



REHOBOTH TOWN COUNCIL

Tel: (062) 521800 Private Bag 2500 Fax (062) 522090, Rehoboth, Namibia, Email: towncreh@mweb.com.na

Procurement Policy Unit

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

Ref: W/RFQ/RTC-253/2025

STANDARD BIDDING DOCUMENTS

for

Request for Sealed Quotations (Works)

*Procurement Management Unit
Rehoboth Town Council
Private Bag2500
Rehoboth*



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Tel: (062) 521800 Private Bag 2500 Fax (062) 522090, Rehoboth, Namibia, Email: towncreh@mweb.com.na

Administrative Enquiries: Ms. M.S. Wemmert-Bruwer
Technical Enquiries: Mrs. J. Besser
Telephone: (062) 521817/ 062 521807

PROCUREMENT REFERENCE NUMBER: W/RFQ/RTC-253/2025

CLOSING DATE: 11H00 ON DAY, FRIDAY 06 MARCH 2026

DESCRIPTION: REQUEST FOR A CONTRACTOR FOR ALTERATIONS & RENOVATIONS OF DAMAGED WALL, KAVUKI PUMPSTATION

NAME OF BIDDER: _____

ADDRESS: _____

TELEPHONE: _____ **CELLPHONE:** _____

FAX: _____ **EMAIL:** _____

TOTAL BID PRICE (including VAT): N\$ _____



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LETTER OF INVITATION

Procurement Reference Number: W/RFQ/RTC-253/2025

23 February 2026

Dear Sir / Madam,

DESCRIPTION: REQUEST FOR A CONTRACTOR FOR ALTERATIONS & RENOVATIONS OF DAMAGED WALL, KAVUKI PUMPSTATION

The Rehoboth Town Council invites you to submit your best quote for the items described in detail hereunder.

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

Queries, if any, should be addressed to:

Administrative Enquiries: Ms. M.S. Wemmert - Bruwer

Technical Enquiries: Mr. W. Jansen

Telephone: (062) 52 1807/ 52 1827

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

Yours faithfully,

Mrs. M.S. Wemmert - Bruwer
Head of Procurement

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The *[Public Entity]* reserves the right:

- (a) to split the contract as per the lowest evaluated cost per lot; 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 works 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 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 *[insert number]* days from the date of bid submission deadline.

4. Eligibility Criteria

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

	Document Name and title	Please tick
1.	Company Profile (should have contact details, location, information on the company owner(s) and supplier's goods/service)	
2.	Original valid Certificate of Good Standing for Procurement Purposes , issued by the Council of Finance: Inland Revenue for Value Added Tax (VAT)	
3.	Valid Certified copy of BIPA Good Standing Certificate	
4.	<p>Certificate copy of a valid Affirmative Action Compliance Certificate (issued in terms of Section 42 of the Affirmative Action (Employment) Act 29 of 1998, as amended); or Letter from Employment Equity Commission (letter should be on letterhead, stamped and signed by the EEC)</p> <p>(i) a valid affirmative action compliance certificate issued under section 41 of that Act; (ii) an exemption issued under section 42 of that Act; or (iii) a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer as defined in that Act;</p>	
5.	Certified copy of Certificate of valid good Standing Certificate with the Social	

	Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission;	
6	<p>Certified copy of the Close Corporation Certificate (issued in terms of Act 26 of 1988) or Founding Statement or any other Company Registration Certificate. These Certificates should clearly indicate the goods / services that the Suppliers is registered to render.</p> <p>a valid - (i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;</p> <p>(ii) certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia;</p> <p>(iii) document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or</p> <p>(iv) partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements</p>	
7.	Certified copy of a valid Certificate of Registration as an SME , issued by the Council of Industrialisation, Trade and SME Development (reserved for SME)	
8.	Submit bid valid security/Submit signed Bid-securing Declaration.	
9.	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;	

5. Bid Security/Bid Securing Declaration

Bidders are required to submit a Bid Security/subscribe to a Bid Securing Declaration for this procurement process. The Bidder shall furnish as part of its quotation, a Bid Security as per the format contained in Schedule 1 of this document for an amount of NAD.....[based on 0.05% - 2% of your budget estimate for the procurement] OR% [insert percentage within the following range: 0.05% - 2% of the quoted price] valid up to [validity period of bid security must be 30days beyond the quotation validity period]

[Public Entity shall insert amount/percentage of bid security and validity period, if a Bid Security is applicable].

6. Works Completion Period

The completion period for works shall be [insert number of days/weeks/months] after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted/shall be considered if such deviation is reasonable [Public Entity to select as appropriate].

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 at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at Main Office Building, Rehoboth Town Council, Reception Area, Rehoboth, not later than **Friday 06 March 2026**.

Quotations by post or hand delivered should reach by the same date and time at latest. Late quotations will be rejected.

NB: Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 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 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 evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

The Specifications, Performance Requirements and Compliance Sheet details the minimum specifications of the goods/items to be supplied. The specifications have to be met but no credit will be given for exceeding the specifications.

12. Prices and Currency of Payment

Price shall remain fix for the duration of the period and quoted in Namibian Dollars. The Council shall not consider price increases due to exchange rates, therefore bidders are advised to make their own projections.

13. Margin of Preference

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

N/A

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

N/A

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

N/A

16. Notification of Award and Debriefing

The Council 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 days. Furthermore, the Council shall attend to all requests for debriefing made in writing within 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:	Rehoboth Town Council
Procurement Reference Number:	W/RFQ/RTC-253/2025
Subject matter of Procurement:	REQUEST FOR A CONTRACTOR FOR ALTERATIONS & RENOVATIONS OF DAMAGED WALL, KAVUKI PUMPSTATION

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

We confirm that we are eligible to participate in this Quotation exercise and meet the eligibility criteria specified in Section 1: Instruction to Bidders.

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

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

Appendix to Quotation Letter

**BID SECURING DECLARATION
(Section 45 of Act) (Regulation
37(1) (b) and 37(5))**

Date: *[Day | month | year]*

Procurement Ref No.:

To:*[insert complete name of Public Entity and address]*.....

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: STATEMENT OF REQUIREMENTS

This text hereunder is a guidance for the preparation of the Specifications and Performance Requirements and should not form part of the final document

- 1) Remove damaged steel frames
- 2) Demolish broken walls
- 3) Build new brick columns
- 4) Steelwork palisade (welding)
- 5) Painting
- 6) Cleaning of site
- 7) Material (Quotations attached)

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

- To remove all damaged steel frames and demolished building columns
- Building, plaster and paint of all newly build columns
(14 cmx50cmx50cmx2m columns)
- Steelworks (palisade) fence, paint and weld
- Cleaning of site

B. DRAWINGS/ PICTURES



SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: **W/RFQ/RTC-253/2025**

[Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below.]

The quantities shown below are approximate and not subject to re-measurement for payment purposes.

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price (N\$)	Total Price (N\$)
A*	B*	C*	D*	E	F
1	Remove damaged steel frames				
2	Demolish broken walls				
3	Build new brick columns				
4	Steelwork palisade (welding)				
5	Painting				
6	Cleaning of site				
7	Material (Quotation attached)				
				Subtotal	
Enter 0% VAT rate if VAT exempt.				VAT @ %	
				Total	

*Columns A to D to be completed as applicable by the Public Entity

Priced Activity Schedule Authorised By:

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

SECTION V: SPECIFICATIONS AND 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: **W/RFQ/RTC-253/2025**

[Bidders should complete columns C and D with the specifications and performance of the Works offered. Also state "comply" or "not comply" and give details of any non-compliance/deviation to the specifications required. Attach detailed technical literature if required. Authorise the specifications 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>
	Remove damaged steel frames		
	Demolish broken walls		
	Build new brick columns		
	Steelwork palisade (welding)		
	Painting		
	Cleaning of site		
	Material (Quotation 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	

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.]

Item No	Technical Specification Required
A*	B*
1.	<ul style="list-style-type: none"> Remove damaged steel frames Demolish broken walls Build new brick columns Steelwork palisade (welding) Painting Cleaning of site Material (Quotations attached)

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **W/RFQ/RTC-239/2025**

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D

[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 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**) (*available at public entities physical address/website: Insert Public Entity address/website*) except where modified by the Special Conditions below (Attached).

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: **W/RFQ/RTC-239/2025**

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

GCC Clause Reference	Special Conditions
Employer GCC 1.1(r)	The Site/final destination for delivery of the service is at Kavuki Block G Pump station
Intended Completion Date GCC	The intended completion date is: 3 weeks
Project Manager GCC 1.1(y)	The Project Manager is: Mr W. Jansen
Site GCC 1.1(aa)	The Site is located at Kavuki Pump Station Block G
Start Date GCC 1.1(dd)	The Start Date shall be communicated.
The Works	The Works consist of:

GCC Clause Reference	Special Conditions
GCC 1.1(hh)	<ul style="list-style-type: none"> • Remove damaged steel frames • Demolish broken walls • Build new brick columns • Steelwork palisade (welding) • Painting • Cleaning of site • Material (Quotations attached)
Interpretation GCC 2.2	The project will be completed in the following sections: _____
Interpretation GCC2.3	The following additional documents shall form part of the contract: _____
Language and Law GCC 3.1	The language of the contract is English The law that applies to the Contract is the law of Namibia.
Project Manager's Decisions 4.1	The Project Manager shall obtain specific approval from the Employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation GCC 5.1	The Project Manager <i>may</i> delegate his/her duties.
Notices GCC 6	<p>Any notice shall be sent to the following addresses: For the Council, the address and the contact name shall be: Attention: <u>Mrs. M.S. Wemmert -Bruwer</u> Private Bag 2500, Rehoboth Tel: 062-521807</p> <p>For the Contractor, the address shall be as given on the first page of the Purchase Order/Letter of Acceptance and the contact name shall be _____ _____ _____</p>
Insurance GCC 13.1	<p>Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be:</p> <p>(a) for the Works, Plant and Materials: (for <i>the full amount of</i></p>

GCC Clause Reference	Special Conditions
	<p><i>the works including removal of debris, professional fee etc...)</i></p> <p>(b) for loss or damage to Equipment: <i>(for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer.</i></p> <p>(c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Procuring Entity as well).</i></p> <p>(d) for personal injury or death:</p> <p>(i) of the Contractor's employees: <i>[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</i></p> <p>(ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i></p> <p>(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable.</p> <p>The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the Contractor's All Risks coupled with the Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.</p>
Site Date GCC 14.1	The site Data shall be: NA
Possession of the Site GCC 20.1	The Site Possession Date shall be: NA
Procedure for Disputes GCC 24	No Adjudicator shall be appointed under the contract and arbitration shall not apply. 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 shall be referred to court by either party.
Program GCC 25.1	The Contractor shall submit for approval a Program for the Works within 7 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates <i>shall</i> be required.

GCC Clause Reference	Special Conditions
Defects Liability Period GCC 33.1	The Defects Liability Period is: <i>[insert number]</i> days. <i>NA</i>
Payment Certificates GCC 39.7	“ A single statement of the estimated value of the work executed shall be submitted on completion of the Works. The Project Manager shall check the statement and certify the amount to be paid to the Contractor”.
Payments GCC 40	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: <ul style="list-style-type: none"> (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (l)	<i>NA</i> <i>[Public Entity to define adverse weather conditions]</i>
Price Adjustment GCC 44.	The Contract <i>is not</i> subject to price adjustment.
Retention GCC 45.	(i) no proportion of any payments shall be retained* or
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are <i>[insert rate]</i> per day. The maximum amount of liquidated damages for the whole of the Works is <i>[amount based on a maximum number of days]</i> .
Bonus GCC 47.1	The rate for the Bonus per calendar day is: _____ <i>NA</i> _____
Advance Payment GCC 48.1	(i) No advance payment shall be made*
Performance Security GCC 49.1	(i) No Performance Security is required*
GCC 56.1	“As built” drawings or operating and maintenance manuals <i>[insert are or are not]</i> required.
GCC 59.1	The percentage to apply to the value of the work not completed, representing the Employer’s additional cost for completing the Works, is: <i>[insert percentage]</i>

SCHEDULE 2: COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

<u>COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT</u>		
	N\$	N\$
Raw Materials, Accessories & Components		
• Imported (CIF)	
• Local (VAT & Excise Duty Fee)
Labour Cost		
• Direct Labour
• Clerical Wages
• Salaries to Management
Utilities		
• Electricity	
• Water	
• Telephone
Depreciation	
Interest on Loans	
Rent
Other (please specify)		
•	
•	
•
TOTAL COST		

$$\text{Local Value Added} = \frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$$

NB! The cost structure should be certified by a Certified Accountant

SCHEDULE 3: QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: W/RFQ/RTC-253/2025

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
Evidences for conformity of Goods		
Company Profile (should have contact details, location, information on the company owner(s) and supplier's goods/service		
Valid Certified Certificate of Good Standing for Procurement Purposes, issued by the Council of Finance: Inland Revenue for Value Added Tax		
Valid Certified copy of BIPA Good Standing Certificate		
Certified copy of a valid Affirmative Action Compliance Certificate (issued in terms of Section 42 of the Affirmative Action (Employment) Act 29 of 1998, as amended);		
Certified copy of valid good Standing Certificate with the Social Security Commission		
Certified copy of the Close Corporation Certificate (issued in terms of Act 26 of 1988) or Founding Statement or any other Company Registration Certificate		
Certified copy of a valid Certificate of Registration as an SME, issued by the Council of Industrialisation, Trade and SME Development (if applicable)		

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.*

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