NAMIBIA FILM COMMISSION

PROCUREMENT MANAGEMENT UNIT

BIDDING DOCUMENT

ISSUED ON

05 February 2025

FOR PROCUREMENT OF

Supply and delivery of Promotional Items, Delight gifts and Flowers for a period of twenty-four (24) months

GOODS

Name of the Bidder:	
Contact Number:	
Email Address:	
Total Bid Amount(N$):	**Lot A:**
	Lot B:

Procurement Reference No:
G/RFQ/ NFC - 58/2024/2025

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

NAMIBIA FILM COMMISSION
Procurement
2025 -02- 05

NAMIBIA FILM COMMISSION

PROCUREMENT MANAGEMENT UNIT

Letter of Invitation

To: All Bidders

Procurement Reference No: **G/RFQ/ NFC - 58/2024/2025**

05 February 2025

Dear Sir/Madam

Supply and delivery of Promotional Items, Delight gifts and Flowers for a period of twenty-four (24) months

The Namibia Film Commission invites you to submit your best quote for the services 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, Tel 061-381 900*

Please, prepare and submit your quotation at NFC by **10H00 on February, 28 February 2025**, in accordance with the instructions given or inform the undersigned in writing if you will not be submitting your quotation.

Yours faithfully,

.....

Mrs. Shirley Kariange

HEAD OF PROCUREMENT MANAGEMENT UNIT

NAMIBIA FILM COMMISSION
Procurement
2025 -02- 05
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 award of 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 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 founding statement /company Registration Certificate (indicating core nature of the business)

(b) Have a valid certified copy/original of good Standing Tax Certificate;

(c) Have a valid certified copy/original of good Standing Social Security Certificate;

(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) Submit duly signed Bid-securing Declaration.

(f) Submit a duly signed written undertaking

(g) Nature of business should be in line with the bid.

(h) Bidder to attach three (3) signed and stamped reference letters/ award letters for similar work done in the past three (3) years

(i) Bidder should attach company profile

(j) All pages and attachments should be initialled

5. Bid Securing Declaration

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

6. Delivery

Delivery shall be **strictly within 30 days** for Promotional items and **24 hours** for Flowers and Delight gifts after acceptance/issue of Purchase Order.

6.1 Deviation in delivery period shall be considered if such deviation is reasonable.

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

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 c/o of Jenner & Schonlein street, Windhoek west, Windhoek, not later than 28 February 2025, 10H00. 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 Public Entity within 5 working days 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 Security/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. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the Public Entity. However, evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

13. Documents Establishing Conformity of Goods and Related Services

[the list mentioned hereunder may be amended by Public Entity to supplement requirements for a specific procurement]

Bidders shall submit along with their bids the documents hereunder: [x] marked

(a)	Documents to establish conformity of goods as specified in Schedule of Requirements, highlighting deviations, if any, so as to establish substantial responsiveness of the proposed goods item;	☐
(b)	A list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period specified in the Specification and Performance Requirement Sheet, following commencement of the use of the goods.	☐
(c)	Documentary evidence to establish to the satisfaction of the Purchaser that goods proposed, as per other than the brand name, catalogue numbers or standard as specified by the Purchaser, ensures substantial equivalence or are superior.	☐
(d)	Evidence of the bidder's technical capacity to be furnished by one or more of the following means: **(i)** a list of the principal deliveries effected in the past three years, with the sums, dates and recipients, whether public or private, involved; and (ii) Type test certificates drawn up by official quality control institutes or agencies of recognized competence attesting the conformity of the goods with respect to specifications conformity.	☐ ☐
(e)	Documentary evidence to establish Bidder's ability to provide the service or to execute the installation with regard to their skills, efficiency, experience and reliability.	☐

14. 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.

15. Prices and Currency of Payment

Prices for the execution of services shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

16. Award of Contract

The bidder having submitted the lowest evaluated responsive quotation and qualified to perform the services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract

17. Notification of Award and Debriefing

The Public Entity shall after award must promptly inform all unsuccessful bidders in writing of the name, 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.

18. Margin of Preference

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

Category	Margin of preference
Manufacturer (not applicable)	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%

18.2 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

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 this RFQ prevail over any attachments. **If your quotation is not authorised, it may be rejected.**]

Quotation Addressed to : [Name of Public Entity]:	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to provide the services detailed in the Scope of Service, 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.**

The validity period of our Quotation is **30 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 quotation validity.

The services will commence within **one (1) days** from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within **one (1) days** from date of issue of Purchase Order/ Letter of acceptance.

Quotation Authorised by:

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

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.*

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

DATE:_____

PROCUREMENT REF: _____

SUBJECT:

_____

_____

_____

TO: MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

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 ticket 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%.

(Only applicable if applying for preference on code of good practices)

DECLARATION FORM

I/We owner of ..... *(company name) hereby declare:*
(Choose only were 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 employee 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: Supply and delivery of Promotional Items, Delight gifts and Flowers for a period of twenty-four (24) months

Procurement Ref No. G/RFQ/NFC-58/2024/2025

LOT A: PROMOTIONAL ITEMS

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCT		
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] **NB: All items to be branded with NFC logo**				Bidders shall fill-in E= mark with a *if an equivalen F= Rate per unit • If an equivalent is quoted, p technical information & spe • Bidders shall fill in and sign		
A	B	C	D	E	F	G
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD[1]	Total pri without V NAD
1.	Insulated Thermal Travel Flask Mug (Stainless Steel)	1				
2.	Branded fleece blanket 200 g/m² polyester fleece: 150 (l) x 120 (w) Nylon drawstring pouch: 35 (l) x 15 (w)	1				
3.	Branded Umbrella 190T polyester 96 (dia) 8 panels PP handle	1				
4.	Branded Pen	1				
5.	Branded Usb 8GB	1				
6.	Slim line straight up banner	1				
7.	Slim line back drop banner	1				
8.	Water bottle 18.6 (h) cm BPA free pp material 500ml	1				
9.	Lanyards 90 (l) x 2 (w) One side Print	1				
10.	Round neck t-shirt	1				
11.	Cap	1				
12.	Female Body warmer S;M;L;XLXXL;	1				
13.	Male Body warmer S;M;L;XLXXL;XXXL	1				
14.	Branded puzzle	1				
15.	Branded Frisbees	1				
16.	Branded rulers	1				
					TOTAL	

NAME:	POSITION:	SIGNATURE
NAME OF BIDDER:	ADDRESS:	

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Supply and delivery of Promotional Items, Delight gifts and Flowers for a period of twenty-four (24) months

Procurement Ref No. G/RFQ/NFC-58/2024/2025

LOT B: DELIGHT GIFTS & FLOWERS

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCT		
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 E= mark with a *if an equivalen F= Rate per unit • If an equivalent is quoted, p technical information & spe • Bidders shall fill in and sign		
A	B	C	D	E	F	G
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD[1]	Total pri without V NAD
1.	Male Hamper	1				
2.	Female Hamper	1				
3.	Hand crafted female neckpiece	1				
4.	Hand crafted unisex bracelet	1				
5.	Hand crafted earpiece	1				
6.	Executive Floral Bouquet	1				
7.	Fresh Rose	1				
8.	Fresh Wreath	1				
9.	Assorted flowers	1			**TOTAL**	
NAME:		POSITION:		SIGNATURE		
NAME OF BIDDER:		ADDRESS:				

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: **G/RFQ/NFC-58/2024/2025**

LOT A: PROMOTIONAL ITEMS

[Bidders should complete columns C and D with the specification of the goods offered. Also state

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	Insulated Thermal Travel Flask Mug (Stainless Steel)		
2	Branded fleece blanket 200 g/m² polyester fleece: 150 (l) x 120 (w) Nylon drawstring pouch: 35 (l) x 15 (w)		
3	Umbrella 190T polyester 96 (dia) 8 panels PP handle		
4	Pen		
5	Usb 16GB		
6	Slim line straight up banner (d/side print & mechanism including deluxe feet & carry bag) Size: 2m(height) x 0.8mm (width)		
7	Slim line back drop banner (d/side print & mechanism including deluxe feet & carry bag) Size: 2.25m(height) x 4.5mm (width)		
8	Water bottle 18.6 (h) cm BPA free pp material 500ml		
9	Lanyards 90 (l) x 2 (w) One side Print		
	Male Body warmer S;M;L;XLXXL;XXXL		
10	Round neck t-shirt-all sizes Material 145g Print colour: Orange, Black & blue		
11	Cap 130gsm 100% polyester Print type :embroidery		
12	Female Body warmer S;M;L;XLXXL;		
13	Branded Puzzle		
14	Branded Frisbees		
15	Branded rulers		
16	Branded Rubix Cube		

"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	

LOT B: DELIGHT GIFTS & FLOWERS

[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)
A*	B*	C	D
1	Male Hamper		
2	Female Hamper		
3	Hand crafted female neckpiece		
4	Hand crafted unisex bracelet		
5	Hand crafted earpiece		
6	Executive Floral Bouquet		
7	Fresh Rose		
8	Fresh Wreath		
9	Assorted flowers		

*** 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) Ref: **G/RFQ/NFC-58/2024/2025** for procurement of services (lump-sum) available on the website of the Public Entity *(www.mict.gov.na)* except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **G/RFQ/NFC-58/2024/2025**

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

Subject and GCC clause reference	Special Conditions
Purchaser **GCC 1.1(h)**	The purchaser is: Namibia Film Commission
Site **GCC 1.1(m)**	The final destination for delivery of the Goods is Namibia Film Commission
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: Ms. Florence Haifene- Executive Secretary - Namibia Film Commission c/o Jenner and Schonlein Street Windhoek West 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: _____

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 goods requested. The documents to be furnished by the Supplier are: (a) signed delivery note; (b) signed invoice
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 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 (30) days after submission of an invoice and its certification by the Purchaser.
Terms of Payment **GCC 16.4 (a)**	The price shall not be 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
Transportation **GCC 25**	The Goods shall be delivered: [Incoterm for transportation]
Inspection and Test **GCC 26.1**	The inspection and tests shall be done up on delivery
Location of Inspection and Tests **GCC 26.2**	The inspections and tests shall be conducted at: At the Employer office address
Liquidated Damages **GCC 27.1**	Liquidated damages for the whole contract are 1% per day. The maximum amount of liquidated damages for the whole contract is 5% of the final contract price.

Subject and GCC clause reference	Special Conditions
Warranty **GCC 28.3**	The period of validity of the warranty shall be: three (3) months For the purpose of the Warranty, the place(s) of the final destination(s) shall be: At the Employer office address
Repair and Replacement **GCC 28.5**	The period for repair or replacement shall be: thirty (30) days

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: G/RFQ/NFC-58/2024/2025

Description	Attached (please tick if submitted and cross if not)	Not Attached
Quotation Letter		
A valid certified copy of founding statement /company Registration Certificate (indicating principal nature of the business)		
A valid certified copy /original of good Standing Tax Certificate;		
A valid certified copy /original of 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 duly signed Bid-securing Declaration.		
A duly signed written undertaking		

Nature of business should be in line with the bid.		
Three (3) signed and stamped reference letters/ award letters for similar work done in the past three (3) years		
Company profile		
Pages and attachments should be initialled		

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.