NATIONAL COUNCIL

OFFICE OF THE SECRETARY

Request for Quotations for Works

SUPPLY, DELIVERY & INSTALLATION OF NEW AIR CONDITIONERS AND THE PROVISION OF A SERVICE LEVEL AGREEMENT FOR ALL AIR CONDITIONERS IN NATIONAL COUNCIL BUILDINGS FOR A PERIOD OF TWENTY-FOUR (24) MONTHS.

Procurement Reference No: W/RFQ/11-09/2026/2027

Closing date: 03 December 2026 @ 10h00

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

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

All Bidders **06 November 2026**

Procurement Reference Number: W/RFQ/11-09/2026/2027

Dear Sir/Madam

SUPPLY, DELIVERY & INSTALLATION OF NEW AIR CONDITIONERS AND THE PROVISION OF A SERVICE LEVEL AGREEMENT FOR ALL AIR CONDITIONERS IN NATIONAL COUNCIL BUILDINGS FOR A PERIOD OF TWENTY-FOUR (24) 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 Procurement Management Unit- pmu.nc@parliament.na, 1st floor.

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

Yours faithfully,

PROCUREMENT MANAGEMENT UNIT
05 -11- 2026
PARLIAMENT: NATIONAL COUNCIL

.....

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 **ninety (90) 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) 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** 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). 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,

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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;

(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 must be valid for the period specified in the Standard Bidding Document after the bid submission deadline;

(e) Have a certificate indicating **SME Status** (for Bids reserved for SMEs);

(f) Submit a duly completed, signed and stamped bid-securing declaration;

(g) 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 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 quotation (the quotation 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;

(i) The principle business should be in line with the nature of service required;

(j) Bidder must operate a company registered for the supply of requested goods, services, works or proposal as indicated in this bid document. (company documents, registration/founding statement submitted with the bid document must ascertain the services provided;

(k) 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;

(l) The bidder must have three (3) years air conditioning service experience, demonstrated by providing three (3) traceable work references (reference letters supported by purchase orders and delivery notes).

(m) Bidders must provide comprehensive CVs for technicians with traceable references.

(n) The bidder **must complete Schedule 2: Cost Structure for Value Added Calculation Per Product** and ensure that it is certified by a certified accountant. Proof of the certification must be provided for example Power of Attorney. In the event where it is not applicable, the bidder must indicate 'not applicable";

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(o) Bidder MUST attach declarations as indicated in the Margin of Preference on the 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.

(p) 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 declarations where required under the Margin Preference as specified under ITB13.

(q) 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;

5. Bid Security/Bid Securing Declaration

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

6. Delivery period

Delivery shall be within **thirty (30) working days** after acceptance and issue of Purchase Order. Deviation in delivery 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 National Council 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 **National Council, Ground Floor**[1], not later than **Thursday, 03 December 2026**. Quotations by post or hand delivered should reach Parliament-National Council, Private Bag 13371, Windhoek 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 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 Securing

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Declaration, will be posted on the website of the National Council and available to any bidder on request within three working days of the Opening.

10. 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.

11. 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 the Public Entity's requirements. 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 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.

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

13.2 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

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		-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 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%**	

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 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: *[name of Public Entity]*	NATIONAL COUNCIL
Procurement Reference Number:	**W/RFQ/11-09/2026/2027**
Subject matter of Procurement:	**SUPPLY, DELIVERY & INSTALLATION OF NEW AIR CONDITIONERS AND THE PROVISION OF A SERVICE LEVEL AGREEMENT FOR ALL AIR CONDITIONERS IN NATIONAL COUNCIL BUILDINGS FOR A PERIOD OF TWENTY-FOUR (24) 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/11-09/2026/2027

To: Parliament-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:.....

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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.*

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SECTION III: STATEMENT OF REQUIREMENTS

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/RFQ/11-09/2026/2027**

DESCRIPTION: SUPPLY, DELIVERY & INSTALLATION OF NEW AIR CONDITIONERS AND THE PROVISION OF A SERVICE LEVEL AGREEMENT FOR ALL AIR CONDITIONERS IN NATIONAL COUNCIL BUILDINGS FOR A PERIOD OF 24 MONTHS.

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N$)	Total Price (N$)
A*	B*	C*	D*	E	F
1	**Call out fee**	1	Standard rate		
2	**Rate per hour**	1	Standard rate		
3	**Hourly rates for public holidays & night work**	1	Standard rate		
4	**Gas refill**	1	each		
5	Cleaning filter material, checking gas pressure and open drain outlets. Servicing & gas refill of air conditioners				
	Kindly see section V for specifications				
			Subtotal Excl vat		
			VAT @ %		
			Total incl vat		

Enter 0% VAT rate if VAT exempt.

*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/11-09/2026/2027**

[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	Predictive maintenance		
2	Replacement and installation of new air conditioning units		
3	Gas refill		
4	Kitchen fan maintenance		
5	Cleaning of filters		
6	Infrastructure check: inspecting wiring and cabling for damage or corrosion		
7	Conduct bi annual inspection and make recommendations		
8	**Any other related services as the need arises**		
9	Warranty/guarantee for new air conditioners - 12 months		

* 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	

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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 Goods (Ref. **W/RFQ-GCC**) available on the website of the National Council https://*www.parliament.na* except where modified by the Special Conditions below

SECTION VIII SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/11-09/2026/2027**

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
Employer GCC 1.1(r)	**National Council**
Intended Completion Date GCC	The intended completion date is: the installation of new air conditioners and the provision of a service level agreement is for a period of 24 months
Project Manager GCC 1.1(y)	The Project Manager is: Mr. Traugott Haufiku
Site GCC 1.1(aa)	The Site is located at Parliament National Council, Erf 14C Love Street
Start Date GCC 1.1(dd)	The Start Date shall be: After acceptance and issue of Purchase Order
The Works GCC 1.1(hh)	The Works consist of: Supply, delivery and installation of new air conditioners as well as the provision of a service level agreement for the servicing of all air conditioners in National Council's Buildings.
Interpretation GCC 2.2	The project will be completed in the following sections: the supply, delivery and installation of new air conditioners and the provision of a service level agreement for the servicing of air conditioners will be for a period of 24 months.
Interpretation GCC2.3	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 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: **The Accounting Officer, National Council** 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 _____
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: **(2)** for the Works, Plant and Materials: (for *the full amount of the works including removal of debris, professional fee etc...)* (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.* I 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 action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well).* **(2)** for personal injury or death: (i) of the Contractor's employees:*[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].* **(2)** f other people: *[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].*

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GCC Clause Reference	Special Conditions
	(2) Ifor loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable. 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: as stipulated in GCC
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 7 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates shall be required.
Defects Liability Period **GCC 33.1**	The Defects Liability Period is: 12 months/*365* days.
Payment Certificates **GCC 39.7**	" 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".
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.
Adverse weather Conditions	*None foreseen at this moment*

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GCC Clause Reference	Special Conditions
GCC 41.1 (l)	
Price Adjustment GCC 44.	The Contract is not subject to price adjustment.
Retention GCC 45.	**(2)** no proportion of any payments shall be retained
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are 0.05% per day.
Bonus GCC 47.1	The rate for the Bonus per calendar day is: not applicable for this project
Advance Payment GCC 48.1	**(2)** No advance payment shall be made. Bidders should have their own starting capital.
Performance Security GCC 49.1	(i) No Performance Security is required
GCC 56.1	"As built" drawings or operating and maintenance manuals *are not* required.
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: *would only be determine at the time and period when event of such nature occurred.*

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SCHEDULE 2

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: W/RFQ/11-09/2026/2027

Description	Attached	Not Attached
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;		
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;		
Have an original valid **Good Standing Social Security 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). 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);		
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		

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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;		
The bidder must submit a quotation (the quotation 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;		
The principle business should be in line with the nature of service required;		
Bidder must operate a company registered for the supply of requested goods, services, works or proposal as indicated in this bid document. (company documents, registration/founding statement submitted with the bid document must ascertain the services provided;		
The bidder must complete Schedule 2: Cost Structure for Value Added Calculation Per Product and ensure that it is certified by a certified accountant. Proof of the certification must be provided for example Power of Attorney. In the event where it is not applicable, the bidder must indicate 'not applicable";		
Three years air conditioning service experience, demonstrated by providing three (3) traceable work references (reference letters supported by purchase orders and delivery notes.		
The bidder must provide comprehensive CVs for technicians, with traceable references.		

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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