



MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY

PROCUREMENT MANAGEMENT UNIT

**Request for Quotations
Non-Consultancy Services
Lump-Sum**

**Provision of Vehicle Cleaning Services for a period of 24
Months.**

Procurement Reference No: NCS/RFQ/29-20/2025

Name of the Bidder:	
Contact Number:	
Email Address:	
Total Bid Amount(N\$):	

Ministry of Information and Communication Technology
Trust Building, Independence Avenue 2nd Floor
061-283 9111



**REPUBLIC OF NAMIBIA****MINISTRY OF INFORMATION AND COMMUNICATION TECHNOLOGY**

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Namibia

PROCUREMENT MANAGEMENT UNIT**Letter of Invitation****14 August 2025****To: All Bidders**Procurement Reference No: **NCS/RFQ/29-20/2025****REQUEST FOR PROVISION OF VEHICLE CLEANING SERVICES FOR A PERIOD OF 24 MONTHS.**

Dear Sir/Madam

The Ministry of Information and Communication Technology request 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 Procurement Management Unit at the following email: PMU@mict.gov.na

Please, prepare and submit your quotation (**by 10h00 on Thursday, 04 September 2025**), 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 UNIT

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Ministry of Information and Communication Technology reserves the right:

- (a) to accept or reject any quotation; or
- (b) 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 Compliance Sheet 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 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 bid submission deadline.

4. Eligibility Criteria

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

- (a) **Have an original/certified copy of a valid company Registration Certificate ;(Indicating the nature of the business)**
- (b) **Have an original/certified copy of a valid good Standing Tax Certificate;**
- (c) **Have an original/certified copy of a valid good Standing Social Security Certificate;**
- (d) **Have an original/certified copy of a valid the Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;**
- (e) **Have an original/certified copy of a valid certificate indicating SME Status (for Bids reserved for SMEs);**
- (f) **Have an original/certified copy of a Valid Certificate of Fitness from City of Windhoek.**
- (g) **Submit signed Bid-Securing Declaration;**
- (h) **Bid reserved for service providers in the business of providing vehicle cleaning services.**
- (i) **Have three (3) or more certified copied of reference letters for similar services successfully provided in the past five (5) years with contact details.**
- (j) **Initialise all pages of the bidding document and attachments and sign where the signature is required;**
- (k) **Mandatory site visits to be carried out during evaluation to verify site/premises of business.**

5. Bid Securing Declaration

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

6. Services Completion Period

The completion period for services shall be **24 months** after acceptance/issue of Purchase Order. Deviation in completion period shall not be considered if such deviation is not reasonable.

7. Documents to be submitted

Bidders shall submit along with their quotations documents giving company's profile, past experience and evidence of similar services provided together with customer's reference details.

8. 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 at the back of the envelope.

9. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Ministry of Information Communication and Technology, Trust Building, Independence Avenue 2nd Floor**, not later than by **10h00 on Thursday, 04 September 2025**. Quotations by post or hand delivered should reach **Ministry of Information Communication and Technology** by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

10. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid 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.

Evaluation Methodology

Evaluation is going to be conducted by Bid Evaluation Committee (BEC) accordance to the following criteria as stated in table 1 and 2 in three phases. Bidders must meet the criteria of each phase in order to proceed to the next phase. Bidders who fail to meet the criteria will be disqualified.

Phase 1: Mandatory Documents

The eligibility criteria will be assessed based on a **Yes or No**. All bidders that pass with Yes in all the required documents as stated in table 1, will proceed to the next phase (phase 2 - technical evaluation). A bidder that obtains a "NO" in any of the criteria shall be deemed non-responsive and will be disqualified.

Phase 2: Technical Evaluation

Bidders will be assessed against the technical evaluation criteria as stated in table 2 as per the weights stated therein. The total technical evaluation is out of 50 marks. For a bidder to proceed to the next phase (phase 4 – financial evaluation), the bidder must score 45 marks and above. Bidders who fail to achieve the required minimum score of 45 will be deemed as “technically non-responsive”. Such bidders will be excluded from being considered for further evaluation.

Phase 3: Financial Evaluation

The Bidder having submitted the lowest evaluated responsive quotation and qualified to deliver the services shall be selected for award of contract.

Phase 1: Mandatory Documents

The eligibility criteria will be assessed based on a Yes or No. All bidders that pass with Yes in all the required documents as stated in table 1, will proceed to the next phase (phase 2 - technical evaluation). A bidder that obtains a “NO” in any of the criteria shall be deemed non-responsive and will be disqualified.

Table 1:

Document Description	Yes/No
• A certified copy of proof of business (form/type) registration / founding statement indicating their business operations (depending on the type of business entity, proof can be either BIPA documents or a partnership agreement)	
• An original (or certified copy) of a <u>Valid</u> Good Standing Certificate: Social Security Commission (SSC certificates are valid only for 1-month from date of issue unless stated otherwise)	
• An original (or certified copy) of a <u>Valid</u> Certificate of Good Standing for Tax from the Ministry of Finance: Inland Revenue (the validity period of the tax certificate is stated in the document). If the bidder claims VAT on the price quoted, then the certificate of good standing for Tax provided must include the bidder's status on VAT)	
• An original (or certified copy) of a Valid Affirmative Action Compliance Certificate, or exemption in terms of Section 42 of the Affirmative Action Act, 1998 (these certificates are valid for 12-months from date of issue unless stated otherwise)	
• An original (or certified copy) of a Valid Certificate of Fitness from City of Windhoek.	
• 100% Namibian owned SME's only or the entities is registered in Namibia with no less than 51% equity owned by Namibian citizens of which no less than 30% is owned by previously disadvantaged persons.	
• Company principal business is the same as the one of the bid (Attach founding statement)	
• Complete all spaces provided and initial each page of the bidding document and the attachments.	
• Mandatory site visits to be carried out during evaluation to verify site/premises of business.	

Phase 2: Technical Evaluation

For Bids to be deemed substantially responsive, in addition to the provisions of the Instructions to Bidders, the combined total score obtained from the different categories listed in the table below must be **minimum 45 marks**. Bids achieving a combined evaluation score **below 45 marks** will be deemed non-responsive and will not be evaluated further.

Table 2:

S/ N	Description	Source of Verification	Scoring Notes	Scores(Points)	Total
1.	Material offered	Specification	Scoring Notes	Scores	Total
	Nature of business should be that of provision of vehicle cleaning services.	The core business should be in line with this bid. (Attach company founding statement/Company Registration, that clearly indicate the companies' nature of business.)	Company is operating in the same nature of business	20	20
			Company is operating partially in the same nature of business	10	
			Company is not operating in the same nature of business	0	
2.	Full compliance with Specifications	Attached Full detailed company quotation with specifications and comply with Specification and compliance sheet	Full compliance with specification sheet and detailed quotation attached	10	10
			Deviation with specification sheet offering lower specification	5	
			No compliance with specification sheet.	0	
3.	Working experience	Reference letters attached for similar services successfully delivered in the past 5 years	Three (3) or more reference letters attached	10	10
			One (1) reference letter attached	5	
			No reference letter attached.	0	
4.	State response time on provision of service (Bidder must attach a letter or timeline chart on how long it will take to respond to a request)	A letter/ timeline chart from the company outlining the response time. (Note it should be on company letterhead, signed and stamped)	Response within 1-3 hours	10	10
			Response time 4- 8 hours	5	
			No response time provided	0	
				Total	50

I Have read through the Evaluation Criteria and fully understand, for the criteria that I did not understand I seek clarity on the following date..... and was assist by.....

Name:		Signature:	
Position:		Date:	

12.Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet 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 ☒ marked hereunder:

(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.Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet 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.

Bidders have to substantiate in what manner the deviation in set specifications and performance standards, if any, are not material deviation.

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 included in the prices quoted.

16. Margin of Preference

14.1. 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%

14.2. 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

15. 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.

16. 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.

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 :	
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 **90 days** from the date of the bid submission deadline.

We confirm that the prices quoted in the Priced Activity Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry date** of the quotation validity.

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

The services will be completed within **24 months** from date of issue of Purchase Order/ Letter of acceptance.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./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, 2007 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: 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 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%.

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

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: SCOPE OF SERVICES

Provision of Vehicle Cleaning Services for a period of 24 Months.

PRICE SCHEDULE

Procurement Reference Number: NCS/RFQ/29-20/2025

Currency of Quotation: Namibian Dollar (N\$)

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1.	Sedan	1			
2.	Single cab bakkie	1			
3.	Double cab bakkie	1			
4.	Combi (Minibus)	1			
5.	Iveco	1			
6.	Power Generator	1			
7.	Engine cleaning	1			
				Other additional costs	
				Subtotal	
				VAT @ %	
				Total (N\$)	

Enter 0% VAT rate if VAT exempt.

Priced Activity Schedule Authorised by: *[insert company seal]*

Name of signatory:		Signature:	
Position:		Date:	
Company Name :			

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

[Public Entity shall customise this section and the table hereunder where the Service Providers have to achieve set specification and performance standards.]

Procurement Reference Number: _____

[Bidders should complete columns C and D with the specifications of the services offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.]

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
1	Provision of routine interior and exterior cleaning of vehicles. Exterior cleaning • High pressure wash of body, rims & tyres. • Drying and detailing of bodywork. • Window and mirror cleaning • Monthly waxing (optional) Interior Cleaning • Vacuuming of seats, carpets, floor mats. • Dashboard and console cleaning. • Interior window and mirror cleaning. • Application of Air freshener NB: The service provider will be liable for any theft and/or damages caused during the cleaning and/or while the vehicles are parked at the service provider’s premises.		

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

Specifications and Performance Standard Compliance Sheet Authorised by:

Name:		Signature:	
Position:		Date:	
Authorised for and on behalf of:	Company		

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) Ref: NCS-LS/RFQ-GCC for procurement of services (lump-sum) available on the website of the Public Entity (*insert website address*) except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: _____

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 Reference	Special Conditions
Definitions GCC 1.1(a)	Adjudicator is Not Applicable for this contract
Definitions GCC 1.1(l)	The Member is: Ministry of Information and Communication Technology
Definitions GCC 1.1(o)	The Service Provider is:
Notices GCC 1.4	Any notice shall be sent to the following addresses: For the Ministry of Information and Communication Technology the address and the contact name shall be: Attention: Head: Procurement Management Unit Address: Ministry of Information Communication and Technology Private Bag 13344 Trust Building 301, Independence Avenue 2nd Floor

	PMU@mict.gov.na For the [Service Provider], the address and contact name shall be <i>[to be inserted at contract signing]</i>: _____
Authorised Representatives GCC 1.6	The Authorised Representatives are: For the Public Entity: Executive Director (Accounting Officer) For the Service Provider[to be inserted at contract signing]: _____
Effectiveness of Contract GCC 2.1	The date on which this Contract shall come into effect on the date the contract is signed.

Starting Date GCC 2.2.2	The intended starting date for the commencement of Services is 24 months from the date the contract is signed.
Intended Completion Date GCC 2.3	The intended completion date is 24 Months from the date the contract is signed.
Prohibition GCC 3.2.3(c)	List of Activities: Provision of Vehicle Cleaning Services for a period of 24 Months.
Service Provider's Actions Requiring Public Entity's Prior approval GCC 3.7(c)	The other actions are _____ .
Documents Prepared by Service Provider to be the Property of the Public Entity GCC 3.9	Restrictions on the use of documents prepared by the Service Provider are: _____ _____
Payments of Liquidated Damages GCC 3.10.1	Liquidated damages for the whole contract are <i>[insert percentage of the final contract price]</i> per week. The maximum amount of liquidated damages for the whole contract is <i>[insert percentage]</i> of the final contract price.
Lack of Performance Penalty GCC 3.10.3	The percentage _____ to be used for the calculation of lack of Performance Penalty(ies) is _____. (Where applicable)
Performance Security GCC 3.11	(i) No Performance Security is required

Assistance and Exemptions GCC 5.1	The assistance and exemptions provided to the Service Provider are <i>(where applicable)</i> : _____
Contract Price GCC 6.2(a)	The amount in local currency is _____.
Terms and Condition of Payment GCC 6.4	Insert the payment terms in line with the GCC.
Interest on Delayed Payments GCC 6.5	Payment shall be made within 30 days of receipt of the invoice and the relevant documents, and within _____ days in the case of the final payment. The interest rate is _____.
Price Adjustment GCC 6.6.1	Price adjustment is not applicable.
Identifying Defects GCC 7.1	The following inspections shall be carried out: _____ The defect liability period is: _____
Dispute Settlement GCC 8.2	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute may be referred to court by either party.
Dispute Settlement GCC 8.2.3	Not Applicable
Dispute Settlement GCC 8.2.4	The arbitration procedures of _____ will be used (applicable to overseas service provider)
Dispute Settlement GCC 8.2.5	Not Applicable

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE**

Procurement Reference No.: _____

Description	Attached	Not Attached
Bid Letter		
Price Activity Schedule		
Specification and Compliance Sheet		
Bid- Securing Declaration		
Written undertaking in terms of section 138 of the Labour Act, 2007		
Original / Valid certified copy of a Tax Good Standing Certificate – NAMRA		
Original / Valid certified copy 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;		
Valid Company Registration Certificate/ certified copy of Founding Statement (Indicating the nature of the business)		
A valid SME Certificate (for bids reserved SME)		
An original (or certified copy) of a Valid Certificate of Fitness from City of Windhoek.		
Three (3) or more certified copied of reference letters for similar services successfully provided in the past five (5) years with contact details.		

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.

