



**PROCUREMENT MANAGEMENT UNIT**  
**For the**  
**Oranjemund Town Council**

✉ P.O Box 178 – Corner of 8<sup>th</sup> Avenue & 12<sup>th</sup> Street, Oranjemund, NAMIBIA – Tel: (+264) 63 233 500  
Fax: (+264) 63 233 501 – E-mail: [procurement@ormdtc.com.na](mailto:procurement@ormdtc.com.na) – Website: [www.oranjemund-tc.com](http://www.oranjemund-tc.com)

**BIDDING DOCUMENTS**

Issued on: **06/11/2023**

**REQUEST FOR SEALED QUOTATION**

**FREE**

Procurement Reference No: **NCS/RFQ/ORTC-04/2023/24**  
Closing date & Time: **Thursday, 16th of November 2023 at 15h00**

Prequalification of suppliers for the provision of various services for  
Oranjemund Town Council:  
**(LOT 1) Decor services (LOT 2) Catering services.**

**QUOTATION - PARTICULARS OF BIDDER**

<b>Business Name:</b> .....
<b>Postal Address:</b> .....
<b>Telephone No:</b> ..... <b>Cell No.:</b> .....
<b>Contact Person:</b> .....
<b>E-Mail Address:</b> .....
<b>BID PRICE : LOT 1</b> _____
<b>Sub- Total:</b> ..... <b>VAT:</b> ..... <b>Total Bid Amount:</b> .....
<b>BID PRICE : LOT 2</b> _____
<b>Sub- Total:</b> ..... <b>VAT:</b> ..... <b>Total Bid Amount:</b> .....

**INFORMATION TO THE BIDDERS:**

Bidders shall enclose **One (1) Bidding document** with all necessary supporting documents in a single sealed envelope with the Procurement Reference Number “**NCS/RFQ/ORTC-04/2023/24**” The inner and outer of the envelope shall bear the Bidder’s name and address, to be deposited in the Bid Box at the Oranjemund Town Council, corner of 8<sup>th</sup> Avenue and 12<sup>th</sup> Street, on or before, **Thursday, 16th of November 2023 at 15h00.**

  
Varonique Forbes  
PROCUREMENT MANAGEMENT UNIT



**PROCUREMENT MANAGEMENT UNIT**  
**For the**  
**Oranjemund Town Council**

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☒ P.O Box 178 – Corner of 8<sup>th</sup> Avenue & 12<sup>th</sup> Street, Oranjemund, NAMIBIA – Tel: (+264) 63 233 500  
Fax: (+264) 63 233 501 – E-mail: procurement@ormdtc.com.na – Website: www.ornjemund-tc.com

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**Letter of Invitation**

*To: (Name of bidder)*

.....  
.....  
.....  
.....

**Monday, 06 November 2023**

Dear Sir/Madam,

**NCS/RFQ/ORTC-04/2023/24: - PROVISION OF VARIOUS SERVICES FOR  
ORANJEMUND TOWN COUNCIL**

The **Oranjemund Town Council** invites you to submit your best quote for the services described in detail hereunder.

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

Queries, if any, should be addressed to **Mrs. Varonique Forbes, Procurement Management Unit; Oranjemund Town Council.**

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,

  
Varonique Forbes  
PROCUREMENT MANAGEMENT UNIT

## **SECTION I: INSTRUCTIONS TO BIDDERS**

### **1. Rights of Public Entity**

The Oranjemund Town Council reserves the right:

- (a) to split the contract as per the lowest evaluated cost per site, or
- (b) to accept or reject any quotation or to cancel the quotation process; and
- (c) reject all quotations at any time prior to contract award.

### **2. Preparation of Quotations**

You are requested to quote for the services 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 Performance Standards 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 Contract Data Sheet 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 for **Ninety (90)** days from the date of submission deadline.

### **4. Eligibility Criteria**

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

- (a) **Have a Certified Copy of the Close Corporation Certificate (issued in terms of Act 26 of 1988) or Founding Statement or any other relevant Company Registration Certificate. These Certificates should clearly indicate the goods/services that the Supplier/Bidder is registered to render;**
- (b) **Have an original or originally certified copy of a good Standing Tax Certificate from NAMRA;**
- (c) **Have an original or originally certified copy of Good Standing Certificate from the Social Security Commission;**
- (d) **Have a valid originally certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;**

- (e) **Have a written undertaking as contemplated in section 138(2) of the Labour Act, 2007.**
- (f) **Have a valid originally certified copy of a certificate of fitness from the Oranjemund Town Council.**
- (g) **Submit signed Bid-securing Declaration.**

## **5. Bid Security/Bid Securing Declaration**

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

## **6. Contract Period for Services**

The completion period for services shall be within **Seven (7)** days after acceptance/issue of Purchase Order. Deviation in service period shall be considered if such deviation is reasonable.

## **7. Documents to be submitted**

Bidders shall submit along with their quotation documents giving company's profile, past experience and evidence of similar services provided together with customers' reference details.

## **8. Sealing and Marking of Bids**

Bids should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Oranjemund Town Council with the Bidder's name at the back of the envelope.

## **9. Submission of Bids**

Bids should be deposited in the Bid Box located at Oranjemund Town Council head office, finance building, not later than **Thursday, 16th of November 2023 at 15h00**. Bids by post or hand delivered should reach by the same date and time. Late bids will be rejected. Bids received by e-mail will not be considered.

## **10. Opening of Bids**

Bids will be opened internally by the Oranjemund Town Council immediately after the closing time referred to in section 9 above. A record of the Bid Opening stating the name of the Bidders and the amount, the presence or absence of a Bid Security/Bid-Securing Declaration will be put on the website of the Oranjemund Town Council and available to any bidder on request within three working days of the Opening.

## **11. Evaluation of Bids**

The Oranjemund Town 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 to determine the lowest evaluated quotation.

## **12. Scope of Services, Specifications and Performance Standards**

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Oranjemund

Town Council. Evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

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

Prices for the execution of services 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 services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

### **14. Margin of Preference**

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

*Not applicable*

14.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

*Not applicable*

### **15. Award of Contract**

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the 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 and General Conditions of Contract

### **16. Performance Security**

*Not applicable*

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

The Oranjemund Town Council shall after award 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 of ward on its website within seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven days (7) days of the unsuccessful bidders being informed of the award.

## SECTION II: QUOTATION LETTER

**(to be completed by Bidders)**

*[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of the RFQ prevail over any attachments. **If your quotation is not authorised, it may be rejected.**]*

Quotation Addressed to:	Oranjemund Town Council
Procurement Reference Number:	NCS/RFQ/ORTC-04/2023/24
Subject matter of Procurement:	Prequalification of suppliers for the provision of various services for Oranjemund Town Council: <b>(LOT 1)</b> Decor services <b>(LOT 2)</b> Catering services.

We offer to provide the services detailed in the Scope of Services, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this quotation exercise and meet the eligibility criteria specified in Section 1: Instruction to Bidders.

We undertake to abide ethical conduct during the procurement process and the execution of any resulting contract.

We have read and understood the content of the **Bid Security/Bid Securing Declaration (BSD)** attached hereto and subscribe fully to the terms and conditions contained therein.

The validity period of our quotation is **Ninety (90) 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 bid validity.

The service will commence within \_\_\_\_\_ *[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within \_\_\_\_\_ *[insert number]* days from date of issue of Purchase Order/Letter of Acceptance.

### Quotation Authorised By:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./E-mail	

**Appendix to Quotation Letter**

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

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

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

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

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

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

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

I/We\* understand this bid securing declaration ceases to be valid if I am/We are\* not the successful Bidder

Signed: .....  
[insert signature of person whose name and capacity are shown]

Capacity of:  
[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name: .....  
[insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
[insert date of signing]

Corporate Seal (where appropriate)

[Note\*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

**\*delete if not applicable / appropriate**

[This form is to be deleted if Bid Security is not applicable.]



**Republic Of Namibia**

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

**Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015**

**1. EMPLOYERS DETAILS**

Company Trade Name:.....

Registration Number :.....

Vat Number: .....

Industry/Sector: .....

Place of Business:.....

Physical Address:.....

Tell No.:.....

Fax No.:.....

Email Address:.....

Postal Address:.....

Full name of Owner/Accounting Officer:.....

.....

Email Address:.....

**2. PROCUREMENT DETAILS**

Procurement Reference No.:.....

Procurement Description: .....



.....

.....

Anticipated Contract Duration: .....

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

.....

**3. UNDERTAKING**

I .....[insert full name], owner/representative

of .....[insert full name of company]

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

**Signature:** .....

**Date:** .....

**Seal:**.....

*Please take note:*

- 1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
- 2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*

### **SECTION III: SCOPE OF SERVICES**

*[insert (a) a brief description of the services; and (b) the performance requirements and specifications of services. It is recommended to describe outputs and performances, rather than inputs, wherever possible.*

*Public Entity should refer to the Standard Bidding Documents for Cleaning Services for Open Advertised Bidding Method to define its cleaning requirements in terms of scope of cleaning clearly defining the areas and the reasonable frequency and time of cleaning in specific areas without necessarily specifying the number of cleaning attendants.*

*Public Entity may be guided by the Standard Bidding Documents for Security Services to formulate its requirements in the Priced Activity Schedules for Services as per the site.*

*Furthermore, if contract is for selecting a Service Provider for an on-going service, bidders may be informed of the manpower deployed in past contract as an indication but not as a requirement.*

*Public Entity may also indicate main equipment that the Service Provider has to mobilise in order to attend to certain cleaning tasks.]*

## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/ORTC-04/2023/24

### PROVISION OF DÉCOR SERVICES: QUOTATION (LOT) 1

1. Prequalification for the provision of décor services to be rendered to the Oranjemund Town Council on an ad hoc basis as the need arises.
2. Suppliers to provide price list of all services they offer for décor services.

#### A. SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

The Decor services to be executed under this Contract includes the following:

- Provision of excellent décor services, or to offer on hire/rental basis.
- Listed specifications below not limited to but supplier must provide other related services price lists for consideration

**Currency of Quotation: Namibian Dollars**

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Chair covers	-			
2	Tables	-			
3	Tablecloths	-			
4	Red carpet	-			
5	Draping's: Stage, ceiling, and entrance decor, including lights	-			
6	Table runners	-			
7	Tie backs	-			
8	Dinner plates	-			
9	Champagne glasses	-			
10	Cutlery and crockery	-			
11	Underplates	-			
12	Wine glasses	-			
13	Centre pieces	-			
14	Napkins	-			
15	VIP crowd control red rope (Stanchions) at event entrance	-			
16	<b>OR any other related services that's required and what bidder have to offer.</b>	-			
				<b>Other additional costs</b>	
				<b>Subtotal</b>	
				<b>VAT @      %</b>	
				<b>Total</b>	

*Enter 0% VAT rate if VAT exempt.*

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

**Priced Activity Schedule Authorised By:**

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

**SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS  
COMPLIANCE SHEET**

Procurement Reference Number: NCS/RFQ/ORTC-04/2023/24

**PROVISION OF DÉCOR SERVICES: QUOTATION (LOT) 1**

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

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	See specifications outlined in Section IV: Priced Activity schedule (Scope of works) on page 10.		
2			
3			
4			

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

**Specifications and Performance Standard Compliance Sheet Authorised By:**

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

## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/ORTC-04/2023/24

### PROVISION OF CATERING SERVICES: QUOTATION (LOT) 2

1. Prequalification for the provision of catering services to be rendered to the Oranjemund Town Council on an ad hoc basis as the need arises.
2. Suppliers to provide price list of all services they offer for catering services.

#### A. SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

The Catering services to be executed under this Contract includes the following:

- Provision of crockery and cutlery
- Cleaning of kitchen after event
- Provide menus and price lists of all services to offer.
- Listed specifications below not limited to but supplier must provide other related services price lists for consideration

### QUOTATION (LOT) 2

Currency of Quotation: Namibian Dollars

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Catering Services <ul style="list-style-type: none"> <li>• Welcoming drinks</li> <li>• <b>Please note:</b> Kindly provide quoted menus for a three-course meal for any event of Council, or lunch menus for meetings.</li> </ul>	-			
<b>Other additional costs</b>					
<b>Subtotal</b>					
<b>VAT @      %</b>					
<b>Total</b>					

*Enter 0% VAT rate if VAT exempt.*

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

**Priced Activity Schedule Authorised By:** *[insert company seal]*

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			

## SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARDS COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/ORTC-04/2023/24

### PROVISION OF CATERING SERVICES: **QUOTATION (LOT) 2**

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

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	See specifications outlined in Section IV: Priced Activity schedule (Scope of works) on page 12.		
2			

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

#### Specifications and Performance Standard Compliance Sheet Authorised By:

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

## SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

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) Ref: NCS-LS/RFQ-GCC for procurement of services (lump-sum) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

## SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: \_\_\_\_\_

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

Subject and GCC Reference	Special Conditions
<b>Definitions</b> GCC 1.1(a)	Adjudicator is Not Applicable for this contract
<b>Definitions</b> GCC 1.1(l)	The Member is: <i>[to be inserted at contract signing]</i> _____
<b>Definitions</b> GCC 1.1(o)	The Service Provider is: <i>[to be inserted at contract signing]</i> _____
<b>Notices</b> GCC 1.4	Any notice shall be sent to the following addresses: For the Oranjemund Town Council, the address and the contact name shall be: Procurement Management Unit, Oranjemund Town Council, P.O Box 178, Oranjemund For the Supplier, the address and contact name shall be: Mrs. Varonique Forbes
<b>Authorised Representatives</b> GCC 1.6	The Authorised Representatives are: For the Public Entity: _____ For the Service Provider <i>[to be inserted at contract signing]</i> : _____
<b>Effectiveness of Contract</b> GCC 2.1	The date on which this Contract shall come into effect is _____

<b>Starting Date GCC 2.2.2</b>	The intended starting date for the commencement of Services is _____.
<b>Intended Completion Date GCC 2.3</b>	The intended completion date is _____.
<b>Prohibition GCC 3.2.3(c)</b>	List of Activities: _____.
<b>Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)</b>	The other actions are _____.
<b>Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9</b>	Restrictions on the use of documents prepared by the Service Provider are: Not applicable
<b>Payments of Liquidated Damages GCC 3.10.1</b>	Liquidated damages for the whole contract are <i>[insert percentage of the final contract price]</i> per week. The maximum amount of liquidated damages for the whole contract is <i>[insert percentage]</i> of the final contract price.
<b>Lack of Performance Penalty GCC 3.10.3</b>	The percentage _____ to be used for the calculation of lack of Performance Penalty(ies) is _____. ( <i>Where applicable</i> )
<b>Performance Security GCC 3.11</b>	(i) No Performance Security is required*or



<b>Assistance and Exemptions</b> <b>GCC 5.1</b>	The assistance and exemptions provided to the Service Provider are: Not applicable
<b>Contract Price</b> <b>GCC 6.2(a)</b>	The amount in local currency is _____.
<b>Terms and Condition of Payment</b> <b>GCC 6.4</b>	Insert the payment terms in line with the GCC. <i>Within 30 days</i>
<b>Interest on Delayed Payments</b> <b>GCC 6.5</b>	Payment shall be made within 30 days of receipt of the invoice and the relevant documents.
<b>Price Adjustment</b> <b>GCC 6.6.1</b>	Price adjustment <i>is not</i> applicable.
<b>Identifying Defects</b> <b>GCC 7.1</b>	The following inspections shall be carried out: _____ The defect liability period is: _____
<b>Dispute Settlement</b> <b>GCC 8.2</b>	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. 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 may be referred to court by either party.
<b>Dispute Settlement</b> <b>GCC 8.2.3</b>	Not Applicable
<b>Dispute Settlement</b> <b>GCC 8.2.4</b>	The arbitration procedures of <i>relevant law of Namibia</i> will be used.
<b>Dispute Settlement</b> <b>GCC 8.2.5</b>	Not Applicable

**SCHEDULE 3**

**(a) COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT**

<b><u>COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT</u></b>		
	<b>N\$</b>	<b>N\$</b>
<b>Raw Materials, Accessories &amp; Components</b>		
• Imported (CIF)	.....	
• Local (VAT & Excise Duty Fee)	.....	.....
<b>Labour Cost</b>		
• Direct Labour	.....	.
• Clerical Wages	.....	.
• Salaries to Management	.....	.....
<b>Utilities</b>		
• Electricity	.....	
• Water	.....	
• Telephone	.....	.....
<b>Depreciation</b>	.....	
<b>Interest on Loans</b>	.....	
<b>Rent</b>	.....	.....
<b>Other (please specify)</b>		
• .....	.....	
• .....	.....	
• .....	.....	.....
<b>TOTAL COST</b>		

$$\text{Local Value Added} = \frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$$

**NB! The cost structure should be certified by a Certified Accountant**

**SCHEDULE 4****QUOTATION CHECKLIST SCHEDULE**

PROCUREMENT REFERENCE NO.: NCS/RFQ/ORTC-04/2023/24

<b>Description</b>	<b>Attached (please tick if submitted and cross if not)</b>
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid Security/Bid securing declaration	
Company profile, past experience and references where similar services have been provided	
originally certified copy of a valid company Registration Certificate	
originally <b>certified copy of valid good Standing Tax Certificate;</b>	
have an originally <b>certified copy of a valid good Standing Social Security Certificate;</b>	
have originally <b>certified copy of a valid Affirmative Action Compliance certificate.</b>	
Have a <b>valid</b> originally <b>certified copy of a fitness certificate</b> from the Oranjemund Town Council.	
An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;	

**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.