive of vat	Amount inclusive of vat
	N\$ _____	N\$ _____

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

Initial.....*VA*.....

Initial.....



**NATIONAL COUNCIL
OFFICE OF THE SECRETARY**

Letter of Invitation

The Prospective Bidder

14 October 2026

Procurement Reference Number: W/RFQ/11-07/2026/2027

Dear Sirs/Madam

SUPPLY, DELIVERY, INSTALLATION OF THE FIRE DETECTION SYSTEM AT NATIONAL COUNCIL CHAMBER BUILDING (OLD BUILDING) AND THE PROVISION OF SERVICE LEVEL AGREEMENT (SLA) 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. Valentine Awala at Tel No 061 202 8200, Cell No 081 1584014, v.awala@parliament.na, 1st floor Room 1.3.

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,

V. Awala
.....

Ms. J, Steyn

Head of Procurement Management Unit



Initial.....*Vn*.....

Initial.....

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 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 Ninety (90) *working* 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** 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) clearly 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 for the period specified in the Standard Bidding Document after the bid submission deadline.
- (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 printout by a public entity

Initial.....*NA*.....

Initial.....

during the bid evaluation process, in accordance with authentication or validation guidelines of the issuing authority. Certificate must be valid for the period specified in the Standard Bidding Document after the bid submission deadline.

- (b) 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 must be valid for the period specified in the Standard Bidding Document after the bid submission deadline
- (c) Have a certificate indicating **SME Status** (for Bids reserved for SMEs);
- (d) Submit a duly completed, signed and stamped bid-securing declaration.
- (e) A duly completed, signed and stamped 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;
- (f) The bidder must submit a quotation (the quote is compulsory) 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 only.
- (g) The principle business should be in line with the nature of service required.
- (h) Bidders must submit three (3) reference letters demonstrating the undertaking of similar projects during the last two (5) years.
- (i) Submit a one-page CV.
- (j) 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.
- (k) Submit certified identity copies of all shareholders **NOT for Company Directors (certification should not be older than six (6) months).**
- (l) The bidder **must complete all blank spaces** in the bidding document. **The Special Conditions of Contract GCC 8.1, must completed.**
- (m) Schedule 2: Cost Structure for Value Added Calculation Per Product. **The cost structure should be certified by a Certified Accountant and proof must be provided (Ex. Power of Attorney).**
- (n) **Bidders MUST attach declarations as indicated in the Margin of Preference on company letterhead stamped and signed by an authorised person or company representative in order to qualify for the margin of preference. A bidder that does not qualify under any of the categories listed in ITB13, is not eligible to participate in the procurement reserved for the identified categories and will therefore be disqualified.**

Initial.....**VA**.....

Initial.....

- (o) Please note that this procurement is subject to the Code of good practice and exclusive preference shall be given to bidder:
- a) Who qualifies as a Namibian bidder in terms of section 71(3) of the Act;
 - b) Demonstrates that the bidder meets the local content and
 - c) Meets any or more of the criteria specified in paragraph 13 (margin of preference) of the bidding documents.
 - d) Bidder must attach declaration where required under the Margin Preference.
- (p) 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;

Bid Securing Declaration

Bidders are required to *subscribe to a Bid Securing Declaration* for this procurement process. The Bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in Appendix to Quotation Letter of this document.

5. Delivery

Delivery shall be within **forty (40) 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.*

6. 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.

7. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at *Ground floor* not later than **Thursday, the 12 November 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.

8. Opening of Quotations

Quotations will be opened internally by the National Council 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 the Public Entity and available to any bidder on request within three working days of the Opening.

9. 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 price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

Initial.....*VA*.....

Initial.....

10. 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 National 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.

11. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

- a. 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.

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

- b. 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 -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	1%	-declaration and proof that the bidder meets the requirements set out in the bidding document.

Initial.....*VA*.....

Initial.....

Environmental protection		
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 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.

13. Performance Security

Not applicable

14. Notification of Award and Debriefing

The National 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 and post a notice of award on its website within seven (7) days. Furthermore, the National Council shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

Initial...*VA*.....

Initial.....

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 addressed to:	National Council
Procurement Reference Number:	W/RFQ/11-07/2026/2027
Subject matter of Procurement:	SUPPLY, DELIVERY, INSTALLATION OF THE FIRE DETECTION SYSTEM AT NATIONAL COUNCIL CHAMBER BUILDING (OLD BUILDING) AND THE PROVISION OF SERVICE LEVEL AGREEMENT (SLA) FOR A PERIOD OF THIRTY-SIX (36) MONTHS

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 I: 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 *[forfeiture of the security amount / 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	

Initial.....*VA*.....

Initial.....

Appendix to Quotation Letter

BID SECURING DECLARATION

(Section 45 of Act)

(Regulation 37(1)(b) and 37(5))

Date:

Procurement Ref No.: W/RFQ/11-07/2026/2027

To: National Council
Private Bag 13371
WINDHOEK

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*

Initial VA

Initial.....



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:.....

Initial.....*VA*.....

Initial.....

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.

Initial.....VA.....

Initial.....

SECTION III: STATEMENT OF REQUIREMENTS

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

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

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

- Supply and install a serviceable fire protection and alarm system that meets national and international standard.
- Installation of smoke detectors and manual call point (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 Namibia Fire Safety Regulation.
- System to be tested, commissioned, and certified after installation.
- Warranty and maintenance support of system.
- Provide a Services Level Agreement (SLA) for a period of thirty-six (36) months
- Provide training for Security and maintenance personnel.

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

- Supply and install a serviceable fire protection and alarm system that meets national and international standard.
- Installation of smoke detectors and manual call point (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 Namibia Fire Safety Regulation.
- System to be tested, commissioned, and certified after installation.
- Warranty and maintenance support of system.
- Provide a Services Level Agreement (SLA) for a period of thirty-six (36) months
- Provide training for Security and maintenance personnel.

Initial.....*VA*.....

Initial.....

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/RFQ/11-07/2026/2027**

[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 (NS)	Total Price (NS)
A*	B*	C*	D*	E	F
1.	Supply and install a serviceable fire protection and alarm system that meets national and international standard.	1	each		
2.	Installation of smoke detectors and manual call point (break-glass units) in all required areas.	1	each		
3.	Provision of audible sirens and visual strobe alarms for full building coverage.	1	each		
4.	Central fire alarm control panel.	1	each		
5.	Use of fire-rated cabling and ensure compliance with Namibia Fire Safety Regulation.	1	each		
6.	System to be tested, commissioned, and certified after installation.	1	each		
7.	Warranty and maintenance support of system.	1	each		
8.	Provide a Services Level Agreement (SLA) for a period of thirty-six (36) months	1	each		
9.	Provide training for Security and maintenance personnel.	1	each		
				Subtotal	
Enter 0% VAT rate if VAT exempt.				VAT @ %	
				Total	

*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		

Initial.....VA.....

Initial.....

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: W/RFQ/11-07/2026/2027

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1.	Supply and install a serviceable fire protection and alarm system that meets national and international standard.		
2	Installation of smoke detectors and manual call point (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 Namibia Fire Safety Regulation.		
6	System to be tested, commissioned, and certified after installation.		
7	Warranty and maintenance support of system.		
8	Provide a Services Level Agreement (SLA) for a period of thirty-six (36) months		
9	Provide training for Security and maintenance personnel.		

* 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	

Initial... VA

Initial.....

SECTION VI: GENERAL CONDITIONS OF CONTRACT AND CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (Ref. W/RFQ-GCC) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: W/RFQ/11-07/2026/2027

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)	Parliament: National Council
Intended Completion Date GCC	The intended completion date is: with forty (40) working days
Project Manager GCC 1.1(y)	The Project Manager is: Mr. B. Karuuombe
Site GCC 1.1(aa)	The Site is located at Parliament and is defined in Drawings Nos:
Start Date GCC 1.1(dd)	The Start Date shall be: with forty (40) working days
The Works GCC 1.1(hh)	The Works consist of: removal and installation.
Interpretation GCC 2.2	The project will be completed in the following sections: once
Interpretation GCC2.3	The following additional documents shall form part of the contract: NONE
Language and Law GCC 3.1	The language of the contract is English The law that applies to the Contract is the law of Namibia.
Project	The Project Manager shall obtain specific approval from the Employer

Initial.....VA.....

Initial.....

GCC Clause Reference	Special Conditions
Manager's Decisions 4.1	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 <i>[may not]</i> delegate his/her duties.
Notices GCC 6	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: Mr. V. Awala 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 Mr. V. Awala
Insurance GCC 13.1	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: <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: (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 Party extended to the Employer and its representatives].</i> (e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable.

Initial.....*VA*.....

Initial.....

GCC Clause Reference	Special Conditions
	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.
Site Date GCC 14.1	The site Data shall be:
Possession of the Site GCC 20.1	The Site Possession Date shall be:
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>shall not</i> be required..
Defects Liability Period GCC 33.1	The Defects Liability Period is: <i>[insert number]</i> days. <i>[The Defects Liability Period is usually limited to 12 months, but could be less in very simple cases]</i>
Payment Certificates GCC 39.7	<i>Done after the completion of project and on invoice duration of the contract.</i> <i>either:</i> " 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". <i>Or:</i> "Payment shall be made as per progress of works <i>with/without</i> * payment for materials on site". <i>*delete as appropriate]</i>
Payments GCC 40	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.

Initial... VA

Initial.....

GCC Clause Reference	Special Conditions
Adverse weather Conditions GCC 41.1 (I)	N/A
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 <i>[insert rate]</i> per day. The maximum amount of liquidated damages for the whole of the Works is <i>[amount based on a maximum number of days]</i> . <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: _____
Advance Payment GCC 48.1	(i) No advance payment shall be made* or (ii) An amount representing <i>[10-20% of the contract price]</i> shall be released against a Bank Guarantee for mobilisation of plant and equipment.* * Delete as appropriate
Performance Security GCC 49.1	(i) No Performance Security is required* or (ii) A Performance Security in the form of a Bank Guarantee representing <i>[insert percentage 10-15%</i> (iii) <i>] of the final contract price shall be required.*</i> * Delete as appropriate
GCC 56.1	"As built" drawings or operating and maintenance manuals <i>[insert are or are not]</i> required.

Initial...VA.....

Initial.....

GCC Clause Reference	Special Conditions
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: <i>[insert percentage]</i>

Initial.....*VA*.....

Initial.....

SCHEDULE 2**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: W/RFQ/11-07/2026/2027**

Description	Attached	Not Attached
Have a valid company Registration Certificate specifying shareholders or Certified copy 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 Certified copy 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 for the period specified in the Standard Bidding Document after the bid submission deadline;		
Have an original valid Good Standing Social Security Certificate/ Certified copy 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. Certificate must be valid for the period specified in the Standard Bidding Document after the bid submission deadline;		
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 must be valid for the period specified in the Standard Bidding Document after the bid submission deadline ;		
Have a certificate indicating SME Status (for Bids reserved for SMEs);		
Bidders must submit three (3) reference letters demonstrating the undertaking of similar projects during the last two (5) years.		
Submit a one-page CV.		
Submit a duly completed, signed and stamped bid-securing declaration ;		
A duly completed, signed and stamped written 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		

Initial...VA.....

Initial.....

abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof;		
The bidder must submit a 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;		
Submit certified identity copies of all shareholders NOT for Company Directors (certification should not be older than six (6) months);		

Initial...*VA*.....

Initial.....