



NAMIBIA FILM COMMISSION

PROCUREMENT MANAGEMENT UNIT
BIDDING DOCUMENT

ISSUED ON

16 April 2026

FOR
PROCUREMENT OF

Request for A Catering Service "KINO NAMIBIA PROJECT in Zambezi Region"
"Restricted to Katima Mulilo town based companies only"

Procurement Reference No:
NCS/RFQ/ NFC - 01/2026/2027

Name of the Bidder:	
Contact Number:	
Contact Person:	
Email Address:	
Total Bid Amount(NS):	

Namibia Film Commission
c/o Jenner and Schonlein Street, Windhoek West
061 - 381900

NAMIBIA FILM COMMISSION Procurement 2026 -04- 16 P.O.Box 41807 Ausspannplatz WINDHOEK
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NAMIBIA FILM COMMISSION
PROCUREMENT MANAGEMENT UNIT

Letter of Invitation

TO: All Bidders

Procurement Reference No: NCS/RFQ/NFC -01/2026/2027

16 April 2026

Dear Sir/Madam

REQUEST FOR SEALED QUOTATIONS: CATERING SERVICE

The Namibia Film Commission request you to submit your best quote for the item described in detail hereunder.

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

For enquiries, please do not hesitate to contact the following people

Enquiries: pmu-nfc@mict.gov.na

Please, prepare and submit your quotation (**by 10h00 on Thursday, 23 April 2026**), in accordance with the instructions given or inform the undersigned in writing if you will not be submitting your quotation.

Yours faithfully,

.....
HEAD OF PROCUREMENT MANAGEMENT

NAMIBIA FILM COMMISSION
Procurement

2026-04-16

P.O.Box 41807 Ausspannplatz
WINDHOEK

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Namibia Film Commission reserves the right:

- (a) To split the contract as per the lowest evaluated cost per item, 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 items mentioned in Section III by completing, signing and returning:

- (a) The Quotation Letter in Section II
- (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.
- (e) All pages and correction made must be initialled and every blank (provided) space must be completed.

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. The use of correctional fluid is strictly prohibited.

3. Validity of Quotations

The Quotation validity period shall be 30 days from the date of submission deadline.

4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should please tick below, to indicate whether each of the following documents is attached:

	Document name / title	Please tick
1	Have a valid company Registration Certificate;	
2	Have an original or certified correct, valid good Standing Tax Certificate;	
3	Have an valid good Standing Social Security Certificate;	
4	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;	
5	Have a certificate indicating SME Status (for Bids reserved for SMEs);	

6	Submit signed Bid-securing Declaration.	
7	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;	
8	Proof of Certificate of Fitness from the local Authority/ Municipality	

5. Bid Security/Bid Securing Declaration

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

6. Service Delivery: The service shall be from 10- 18 May 2026

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the **Procurement Reference Number NCS/RFQ/NFC – 01/2026/2027**, addressed to the Namibia Film Commission with the Bidder's name and contact information at the back of the envelope.

8. Submission of Quotations

Scaled Quotations should be hand delivered to Ministry of Information and Communication Technology (MICT Zambezi) Erf: 63, Ngoma Road, Katima Mulilo, Zambezi Region not later than 10H00 on Thursday, 23 April 2026.

Late quotations will be rejected.

9. Opening of Quotations

Quotations will be opened internally by the Public Entity at 10:00 on 27 April 2026 from Namibia Film Commission Office, Windhoek. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security/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

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

- (a) The prices quoted by the Bidder shall be fixed, firm, and not subject to adjustment during the performance of the contract.
- (b) The prices shall be inclusive of all costs necessary for the execution of the contract.
- (c) 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:

Bidders will be evaluated for Margin of Preference in accordance with the provisions of the Code of Good Practice on Preference. The Purpose of this phase is to give effect to Exclusive Preference by Promoting Namibian ownership, MSME, Youth, Women-owned and Entities promoting environmental protection.

The Margin of Preference will be calculated using the following formula:

$$Mp = (P \times M) / 100$$

Where:

- Mp = Margin of Preference points allocated
- P = Base score allocated for preference evaluation.
- M = Percentage preference entitlement of the bidder, as defined in the Code of Good Practice on Preference

Category	Margin of preference
Nature of business in line with the request	2%
MSME	1%
Women owned enterprise	1%
Youth owned enterprise	2%
PDP owned enterprise	2%
Supplier promoting Environmental protection	1%
Service rendered by Namibian citizens	1%
TOTAL	10%

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

Documentary evidence
-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
SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership

- IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian female ownership
- IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian youth ownership
-IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificates - declaration indicating the percentage of Namibian PDPs ownership
-declaration and proof that the bidder meets the requirements set out in the bidding document
declaration that the bidder employs 50% or more Namibian citizens

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. Notification of Award and Debriefing

The **Namibia Film Commission** 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 item listed in the attached List of Goods and Price Schedule as per the defined specifications, *except for the qualified deviations [Bidder may delete this phrase in case of no deviation]* and, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

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

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

We have read and understood the content of the *Bid Securing Declaration (BSD)* attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to *forfeiture of the security amount / disqualification on the grounds mentioned in the BDS.*

The validity period of the Quotation is 30 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	



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- IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian youth ownership
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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	

BID SECURING DECLARATION

(Section 45 of Act) (Regulation 37(5) and 56(2))

Date:

Procurement Ref No.

To:

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:

Capacity of:

Name:

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

Dated on _____ day of _____, _____.

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.]



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.



**APPLICATION FOR PREFERENCE FORM IN TERMS OF PUBLIC
PROCUREMENT CODE OF GOOD PRACTICE ON PREFERENCE, 31 JANUARY
2023**

DATE:.....

PROCUREMENT REF:

SUBJECT:.....
.....
.....

TO: NAMIBIA FILM COMMISSION

*I/We owner of(company name) in terms of the Public
Procurement Act no.15 of 2015, Code of Good Practice on preference hereby wishes to
apply for exclusive preference in the following categories;*

Please tick on the appropriate column:

Tick	Category	Margin of preference	Documentary evidence to be attach
	Manufacturer	2%	-Certificate of registration from a registering authority -Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation in Annexure 1, and as certified by an Accountant
	MSME	1%	SME registration certificate - Declaration indicating the percentage of Namibian MSME ownership
	Women owned enterprise	1%	- IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian female ownership
	Youth owned enterprise	2%	- IDs of all shareholders - Founding statement/company registration indicating ownership

			structure/shareholder certificate - declaration indicating the percentage of Namibian youth ownership
	PDP owned enterprise	2%	-IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificates - 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%	

NB: Failure to attach the Documents Evidence and declaration will result in the application deemed invalid and will not be consider.

The maximum cumulative allowable margin of preference applicable to exclusive preferences for price evaluation purposes is 10%.

DECLARATION FORM

I/We owner of (Company name) hereby declare:
(Choose only where its applicable)

-% of my company shares are owned by Previously Disadvantage Person (PDP).
-% of my company shares are owned by youth. (age 15-30)
-% of my company shares are owned by women.
- Employees % Namibian citizen.

(Company must employ 50% more Namibian citizen)

Therefore, I would like to apply for exclusive preference in terms of the Public Procurement Act no.15 of 2015, Code of Good practice on preference, 2023.

Signed

.....
[Insert signature of person whose name and capacity are shown]

Capacity of:

.....
[Indicate legal capacity of person (s) signing]

Name:

.....

Date

Company stamp

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Catering Service for Kino Namibia Project in Zambezi Region

Procurement Ref No: NCS/RFQ/NFC – 01/2026/2027

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to I shall be filled in by the Public Entity.				<p>Bidders shall fill-in columns F, G & H and fill the total</p> <p>E= mark with a *if an equivalent is quoted</p> <p>F= Rate per unit G=Total price for one item (C x F)</p> <ul style="list-style-type: none"> • 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	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/month	Country of Origin
1	Arrival day – (10 May 2026) <ul style="list-style-type: none"> • Dinner – pre-packed with 1 soft drink per person (Choice of stewed Meat, grilled chicken or baked fish; served with rice/pap/roasted potatoes, seasonal vegetables and fresh salad)	80pax							

2	<p>Breakfast (daily)</p> <ul style="list-style-type: none"> • Sandwich/brotchens with assorted fillings: Sandwiches/ brotchens (egg/ cheese& tomato/ polonies/ tuna/ chicken mayo • 40 Litres Juice's severed from a tapped container for 80 people 	80pax							
3	<p>Lunch (daily) Pre packed</p> <ul style="list-style-type: none"> • Rotational meals: Grilled chicken, baked fish, pork or meat served with (rice/macaroni/pap); seasonal vegetables; fresh salads (garden salad, coleslaw; potato salad, beetroot with jugged juices • 40 Litres Juice's severed from a tapped container for 80 people 	80pax							
4	<p>Afternoon break (daily) Pre packed</p> <ul style="list-style-type: none"> • Assorted Biscuits, mini pies and two types of fruits 	80pax							
5	<p>Dinner (daily)</p> <ul style="list-style-type: none"> • Rotational meals: stewed beef, grilled chicken, or fish; served with rice/macaroni /pap/potatoes, vegetable, fresh salad • 40 Litres Juice's severed from a tapped container for 80 people 	80pax							

6	Extras (daily) <ul style="list-style-type: none"> Assorted fresh fruits and sweets, coffee station every day throughout the day. 	80pax								
7	Premiere night (17 May 2026) <ul style="list-style-type: none"> Assorted platters and soft drinks Meaty platters (chicken wings/drum sticks, Vienna's, meatballs, fish) Savoury Platters Desert platters (assorts mini tarts, brownies and blocked malva pudding) Soft drink assorted 300ml Still water 500ml 	100pax 150pax 150pax								
8	Departure Breakfast (18 May 2026) Pre packed <ul style="list-style-type: none"> Sandwiches/ brotchens with assorted fillings (egg/ cheese& tomato/ polonies/ tuna/ chicken mayo 40 Litres Juice's severed from a tapped container for 80 people 	80pax								
9	Plastic glasses for juices to be served with every meal	80pax								
10	Plastic utensils with serviettes to be included with every lunch and dinner									
	(Please submit a full quote with bid document)									
					Sub Total					
					Vat 15%					

			Total	
COMPANY NAME:	POSITION:	SIGNATURE		DATE
NAME OF BIDDER:	ADDRESS:			

The price shall be treated as firm in Namibian Dollars for all intent and purpose
 APPLICABLE, NQ=NO QUOTE

Key notes: NA=NOT

SECTION IV:

SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

The Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/NFC – 01/2026/2027

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	Arrival day – (10 May 2026) <ul style="list-style-type: none"> • Dinner – pre-packed with 1 soft drink per person (Choice of stewed Meat, grilled chicken or baked fish; served with rice/pap/roasted potatoes, seasonal vegetables and fresh salad)		
2	Breakfast Daily <ul style="list-style-type: none"> • Sandwich/brotchens with assorted fillings: Sandwiches/ brotchens (egg/ cheese& tomato/ polonies/ tuna/ chicken mayo) 40 Litres Juice's severed from a tapped container for 80 people		
3	Lunch (daily) Pre packed <ul style="list-style-type: none"> • Rotational meals: Grilled chicken, baked fish, pork or meat served with (rice/macaroni/pap); seasonal vegetables; fresh salads (garden salad, coleslaw; potato salad, beetroot with jugged juices) 40 Litres Juice's severed from a tapped container for 80 people		

4	<p>Afternoon break (daily) Pre packed</p> <ul style="list-style-type: none"> Assorted Biscuits, mini pies and two types of fruits 		
5	<p>Dinner (daily)</p> <ul style="list-style-type: none"> Rotational meals: stewed beef, grilled chicken, or fish; served with rice/macaroni /pap/potatoes, vegetable, fresh salad <p>40 Litres Juice's severed from a tapped container for 80 people</p>		
6	<p>Extras (daily)</p> <ul style="list-style-type: none"> Assorted fresh fruits and sweets, <p>coffee station every day throughout the day.</p>		
7	<p>Premiere night (17 May 2026)</p> <ul style="list-style-type: none"> Assorted platters and soft drinks Meaty platters (chicken wings/drum sticks, Vienna's, meatballs, fish Savoury Platters Desert platters (assorts mini tarts, brownies and blocked malva pudding) Soft drink assorted 300ml Still water 500ml 		
8	<p>Departure Breakfast (18 May 2026) Pre packed</p> <ul style="list-style-type: none"> Sandwiches/ brotchens with assorted fillings (egg/ cheese& tomato/ polonies/ tuna/ chicken mayo <p>40 Litres Juice's severed from a tapped container for 80 people</p>		
9	<p>Plastic glasses for juices to be served with every meal</p>		
10	<p>Plastic utensils with serviettes to be included with every lunch and dinner</p>		

[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.]

** 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

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 NCS/RFQ/NFC – 01/2026/2027

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

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The Purchaser is Namibia Film Commission
Site GCC 1.1(m)	The final site/destination will be communicated to successful bidder after contract is awarded
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 the Namibia Film Commission, the address and contact name shall be: Head of Procurement Management Unit (pmu-nfc@mict.gov.na) Address: Namibia Film Commission c/o Jenner and Schonlein Street Windhoek West
Disputes GCC 10.2	No adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the two parties in connection with or arising out of the contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties to resolve such dispute by amicable agreement, within fourteen (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

Subject and GCC clause reference	Special Conditions
Delivery and Documents GCC 13.1	The Services are to be delivered respectively (from the date indicated) The documents to be furnished by the Supplier are (a) Invoice (b) Banking details confirmation letter
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed shall not be adjustable
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following submission of an invoice and the documents listed in clause 13.1
Terms of Payment GCC 16.3	The Purchaser shall make payments not later than thirty days after submission of an invoice and its certification.
Terms of Payment GCC 16.4	The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of Requirements.
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	No Performance Security shall be required for this contract.
Discharge of Performance Security GCC 18.4	No performance Security shall be required for this contract, and the provisions relating to Discharge of Performance Security shall therefore not apply.
Packing GCC 23.2	Should be done in accordance with Quantity (pack) and pre-packed
Insurance GCC 24	No Insurance is required for the contract

Subject and GCC clause reference	Special Conditions
Transportation GCC 25	The Supplier shall be fully responsible for the transportation.
Inspection and Tests GCC 26.	No Inspection and test is required for this contract, however supply of products must be in accordance with the specifications provided.
Location of Inspection and Tests GCC 26.2	Inspections shall be conducted at the location provided.
Liquidated Damages GCC 27	No Liquidated damages is required for this contract
Warranty GCC 28.3	No Warranty is required for this contract

SCHEDULE 3: QUOTATION CHECKLIST

Supplier/ Bidder Name:

PROCUREMENT REFERENCE NO.: NCS/RFQ/NFC – 01/2026/2027

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Evidences for conformity of Goods		
A valid company Registration Certificate;		
A original or certified correct, valid good Standing Tax Certificate;		
A valid good Standing Social Security Certificate;		
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;		
A certificate indicating SME Status (for Bids reserved for SMEs);		
A signed Bid-securing Declaration.		
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;		
Proof of Certificate of Fitness from the local Authority/ Municipality		

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