

REPUBLIC OF NAMIBIA
ZAMBEZI REGIONAL COUNCIL
SUBDIVISION: WATER SUPPLY AND SANITATION COORDINATION

Tel: +264 66 253323

Fax: +264 66 253239

Enquiries: Ms. M. Ndala

Ngoma/Hospital Road
ZRC Office Park

Cell: 0814185795

Private Bag 5002
Katima Mulilo

03/09/2026

REQUEST FOR SEALED QUOTATIONS (RFQ)

Re-advertisement

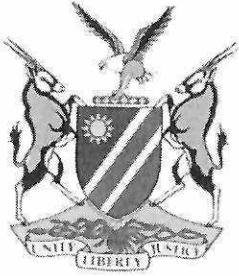
Bid Reference No:	G/RFQ/ZRC-75/2026/2027
Title:	Supply and delivery of one Laptop.
Description:	Suppliers are hereby invited to supply and deliver one laptop for the Directorate of Water Supply and Sanitation Coordination, Katima Mulilo.
Closing Date and Time:	Friday, 11 September 2026 at 10H00
Bidding Documents:	Available on the Zambezi Regional Council website:
Levy(non-refundable):	None
Delivery Address:	Zambezi Regional Council Office Building, Bid Box Number 1-Ground Floor.

NB: FAXED/EMAILED/ELECTRONIC BIDS SHALL NOT BE ACCEPTED. BIDS RECEIVED BY COURIER AFTER THE CLOSING DATE, TIME AND LATE SUBMISSION SHALL NOT BE ACCEPTED. SEALED BIDS IN THE ENVELOPE CLEARLY MARKED WITH THE ABOVE PROCUREMENT REFERENCE NUMBER AND BIDDERS DETAILS SHALL BE DELIVERED ON OR BEFORE 11 SEPTEMBER 2026 AT 10H00.

Mr. A Shikoyeni

Head: Procurement Management Unit





REPUBLIC OF NAMIBIA ZAMBEZI REGIONAL COUNCIL



Tel: +264 66 261700

Fax: +264 66 252650

Inquiries: Ms. M. Ndala

Ngoma/Hospital Road
ZRC Office Park

Private Bag 5002
Katima Mulilo

03/09/2026

Letter of Invitation

To: All Prospective Bidders

Procurement Reference Number: G/RFQ/ZRC-75/2026/2027

Dear Sir/Madam,

Invitation for Bids for the Supply and Delivery of: One Laptop

The Zambezi Regional 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.

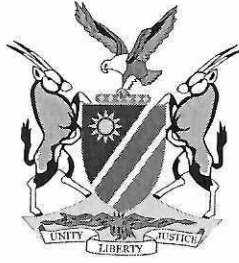
Queries, if any, should be addressed to **Ms. Mildred Ndala, telephone: 066-253323**.

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,

MR. ABRAHAM SHIKOYENI
HEAD: PROCUREMENT MANAGEMENT UNIT





Procurement Policy Unit
(Established under section 6 of the Public Procurement Act, 2015)

Ref: G/RFQ/ZRC-75/2026/2027

STANDARD BIDDING DOCUMENTS

for

Request for Sealed Quotations

[Issued in terms of section 7(1)(1) of the Public Procurement Act, 2015]

(Goods)



ZAMBEZI REGIONAL COUNCIL

Re-Advertisement

Request for Sealed Quotations for Goods

Procurement of one laptop

Bidder Name	
E-mail Address	
Contact No	
Bid Amount	
Closing Date of Bids	11 September 2026 @ 10H00

**DOCUMENTS CLEARLY MARKED WITH THE PROCUREMENT REFERENCE NUMBER
MUST BE DEPOSITED IN THE BID BOX NUMBER 1, GROUND FLOOR, ZAMBEZI
REGIONAL COUNCIL.**

Procurement Reference No: G/RFQ/ZRC-75/2026/2027

Zambezi Regional Council
Private Bag 5002
Katima Mulilo, Namibia
Tel: 066-261700
Fax 066-252650
Email: Abraham.Shikoyeni@zambezirc.gov.na

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Zambezi Regional 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 **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 company Registration Certificate (certified copy);
- (b) have an original valid good Standing Tax Certificate/certified copy (NAMRA);
- (c) have an original valid good Standing Social Security Certificate/certified copy;
- (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;
- (e) have a certificate indicating SME Status (for Bids reserved for SMEs);
- (f) Submit signed Bid-securing Declaration;
- (g) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;
- (h) Principal Business must be in line with the procurement;
- (i) Attach quotation;
- (j) Attach certified copy of ID.

5. Bid Security/Bid Securing Declaration

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

6. Delivery

Delivery shall be **30 days** after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted.

6.1. The following tests and inspections will be conducted on the goods at delivery:

- The received items are according to the specifications.
- Received items are in good order.

7. Sealing and Marking of Quotations

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

8. Submission of Quotations

Bids should be deposited in the bid box number one (1) located at Zambezi Regional Council Building, Ground floor, **not later than 10:00hrs on the 11 of September 2026**. Bids by post or hand delivered should reach **ZAMBEZI REGIONAL COUNCIL BUILDING** by the same date and time at latest. Late bids will be rejected. Bids received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 above. A record of the Bid 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.

10. 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 price or ownership 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 Public Entity'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.

12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

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

Not applicable

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

Not applicable

14. 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.

15. Performance Security

Not Applicable

16. 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 seven (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (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 Price list 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:	
Procurement Reference Number:	
Subject matter of Procurement:	

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 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 Securing Declaration* (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to *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	

Appendix to Quotation Letter

BID SECURING DECLARATION

(Section 45 of Act)

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

Date: _____

Procurement Ref No.: _____

To: Zambezi Regional 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)



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Witten 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: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Supply and delivery of one (1) Laptop for DWSSC.

Procurement Ref No. G/RFQ/ZRC/75/2026/2027

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS				
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.				Bidders shall fill-in columns E - I and fill the total				
				E= mark with a *if an equivalent is quoted				
				F= Rate per unit				
				G=Total price for one item (C x F)				
				• If an equivalent is quoted, please attach to your quote appropriate technical information & specification				
				• Bidders shall fill in and sign the bottom section of this page				
A	B	C	D	E	F	G	H	I
	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD ¹	Total price without VAT NAD	VAT: NAD	Delivery weeks (days/month)
								Country of Origin
1.	Notebook (SEE ATTACHED SPECIFICATIONS)	1	Each					
2.	Protective carry bag	1	Each					
				SUB TOTAL				
				VAT 15%				
				GRAND TOTAL				
NAME:				SIGNATURE		DATE:		
NAME OF BIDDER:				POSITION:		ADDRESS:		

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

Currency : Exchange Rate:

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

Key notes: **NA=NOT APPLICABLE, NQ=NO QUOTE**

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

- Laptop
- Protective carry bag
- Wireless or Bluetooth Mouse
- Warranty: Three (3) years

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/ZRC/75/2026/2027

[Bidders should complete columns C and D with the specification of the goods 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.]

BUSINESS LAPTOPS

NOTEBOOKS	FOR OMAs TO COMPLETE		FOR BIDDER TO COMPLETE		
	Quantity	1			
Feature	Description	Yes	No	Deviation (if any)	
Operating System	Microsoft Windows 11 Professional 64 bit or latest version available				
Processor	14 th Generation Intel Core i5				
	AMD Ryzen 5				
Memory	16 GB DDR4				
Hard drive	512GB SSD NVMe				
I/O Ports	2x USB 3.0; 1 x USB Type-C, 1x HDMI, 1x AC Power				
Display	15.6"/16" 1366 x 768				
Speakers	Integrated Stereo Speakers				
Camera	720p High-Definition Webcam				
Graphics	Integrated High-Definition Graphics				
Input devices	Touchpad Mouse and Keyboard with Numeric Keypad				
Network Interface	RJ-45 or Dongle (USB to Ethernet Adapter)				
Wireless	802.11a/b/g/n Wi-Fi and Bluetooth ® 5				
Warranty	Three (3) Years				
Accessories	Protective Carry Bag and all necessary accessories should be included - Bundled				
Input Devices	Wireless or Bluetooth Mouse				

Section VII Special Conditions of Contract 11

** 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	

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. **G/RFQ-GCC** on the website of Zambezi Regional Council: <https://www.zambezi.gov.na> except where modified by the Special Conditions below.

SECTION VI: 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 except where modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: G/RFQ/ZRC/75/2026/2027

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: Zambezi Regional Council
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is Directorate of Water Supply and Sanitation Coordination, Katima Mulilo.
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For Zambezi Regional Council, the address and the contact name shall be: P/Bag 5002 Katima Mulilo Mr. Abraham Shikoyeni, Head: PMU For the Supplier, the address and contact name shall be: _____ _____
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: 10.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with the rules of procedure specified in the SCC. Arbitration proceedings shall be conducted in accordance to the Namibian Laws.

Section VII Special Conditions of Contract 13

Subject and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	The Goods are to be delivered within 30 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note; (b) invoice
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed <i>shall not</i> be adjustable.
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price <i>shall not be</i> adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.
Performance Security GCC 18.1	(i) No performance security is required
Insurance GCC 24.1	Unless otherwise specified in the SCC, the Goods supplied under the Contract shall be fully insured—in a freely convertible currency from an eligible country—against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in accordance with the applicable Incoterms or in the manner specified in the SCC.
Transportation GCC 25	The Goods shall be delivered by the Supplier. Unless otherwise specified in the SCC, responsibility for arranging transportation of the Goods shall be in accordance with the specified Incoterms.

Section VII Special Conditions of Contract 14

Subject and GCC clause reference	Special Conditions
Inspection and Test GCC 26	The inspection and tests shall be: 26.1 The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Goods and Related Goods/Services as are specified in the SCC. 26.7 The Purchaser may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser, and shall repeat the test and/or inspection, at no cost to the Purchaser, upon giving a notice pursuant to GCC Sub-Clause 26.4. 26.8 The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Purchaser or its representative, nor the issue of any report pursuant to GCC Sub-Clause 26.6, shall release the Supplier from any warranties or other obligations under the Contract.
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: 26.2 The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the Goods' final destination, or in another place in Namibia as specified in the SCC. Subject to GCC Sub-Clause 26.3, if conducted on the premises of the Supplier or its Subcontractor, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.
Liquidated Damages GCC 27.1	Not Applicable
Warranty GCC 28.3	The period of validity of the warranty shall be: Three (3) years.
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 20 days

Section VII Special Conditions of Contract 15

Attachment: Price Adjustment Formula

If in accordance with GCC 15.1, prices shall be adjustable, the following method shall be used to calculate the price adjustment:

- 15.2 Prices payable to the Supplier, as stated in the Contract, shall be subject to adjustment during performance of the Contract to reflect changes in the cost of labor and material components in accordance with the formula:

$$P_1 = P_0 \left[a + \frac{bL_1}{L_0} + \frac{cM_1}{M_0} \right] - P_0$$

$$a+b+c = 1$$

in which:

- P_1 = adjustment amount payable to the Supplier.
- P_0 = Contract Price (base price).
- a = fixed element representing profits and overheads included in the Contract Price and generally in the range of five (5) to fifteen (15) percent.
- b = estimated percentage of labor component in the Contract Price.
- c = estimated percentage of material component in the Contract Price.
- L_0, L_1 = labor indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively.
- M_0, M_1 = material indices for the major raw material on the base date and date for adjustment, respectively, in the country of origin.

The coefficients a , b , and c as specified by the Purchaser are as follows:

- $a = [\text{insert value of coefficient}]$
- $b = [\text{insert value of coefficient}]$
- $c = [\text{insert value of coefficient}]$

The Bidder shall indicate the source of the indices and the base date indices in its bid.

Base date = thirty (30) days prior to the deadline for submission of the bids.

Date of adjustment = $[\text{insert number of weeks}]$ weeks prior to date of shipment (representing the mid-point of the period of manufacture).

The above price adjustment formula shall be invoked by either party subject to the following further conditions:

- (a) No price adjustment shall be allowed beyond the original delivery dates unless specifically stated in the extension letter. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The

Section VII Special Conditions of Contract 16

Purchaser will, however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment.

- (b) If the currency in which the Contract Price P_0 is expressed is different from the currency of origin of the labor and material indices, a correction factor will be applied to avoid incorrect adjustments of the Contract Price. The correction factor shall correspond to the ratio of exchange rates between the two currencies on the base date and the date for adjustment as defined above.
- (c) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment.

QUOTATION CHECKLIST SCHEDULE

SCHEDULE 2

Procurement Reference No.: G/RFQ/ZRC/75/2026/2027

Description	Attached	Not Attached
Quotation Letter: Section II		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
A valid company Registration Certificate (certified copy)		
An original valid good Standing Tax Certificate/certified copy (NAMRA)		
An original valid good Standing Social Security Certificate/certified copy		
A certificate indicating SME Status - certified copy (for Bids reserved for SMEs)		
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		
Attach quotation		
Attach certified copy of ID		

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.