



---

**NAMIBIA STATISTICS AGENCY**

---

**BIDDING DOCUMENTS**

Issued on: NCS/RFQ/NSA – 03/2024

**for**

**Procurement of**

*Provision of Cleaning Service to NSA offices in Erongo, Hardap, Ohangwena  
and Omaheke regions.*

---

**Procurement Reference No: NCS/FRQ/NSA – 03/2024**

Bidder's Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Tel/Cell No: \_\_\_\_\_

Contact person: \_\_\_\_\_

E-mail: \_\_\_\_\_

*Issued Date: 15 Feb 2024  
Closing Date: 4 March 2024*

*Tel: +26461 431 3293 Fax: +26461 431 325,3 P.O .Box.2133 Windhoek, FGI House, Post Street  
Mall.*



**Letter of Invitation**

*Name and Address of Bidder*.....  
.....

*Procurement Reference No NCS/RFQ/NSA –03 /2024*

*15 February 2024*

Dear Sir,

**Request for Quotations for Provision of Cleaning Service to NSA offices in Erongo, Hardap, Ohangwena and Omaheke regions**

The Namibia Statistic Agency 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 *Namibia Statistics Agency, Technical enquires: Ms E. Nairenge at Tel: 264 614313362 or email : enairenge@nsa.org.na*

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

Yours faithfully,

.....

*Dr E. Salomo*  
*Secretary to the Procurement Committee*

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

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

The Namibia Statistic Agency 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 **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 valid certified copy of the company founding statement.
- b) have a valid original or certified copy of a Good Standing Tax Certificate.
- c) have a valid original or certified copy of a Good Standing Social Security Certificate.
- d) have a valid certified copy of Affirmative Action Compliance Certificate 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 certificate indicating SME Status
- f) have completed and signed Bid-Securing Declaration.
- g) have a valid certified copy of Good Standing BIPA certificate.
- h) have completed and signed a written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015.
- i) provide documentary evidence as listed under the margin of preferences.
- j) initial all pages and supporting documents.
- k) have a certified copy of Identification Documents (ID's)

## **5. Bid Securing Declaration**

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

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

The contract shall be on fixed rate for a period of *3 years*.

## **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 with customers' reference details.

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

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

## **9. Submission of Quotations**

Quotations should be deposited in the Quotation/Bid Box located at **Namibia Statistics Agency, FGI House, Post street mall, Ground Floor at Reception area**, not later than **4 March 2024, 11h00**. Quotations by hand delivery should reach **Namibia Statistics Agency, head office** by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

## **10. Opening of Quotations**

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

## **11. Evaluation of Quotations**

The Public Entity 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 and Performance Standards**

The Scope of Services, Specifications and Performance standards detailed in Sections III and V are to be complied with.

## **13. Price and Currency of Payments**

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency. 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. Labour Clause**

In order to qualify for award of the Contract, bidders shall subscribe to the undertaking that the salaries and wages to be paid in respect of this bid are compliant with the relevant Laws, Remuneration Order and Award where applicable and that it will abide to the sub-clause 4.6 of the General Conditions of Contract, if it is awarded the contract or part thereof.

**15. Margin of Preference**

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

Not applicable

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

Not applicable

**16. Award of Contract**

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the service 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.

**17. Performance Security**

Not applicable

**18. Notification of Award and Debriefing**

The Public Entity shall after award must 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:	<i>Namibia Statistic Agency</i>
Procurement Reference Number:	<b>NCS/RFQ/NSA – 03/2024</b>
Subject matter of Procurement:	Provision of Cleaning Service to NSA offices in Erongo, Hardap, Ohangwena and Omaheke regions.

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: Request for Quotations.

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 ***disqualification on the grounds mentioned in the BDS.***

We declare that the salaries and wages to be paid in respect of this quotation are compliant with the relevant Laws, Remuneration Order and Award where applicable and that we shall abide to clause 4.6 of the General Conditions of Contract, if we are awarded the contract or part thereof.

The validity period of our quotation is **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 **30 days** from date of issue of Purchase Order/Letter of Acceptance.

The services will be completed within **36 months** 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	

*[This form is to be deleted if Bid Securing Declaration is not applicable.]*

## Appendix to Quotation Letter

### BID SECURING DECLARATION

(Section 45 of Act)

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

**Date:** .....

**Procurement Ref No.:** NCS/RFQ/NSA – 03/2020

**To:** Namibia Statistics Agency.

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.]

**Appendix to Quotation Letter**



**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

#### SCOPE OF SERVICES

The contractor/s are expected to provide comprehensive office cleaning services to be rendered at the following Regional Offices:

<b>Lot No.</b>	<b>Region &amp; Town</b>	<b>Physical Address</b>	<b>Office Size</b>	<b>Permanent Staff</b>
1	Erongo, Swakopmund	Antonius Garten Erf 3670, Hendrick Witbooi Street	130m <sup>2</sup>	1
2	Hardap, Mariental	96 Michael Van Niekerk Street	52.10m <sup>2</sup>	1
3	Ohangwena, Eehana	Erf 937 & 938 Unit 108 Greenwell	198.52m <sup>2</sup>	1
4	Omaheke, Gobabis	Omaheke Regional Council	135m <sup>2</sup>	1

**Bidders may bid on multiple lots; however, if they are the most responsive and lowest bidder for more than one lot, they will only be awarded one lot.**

**NB: See terms of reference for the detailed specification of works to be carried out.**

## SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/NSA –03/2024

[Complete the unit and total prices for each item listed below in Namibian Dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be redesigned and customized as per the type of services required].

**Currency of Quotation: Namibian Dollars**

Lot No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	Erongo: Antonius Garten Erf 3670, Hendrik Witbooi Street, Swakopmund. Office size; 130m <sup>2</sup> <b>See attached TOR for specification</b>				
2	Hardap: 96 Micheal Van Niekerk Street, Mariental Office size; 52.1m <sup>2</sup> <b>See attached TOR for specification</b>				
3	Ohangwena: Erf 937 & Unit 108 Greenwell complex, Eenhana Office size; 198.52m <sup>2</sup> <b>See attached TOR for specification</b>				
4	Omaheke: Omaheke regional Council: 135m <sup>2</sup> <b>See attached TOR for specification</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/NSA –03/2024

*[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.]*

Lot	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	Erongo: Antonius Garten Erf 3670, Hendrik Witbooi Street, Swakopmund. Office size; 130m <sup>2</sup> <b>See attached TOR for specification</b>		
2	Hardap: 96 Micheal Van Niekerk Street, Mariental Office size; 52.1m <sup>2</sup> <b>See attached TOR for specification</b>		
3	Ohangwena: Erf 937 & Unit 108 Greenwell complex, Eenhana Office size; 198.52m <sup>2</sup> <b>See attached TOR for specification</b>		
4	Omaheke: Omaheke regional Council, Gobabis. Office size; 135m <sup>2</sup> <b>See attached TOR for specification</b>		

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

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

Name:	Dr E Salomo	Signature:	
Position:	Secretary to PC	Date:	15/02/2024
Authorised for and on behalf of:	Company		

### TERMS OF REFERENCE (TOR)

The contractor/s are expected to provide comprehensive office cleaning services to be rendered at the following Regional Offices:

Region & Town	Physical Address	Office Size	Permanent Staff
Erongo, Swakopmund	Antonius Garten Erf 3670, Hendrick Witbooi Street	130m <sup>2</sup>	1
Hardap, Mariental	96 Michael Van Niekerk Street	52.10m <sup>2</sup>	1
Ohangwena, Eehana	Erf 937 & 938 Unit 108 Greenwell	198.52m <sup>2</sup>	1
Omaheke, Gobabis	Omaheke Regional Council	135m <sup>2</sup>	1

**The details of works to be carried out by the Contractor at each of the specified locations are as detailed below:**

#### 1. CLEANING SERVICES AND SCHEDULES

TASKS	FREQUENCY
<b>Sweeping and cleaning all offices, corridors, stairs and common areas</b>	
Sweeping with polish-broom	Three days per week
Thorough floor mopping removing all sports and marks	
Polish with a rotating-brush polisher	
Cleaning all internal walls and stairs to remove any stains or any other dirt.	
<b>Bathrooms</b>	
Cleaning of bathrooms floors, walls, doors, basins, mirrors, toilet bowls, toilet seats, urinals, lights, mirrors, handles and taps	Three days per week
removal of stains	
Mopping, washing, scrubbing, and polishing the entire office space	
<b>Refusal removal</b>	
Emptying and cleaning dustbins	Three days per week
Removal of all refuse in plastic bags to a designated area	
Removal of decaying or unsightly refuse from premises	
Collection of all wastepaper and placing it in refuse bins on the premises	
Prepare the refuse bins for collection and emptying by the municipal/town council.	Once per week
Cleaning of storeroom and refuse areas	
<b>Windows cleaning</b>	
Windows cleaning	once per month

## 2. EQUIPMENT AND CLEANING CONSUMABLES

The bidder shall make available, at no additional cost, all necessary materials and equipment machinery required available at the premises and maintain that they are in good working condition throughout the contract period to perform the services adequately including but not limited to:

- ✓ Cleaning equipment
- ✓ Brooms
- ✓ Mops
- ✓ Mop sweepers
- ✓ Polishes
- ✓ Rotating-brush polisher
- ✓ Cleaning detergents such as pine gel, floor fresh, furniture polish, dishwashing liquid, urinal cleaner, air fresheners, tiles cleaner, etc.
- ✓ 2 ply Toilet Paper
- ✓ Urinal Pellets
- ✓ Cloths
- ✓ Hand paper Towels
- ✓ Dusters
- ✓ Bucket for Moping
- ✓ Ladder
- ✓ Bin bags, Etc.
- ✓ Staff presentable uniforms
- ✓ Functional detergent bottles (dishwashing liquid & hand wash liquid). No cooldrink bottles are acceptable.

**NB: Only SABS-approved and preferably environment-friendly detergents may be used**

The bidder must remove and replace all equipment from the NSA premises that is worn out within twenty-four (24) hours. The unavailability or shortage of cleaning equipment to carry out the job properly can lead to the cancellation of the contract. No excuses shall be accepted.

## 3. ADDITIONAL OBLIGATIONS

- ✓ The Cleaning Contractor undertakes to provide all required cleaning materials, chemicals and equipment as requested by NSA as agreed to between the parties upon awarding of this contract.
- ✓ The Contractor undertakes that if the cleaning contractor experiences labour disruptions or a shortage of staff, the services of the cleaning to NSA will not be disrupted.
- ✓ The Contractor undertakes that it shall be available on twenty-four (24) hour standby in cases of cleaning emergencies.
- ✓ The Contractor undertakes to assign personnel that are experienced and competent to deliver on the contract.
- ✓ The Cleaning Contractor warrants that its cleaning personnel shall not directly or indirectly interfere with the operations of NSA or disrupt its clients.

- ✓ NSA undertakes to allow access to the Contractor's employees for the purposes of providing cleaning services.
- ✓ Immediate reporting of any breakages such as leaking water taps, blocked toilets, broken lights, etc.
- ✓ In case a worker must go on leave, the Contractor must organise a replacement and ensure no disruptions in service delivery.
- ✓ The Contractor shall maintain Weekly Attendance of Staff and must be presented to NSA's Officials Monthly and Quarterly.
- ✓ The Contractor must provide uniforms to its staff and shall also comply with the related legislations in respect of wages, leave entitlement and pension contributions for its personnel.

## EVALUATION CRITERIA

## 1. MANDATORY REQUIREMENTS DOCUMENT EVALUATION CRITERIA

Mandatory Documents / Requirements			
No	Mandatory Requirements	Yes	No
1	Provide the Company Quotation		
2	Quotation Letter		
3	List of Goods and Price Schedule		
4	Specification and Compliance Sheet		
5	Bid Securing Declaration		
6	A certified copy of the Founding Statement/company registration certificate indicating ownership structure/shareholder		
7	Valid original or certified copy of Good Standing Tax Certificate.		
8	Valid original or certified copy of Good Standing Social Security Certificate.		
10	Valid certified copy of the Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		
11	Valid certified copy of certificate indicating SME Status (If SMEs);		
12	Completed and signed written undertaking as contemplated in section 138(2) of the Labour Act, 2007 (Act No. 11 of 2007)		
13	Certify copy of ID for the company owner.		
14	Initial all pages and supporting documents.		

**Note: The bidder's submission will either be responsive or non-responsive. Bidders who do not comply with any of the above Mandatory documents/requirements will be disqualified from the entire evaluation process and will not be considered further.**

## 2. TECHNICAL EVALUATION

Deliverables	Criterion basis	Points
<b>No. of years in Operation delivering cleaning services</b>	<ul style="list-style-type: none"> <li>• 3 years of experience = 35</li> <li>• 2 years of experience = 20</li> <li>• 1 year of experience = 15</li> </ul>	<b>35</b>
<b>Provide letters of reference on official company letterheads Three (3) references letters where cleaning services have been provided.</b>	<ul style="list-style-type: none"> <li>• 3 reference letters = 35</li> <li>• 2 reference letters = 20</li> <li>• 1 reference letters = 15</li> </ul>	<b>35</b>
	<b>Total Points</b>	<b>70</b>

**ONLY BIDS THAT MEET MINIMUM 65% OF THE TECHNICAL EVALUATION CRITERIA WILL BE CONSIDERED FOR FINANCIAL EVALUATION. NSA RESERVES THE RIGHT TO VERIFY ANY REFERENCE LETTERS PROVIDED.**



**FINANCIAL EVALUATION**

Bidders will be ranked according to price quoted or offers (From lowest to highest). The bid shall be awarded to the lowest responsive evaluated substantially responsive bid in terms of Section 55 (1) of the Public Procurement Act, 2015 (Act No. 15 of 2015).

## 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/ONB/NSA –03/2024

for the procurement of services (time based) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

## SECTION VII: CONTRACT DATA SHEET

**Procurement Reference Number:** NCS/ONB/NSA –03/2024

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].

Clause	Contract Data
<b>GCC 1.1 Effectiveness of Contract</b>	The Contract <i>shall</i> come into effect as from: <b>Date to be provided at contract signing stage.</b>
<b>GCC 1.3.1 Intended Completion date</b>	Unless terminated earlier pursuant to sub-clause GCC 1.7 of the Contract, the Service Provider shall complete its activities by [ <i>insert date of expiry of contract</i> ] or by an additional period of [ <i>insert figure</i> ] months, renewable on an annual basis.  <b>Date to be provided at contract signing stage.</b>
<b>GCC 1.6.1 Issue of notices</b>	The Authorized Representative of the Employer is Ms. E. Nairenge Email <a href="mailto:enairenge@nsa.org.na">enairenge@nsa.org.na</a>  The Authorized Representative of the Service Provider is: _____
<b>GCC 2.6 Insurance and liabilities to Third Party</b>	The amount of the Professional Indemnity Insurance Cover shall be at least:_____
<b>GCC 2.7 Reporting Obligations</b>	The Service Provider shall report to: [ <i>insert name(s), title(s) address and contract details</i> ]. Ms. E. Nairenge. Email <a href="mailto:enairenge@nsa.org.na">enairenge@nsa.org.na</a>
<b>GCC 2.10 Performance Security</b>	The Performance Security shall be for an amount [ <i>5 to 10 %</i> ] of the Contract Price or part thereof if the contract is awarded on a split basis. N/A
<b>GCC 4.2 Contract Price</b>	The amount payable is: _____ per month.
<b>GCC 4.3 Terms of Payment</b>	Payments will be made to the Service Provider on a monthly basis <i>30 day</i> ] after receipt of invoice.
<b>GCC 4.5 Price Adjustment</b>	Prices “ <i>shall not be</i> ” adjustable.

### QUOTATION CHECKLIST SCHEDULE

**Procurement Reference No.:** NCS/RFQ/NSA –03/2024

Description	Attached	Not Attached
Provide the Company Quotation		
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
A certified copy of the Founding Statement/company registration certificate indicating ownership structure/shareholder		
Valid original or certified copy of Good Standing Tax Certificate.		
Valid original or certified copy of Good Standing Social Security Certificate.		
Valid certified copy of the Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		
Valid certified copy of certificate indicating SME Status (If SMEs);		
Completed and signed written undertaking as contemplated in section 138(2) of the Labour Act, 2007 (Act No. 11 of 2007)		
Certify copy of ID for the company owner.		
Initial all pages and supporting documents.		

**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.