



REPUBLIC OF NAMIBIA

---

OFFICE OF THE PRIME MINISTER

---

*Tel: (061)287 2421  
Fax: (061) 224 910*

*Private Bag 13338  
Windhoek*

## **Request for Sealed Quotations of Goods**

---

**Supply and Delivery of 12 New High-End Laptops  
Department of Public Service E-Government  
Management (DPSEGM)**

---

**Procurement Reference No: G/RFQ/02-23/2025**

**Due Date: 28 July 2025**

*For enquiries: Office of the Prime Minister, Ministry of Industrialisation and Trade Building,  
Goethe Street, Brandon Simbwaye Square, Windhoek, Ground Floor, North Wing. Contact:  
Mrs. C. Tjiveze Tel: 061-205 6252/6222. Date issued: 21 July 2025.*



REPUBLIC OF NAMIBIA

---

OFFICE OF THE PRIME MINISTER

---

*Tel: (061) 287 2421*  
*Fax: (061) 224 910*

*Private Bag 13338*  
*Windhoek*

**Letter of Invitation**

.....  
 .....

**17 July 2025**

Dear Sirs/Madam

**Request for Quotations for Supply and Delivery of 12 New High-End Laptops for Department of Public Service E-Government Management (DPSEGM)**

The **Office of the Prime Minister** invites you to submit your best quote for the item(s) 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. C. Tjiveze @ Tel: 061 205 6252/6222,

Email: [Charmaine.Tjiveze@opm.gov.na](mailto:Charmaine.Tjiveze@opm.gov.na)

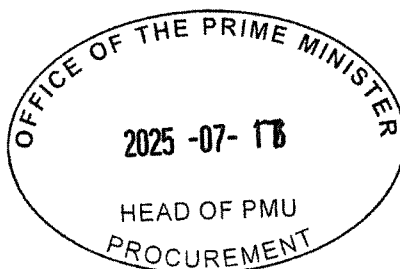
Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

**The invitation is restricted to 100% Namibian owned companies. Preference will be given to qualified entities with at least 50% shareholding of previously disadvantaged Namibians.**

Yours faithfully,

Mr. Brian Mungunda

Head: Procurement Management Unit



## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

The **Office of the Prime Minister** 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 Security/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 **30** days from the date of submission deadline.

### 4. Eligibility Criteria

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

- (a) **have a valid company Registration Certificate;**
- (b) **have an original valid good Standing Tax Certificate;**
- (c) **have an original valid good Standing Social Security Certificate;**
- (d) **have a detailed quotation on company letterhead**
- (e) **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;**
- (f) have a certificate indicating **SME Status** (for Bids reserved for SMEs);
- (g) **Completed, Signed Bid-securing Declaration**
- (h) tender in line with its business principle
- (h) **Completed, Signed Written Undertaking** on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof

**NB: Please note that valid certified copies of original documents are also acceptable.**

## 5. Bid Security/Bid Securing Declaration

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

## 6. Delivery

Delivery shall strictly be **2 weeks** after acceptance/issue of Purchase Order. Deviation in delivery period ***shall be considered if such deviation is reasonable.***

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

*(a) Substandard products*

*(b) Deviation in specifications given*

## 7. Sealing and Marking of Quotations

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

## 8. Submission of Quotations

Quotations should be delivered at Office of the Prime Minister, Brendan Simbwaye Square Building, Goethe Street, Block B, Ground Floor: North Wing, Office number: 022, on or before 25 July 2025. Quotations by post or hand delivered should reach Office of the Prime Minister Brendan Simbwaye Square Building, Goethe Street, Windhoek, Ground Floor: North Wing, Office number: 022 by the same date and time at latest. **Late quotations will be rejected.**

**Quotations received by e-mail will not be considered.**

## 9. Opening of Quotations

Quotations will be opened internally by the Office of the Prime Minister immediately after the closing time referred to in instruction 8 above. 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 Office of the Prime Minister and available to any bidder on request **within three working days of the Opening.**

## 10. Evaluation of Quotations

The Office of the Prime Minister 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 Office of the Prime Minister'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:

CATEGORY	MARGIN OF PREFERENCE	DOCUMENTARY EVIDENCE
<b>Manufacturer</b>	<b>2%</b>	-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 the Value Added Calculation in Annexure 1, and as certified by an Accountant
<b>MSME</b>	<b>1%</b>	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
<b>Women Owned Enterprise</b>	<b>1%</b>	-ID's of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -Declaration indicating the percentage of Namibian female ownership
<b>Youth Owned Enterprise</b>	<b>2%</b>	-ID's of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -Declaration indicating the percentage of Namibian Youth ownership
<b>PDP owned Enterprise</b>	<b>2%</b>	-ID's of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate -Declaration indicating the percentage of Namibian PDPs ownership
<b>Supplier promoting Environmental protection</b>	<b>1%</b>	-Declaration and proof that the bidder meets the requirements set out in the bidding document
<b>Service rendered by Namibian citizens</b>	<b>1%</b>	-Declaration that the bidder employs 50% or more Namibians

<b>TOTAL</b>	<b>10%</b>	
--------------	------------	--

#### **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**

No Performance Security is required.

#### **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: <i>[name of Public Entity]</i>	
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 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 Security / Bid Securing Declaration (BSD)* attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to *[forfeiture of the security amount / 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: .....

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**





**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 Projector for DPSEGM**

**Procurement Ref No. G/RFQ/02-01/2025**

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.  [To be filled 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	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD <sup>1</sup>	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/m onth	Country of Origin
1.	New, High-End Laptops as per attached specification	12	Each						
									</

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 VII. Special Conditions of Contract11

**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: \_\_\_\_\_

*[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.]*

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	As per specifications attached		

*\* 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	

**TECHNICAL SPECIFICATIONS**

<b>High End Laptops</b>	<b>FOR BIDDER TO COMPLETE</b>			
<b>Feature</b>	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>Deviation(if any)</b>
<b>Operating system</b>	Microsoft Windows 11 Professional (64 bit) or latest version			
<b>Processor</b>	Intel Core Ultra 7 (Intel® H-series) vPro Essentials (24 MB cache, 16 cores, 22 threads, up to 4.8 GHz, 45W) or AMD Ryzen 7 H-Series			
<b>Memory</b>	32 GB, DDR5, 5600 MT/s, non-ECC			
<b>Hard drive</b>	1TB SSD NVMe , Class 40			
<b>I/O Ports</b>	<ul style="list-style-type: none"> <li>- 2 x USB 3.0</li> <li>- 1 x HDMI</li> <li>- 1 x combo stereo headphones/mic jack</li> <li>- 1 x RJ-45</li> </ul>			
<b>Display</b>	15.6" FHD 1920x1080, 60Hz, 250 nits, non-touch,			
<b>Graphics</b>	Integrated High-Definition Graphics			
<b>Input devices</b>	Touchpad mouse and keyboard with numeric keypad.			
<b>Speakers</b>	Integrated standard speakers			
<b>Battery</b>	8-12 hours support real-world usage.			
<b>Wireless</b>	802.11a/b/g/n Wi-Fi, Bluetooth 5.0 wireless technology.			
<b>Accessories</b>	Protective Carry Bag and all necessary accessories should be included.			
<b>Mouse</b>	Wireless mouse			
<b>Power Adaptor</b>	100W AC adapter, USB Type-C, EPEAT, TCO Gen9 compliant E5 Power Cord 1M with red top plug for South Africa			
<b>Warranty</b>	ProSupport and Next Business Day Onsite Service 36 Month(s)			

***SPECIAL TENDER CONDITIONS***

1. All hardware and software tendered for should be delivered by the successful Bidder accompanied by their respective original documentation, including manuals and software media.
2. Bidders should indicate whether they are the manufacturers or accredited representatives in the Republic of Namibia for a manufacturer, or the direct importers (i.e. importing directly from the manufacturer) of items/models/brand names tendered for. Bidders who are not the manufacturers or accredited representatives of the manufacturers or direct importers should submit with their tender for each item/model/brand-name tendered for, a firm commitment from their supplier that they are the authorised distributor of that particular item/model/brand-name.
3. All specifications listed are to minimum requirements. Deviations from minimum specifications and additional components should be clearly stated, motivated and explained in writing and should form part of the tender.
4. All delivered equipment and related software shall meet the minimum specifications. The hardware to be delivered shall be made available to an official of the Department: Public Service E-Government Management for inspection.
5. All delivered equipment and related software shall meet the minimum specifications. OMAs/RCs together with at least two (2) IT personnel shall inspect all the delivered equipment and related software to ensure that they comply with tender specifications. All non-compliant equipment and related software shall not be accepted.
6. All delivered equipment must be brand new; refurbished or second-hand equipment shall not be accepted.
7. Disk drive specifications have to be met without any compression software.
8. All equipment should be covered by a full part and labour warranty for three years after installation and commissioning, if not stated otherwise in the specifications.
9. Bidders shall include full technical specifications of the equipment offered, covering at least all features specified below. Statements claiming compliance with tender specifications, but not substantiated by manufacturer specifications, are not deemed sufficient for this purpose. The Procurement Board/ Procurement Unit reserves the right to disqualify any tender on the grounds of technical information not being provided with the tender before the closure of the tender.
10. All equipment and software offered shall constitute functional and operational units linked to the existing network. In particular, all required interfaces, cabling, and installation costs shall be included in the tender.

## Section VII Special Conditions of Contract 14

11. These conditions and specifications are in addition to and are to be read together with the Regulations of the Procurement Board and with instructions issued by the Board.

# **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 the Public Entity <https://opm.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: \_\_\_\_\_

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].*

<b>Subject and GCC clause reference</b>	<b>Special Conditions</b>
<b>Purchaser GCC 1.1(h)</b>	The purchaser is: <i>Office of the Prime Minister</i>
<b>Site GCC 1.1(m)</b>	The Site/final destination for delivery of the Goods is Office of the Prime minister DPSEGM, Goethe Street, Brandan Simbwaye Square Building, Ground Floor, North Wing.
<b>Incoterms Edition GCC 4.2(b)</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices GCC 8.1</b>	Any notice shall be sent to the following addresses: For <i>Office of the Prime Minister</i> , the address and the contact name shall be: Mrs. C. Tjiveze, Tel: 061 205 6252/6222 For the Supplier, the address and contact name shall be: _____
<b>Disputes GCC 10.2</b>	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: <b>If, after 28 days, the parties have failed to resolve their dispute, the supplier or purchaser may give notice the other party of its intention to commence arbitration.</b>



Section VII Special Conditions of Contract 16

Subject and GCC clause reference	Special Conditions
<b>Delivery and Documents</b> GCC 13.1	The Goods are to be delivered within 14 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>Terms of Payment</b> 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
<b>Terms of Payment</b> GCC 16.3	Payments shall be made not later than thirty days after submission of an invoice and its certification by the Purchaser.
<b>Terms of Payment</b> GCC 16.4 (a)	The price <i>“shall not be”</i> adjustable to the fluctuation in the rate of exchange.
<b>Payment Period</b> GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows:  i) <b>On Acceptance:</b> 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.
<b>Performance Security</b> GCC 18.1	No performance security is required
<b>Discharge of Performance Security</b> GCC 18.4	No performance security is required
<b>Packing</b> GCC 23.2	The packing, marking and documentation within and outside the packages shall be: <b>The packing should be done accordingly.</b>
<b>Insurance</b> GCC 24.1	The insurance coverage shall be as specified in the incoterms.
<b>Transportation</b> GCC 25	The Goods shall be delivered as specified in the incoterms.

Section VII Special Conditions of Contract 17

Subject and GCC clause reference	Special Conditions
<b>Inspection and Test</b> GCC 26.1	The inspection and tests shall be: <i>inspection will be done at the delivery time, to check the functionality, substandard products and the right quantities and damaged items.</i>
<b>Location of Inspection and Tests</b> GCC 26.2	The inspections and tests shall be conducted at: <i>Office of the Prime Minister DPSEGM, Goethe street, Windhoek, Brandan Simbwaye Square Building, Block B, Ground Floor, North Wing</i>
<b>Liquidated Damages</b> GCC 27.1	Liquidated damages for the whole contract are 1% per day. The maximum amount of liquidated damages for the whole contract 5% of the final contract price.
<b>Warranty</b> GCC 28.3	<p>The period of validity of the warranty shall be: <i>as per the manufactured warranty (s)</i></p> <p>For the purpose of the Warranty, the place(s) of the final destination(s) shall be Windhoek, Namibia</p> <p>For item 1, the minimum period of warranty/shelf life shall be ____</p>
<b>Repair and Replacement</b> GCC 28.5	The period for repair or replacement shall be: <i>within one week</i>

## SCHEDULE 2

## COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

<b><u>COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT</u></b>		
	<b>NS</b>	<b>NS</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 3**  
**QUOTATION CHECKLIST SCHEDULE**

**Procurement Reference No: G/RFQ/02-23/2025**

<b>Description</b>	<b>Attached</b>	<b>Not Attached</b>
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration and Written Undertaking in terms of Labour Act, 2007.		
Evidences for conformity of Goods		
Valid Mandatory documents, Inland Revenue, Social Security, Affirmative Action, Company Registration		

**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.