



**BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY**

Protecting Entrepreneurship and Innovation

Request for Quotations for Works

Renovation, repairs and maintenance of BIPA's office building in Ongwediva

Procurement Reference No: W/RFQ/BIPA-26/2023

NB!!!

Bidders should take note of compulsory site inspection to be held on Friday, 01 September 2023 at 10h00

Venue: Ongwediva, Ministry of Trade & Industrialisation Office, David Shikomba Business Park

Contact Persons: Mr Shikongeni Ntinda: 081 166 5068/ Mr Shaanika Mwaala 081 276 7658

Business and Intellectual Property Authority, No. 3 Rhur Str, Northern Industry, PZN Building, Windhoek, Namibia, Tel: +264 61 299 4415, Email: procurementrequest@bipa.na



**BUSINESS AND INTELLECTUAL
PROPERTY AUTHORITY**

Protecting Entrepreneurship and Innovation

Letter of Invitation

To: all Bidders

Procurement Reference No: W/RFQ/BIPA-26/2023

Date: 28 August 2023

Dear Sir/Madam,

Request for Quotations for Minor renovation, repairs and maintenance of BIPA's office building in Ongwediva

The BIPA 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.

For enquiries, please contact the following people:

1. **Technical enquiries:** Mr Shikongeni Ntinda 081166 5068
2. **Administrative enquiries:** Procurement at Tel: 061 -299 4415

Please prepare and submit your quotation **by 11h00, Thursday, 07 September 2023**, in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

Jakob Mwaala Shaanika, Secretary to the Procurement Committee



SECTION I: REQUEST FOR QUOTATIONS

1. 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 Particular 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. **All pages must be initialled and the use of correction fluid is strictly prohibited.**

2. Validity of Quotations

The quotation validity period shall be *90* days from the date of bid submission deadline.

3. Works Completion Period

The completion period for works shall be seven (7) days after acceptance and issue of Purchase Order. Deviation in completion period shall not be accepted.

4. 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.

5. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Business and Intellectual Property Authority, No. 3 Rhur Str, Northern Industry, PZN Building, Windhoek, Namibia, not later than Thursday, 07 September 2023 at 11h00am**. Quotations by post or hand delivered should reach Business and Intellectual Property Authority, No. 3 Rhur Str, Northern Industry, PZN Building, Windhoek, Namibia by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail will not be considered.

6. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in section 5 above. Where quotations received are for value of N\$. 1 Million and above, a record of the Quotation Opening stating the name of the bidders and the amount

Initial: _____

quoted by them will be put on the Notice Board of the Public Entity within one working day of the Opening.

7. Evaluation of Quotations

The Public Entity shall have the right to request for clarifications 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.

8. Eligibility Criteria

	Document name / title	Please tick
1	Original valid certified copy Certificate of Good Standing Tax for Procurement Purposes , issued NAMRA	
2	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); or Letter from the Employment Equity Commission or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998. (letter should be on letterhead, stamped and signed by the EEC).	
3	Original Certificate of valid Good Standing Certificate with the Social Security Commission.	
4	Certified Copy of the Close Corporation Certificate (issued in terms of Act 26 of 1988) or Founding Statement or any other Company Registration Certificate. <i>These Certificates should clearly indicate the goods / services that the Supplier is registered to render.</i> Submit BIPA Good standing Certificate will be added advantage	
5	Certified copy of a valid Certificate of Registration as an SME , issued by the Ministry of Industrialisation, Trade and SME Development (if applicable).	
	Signed Bid-securing Declaration & Written Undertaking (these forms are part of the bid document)	

The Public Entity may choose to request any bidder to substantiate compliance with these criteria.

NB!!! Reference Letters

Bidders should provide a list of 3 reference letter from 3 clients (with their telephone and email addresses) to whom similar work (minor renovation, repairs and maintenance, servicing of air-conditioners & fire extinguishers, Networking devices & installation and labelling, Network data ports and electrical wiring) have been provided, preferably in Public Entities.

9. Technical Compliance

The Specifications and Compliance Sheet details the minimum specifications of the works to be carried out. The specifications have to be met, but no credit will be given for exceeding the specifications.

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10. Prices and Currency of Payment

Prices for the execution of works 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 works, and shall include all duties. The whole cost of performing the works shall be included in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted.

11. Bid Security/Bid Securing Declaration

Bidders are not required to submit a Bid Security. Bidders should subscribe to a Bid Securing Declaration for this procurement process.

12. Margin of Preference

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

Formula for calculation of Margin of Preference

$$A = \frac{MP \times BP}{100}$$

“A” represents the amount to be determined

“MP” represents the total percentage of all margins of preferences granted

“BP” represents the bid price

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

No	Categories of bidders	Margin of Preference	Requirement (all the document required per category MUST be submitted/attached)	Document evidence submitted (bidder to indicate YES by ticking)
1	100% Namibian shareholding	3%	Certified copy of founding statement/company registration indicating ownership structure/ certified copy of all shareholder certificate with Certified copy of Identity Documents (IDs) of all shareholder	
2	SME Company	1%	Certified copy of SME Registration Certificate	
3	Company owned by youth	1%	≥ 51% Company Registration, Certified copy of Certified copy of Identity Documents (IDs)	
4	Women and previously disadvantaged	1%	≥ 51% Company Registration, Certified copy of Certified copy of Identity Documents (IDs)	

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5	Service rendered by Namibian citizens (key employees). State key personnel for this project	1%	1% = employees with Namibian Citizenship <60 2% = employees with Namibian Citizenship >60 Certified copy of Identity Documents (IDs)	
6	Service rendered by Namibians (employer) is this a manager or board of directors?	1%	As per Section 71(3) of Procurement Act (bidder to meet any of the criteria above)	
7	Materials	2%	40% materials/goods to be used are from Namibia, Attach Proof	
Total		10%		

13. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the works 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.

14. Performance Security *is not applicable*

15. Preference Security

- (a) The selected bidder having benefitted from the application of the Margin of Preference for employment of local manpower shall provide a preference security. The preference security shall be in the form of money retained from progressive or final payment.
- (b) The preference security shall serve as a guarantee for the contractor to fulfil its obligation to employ local manpower for 80 % or more of the total man-days deployed for the execution of the works.
- (c) The amount for the preference security shall be the difference between the price quoted by the selected bidder and that of the lowest evaluated bid which would have been selected for award of contract if the said Margin of Preference was not applicable.
- (d) The preference security shall be forfeited by the public body in case of failure on the part of the Contractor to employ at least 80 % of the local manpower in the execution of the works.

16. Notification of Award and Debriefing

The Public Entity shall after award of contract, exceeding N\$ 1 million, promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount.

Furthermore, the Public Entity shall attend to all requests for debriefing for contract exceeding N\$ 1 million, made in writing within 30 days the unsuccessful bidders are informed of the award.

17. Rights of Public Entity

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BIPA 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.

Initial: _____

SECTION II: QUOTATION LETTER

(to be completed by Bidders)

Quotation addressed to:	
Procurement Reference Number:	
Subject matter of Procurement:	

We offer to execute the Works detailed in the Statement of Requirements, 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 by the Conduct of Bidders and Suppliers as provided under the Public Procurement Act 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 shall be construed as a Bid Securing Declaration which could lead to disqualification on the grounds mentioned in the BSD. *[Public Entity shall delete this paragraph in case no security is required or re-write the paragraph accordingly in case a Bid Security is requested].*

The validity period of our Quotation is 60 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.

Works will commence within 7 days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within _____ *[Bidder to insert number]* days from date of issue of Purchase Order/ Letter of acceptance.

We declare that we “qualify/do not qualify” for Margin of Preference applicable to Small and Medium enterprises and shall upon request submit documentary evidence in this respect. *[Bidder to strike out as appropriate]*

Quotation Authorised by:

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

Appendix to Quotation Letter

BID SECURING DECLARATION

Initial: _____

(Section 45 of Act)
(Regulation 37(1)(b) and 37(5))

Date: *[Day|month|year]*

Procurement Ref No.:

To: *Ministry of Health and Social Services, Finance and Procurement building, Procurement Management Unit (Tender Office)*

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***

Initial: _____



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:.....

Initial: _____

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
This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations

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SECTION III: STATEMENT OF REQUIREMENTS

None

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

- A reception area measuring 17.42 m²
- One (1) office measuring 12.8 m²
- One (1) office measuring 32 m²

B. DRAWINGS

No drawings.

Insert here a list of Drawings. The actual Drawings, including site plans, should be attached to this section or annexed in a separate folder.

Initial:

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: W/RFQ/BIPA-26/2023

INSTRUCTIONS TO THE PUBLIC BODY				INSTRUCTIONS TO BIDDERS			
At time of preparation of the RFQ, Columns A to D shall be filled in by the BIPA [To be filled by the Public Entity]				Bidders shall fill-in columns E to H E= mark with a * (star) 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
Item No.	Description of works required	Qty	UOM	*	Unit Price N\$ (Excl VAT)	Total price N\$ (Excl VAT)	Delivery Period (Delivery period MUST be indicated on each item line separately)
1	Electrical wiring						
2	Directional BIPA signage and internal branding signage						
3	Replacement of door locks						
4	Window blinds, two(2) offices						
5	Servicing & replacing of light tubes						
6	Servicing of air-conditioners & replacement of air conditioners remotes	3					
7	Wall painting of two (2) offices (interiors) Size: 12.8m ² and 17.42m ²	2					
8	Removal of mats & tiling of floors						

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9	Installation of customized floating shelves								
10	Servicing of fire extinguishers								
11	Networking devices (24 port switch x1, patch panelx1, bush panels x2, U8 Cabinet x 1, PDU x1, Cat 6 data cables) and installation and labelling								
12	Network data ports x 21								

Priced Activity Schedule Authorised By:

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

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SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: W/RFQ/BIPA-26/2023

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)
A*	B*	C	D
1	Electrical wiring		
2	Directional BIPA signage and internal branding signage		
3	Replacement of door locks		
4	Window blinds, two(2) offices		
5	Servicing & replacing of light tubes		
6	Servicing of air-conditioners & replacement of air conditioners remotes		

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Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
7	Wall painting of two (2) offices (interiors) Size: 12.8m ² and 17.42m ²		
8	Removal of mats & tiling of floors		
9	Installation of customized floating shelves		
10	Servicing of fire extinguishers		
11	Networking devices (24 port switch x1, patch panelx1, bush panels x2, U8 Cabinet x 1, PDU x1, Cat 6 data cables) and installation and labelling		
12	Network data ports x 21		

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

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Specifications and Compliance Sheet Authorised By:

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

Initial: _____

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: **W/RFQ-GCC10/.....**, for the Procurement of Works (available on website (*insert address*)) except where modified by the Particular Conditions below.

SECTION VII: PARTICULAR CONDITIONS OF CONTRACT

Procurement Reference Number: W/RFQ/BIPA-26/2023

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	Particular Conditions
Project Manager GCC 1.1(y)	The Project Manager is: Business and Intellectual Property Authority, No. 3 Rhur Str, Northern Industry, PZN Building, Windhoek, Namibia
Site GCC 1.1(aa)	The Site is located at Ongwediva , Oshana Region, and is defined in Drawings Nos: no drawings
Start Date GCC 1.1(dd)	The Start Date shall be: 18 September 2023
The Works GCC 1.1(h)	The Works consist of: Minor renovation, repairs and maintenance of BIPA's office building in Ongwediva
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.

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GCC Clause Reference	Particular Conditions
Notices GCC 6	Any notice shall be sent to the following addresses: For the Employer, the address shall be as given on the page 2 of this Bidding Document and the contact name shall be: Business and Intellectual Property Authority, No. 3 Rhur Str, Northern Industry, PZN Building, Windhoek 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 _____
Insurance GCC 13.1	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: (a) for the Works, Plant and Materials: <i>(for the full amount of the works including removal of debris, professional fee etc...)</i> (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> (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract for <i>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> (d) for personal injury or death: (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> (ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i> (e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable. 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.

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GCC Clause Reference	Particular Conditions
Intended Completion Date GCC 16.1	The Intended Completion Date for the whole of the Works shall be: 30 days
Possession of the Site GCC 20.1	The Site Possession Date shall be: 18 September 2023
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 2 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.
GCC 25.3	Program updates <i>[insert shall or shall not]</i> be required..
Defects Liability Period GCC 33.1	The Defects Liability Period is: <i>[insert number]</i> days. <i>[The Defects Liability Period is usually limited to 12 months, but could be less in very simple cases]</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: (a) the payment certificate; and (b) a certificate of Completion of the Works.
Adverse weather Conditions GCC 41.1 (l)	<i>[Public Entity to define adverse weather conditions]</i>
Price Adjustment GCC 44.	The Contract is not subject to price adjustment.
Retention GCC 45.	(i) no proportion of any payments shall be retained* or (ii) 10% of the amount shall be retained from any payment. Half of the retention money will be released after formal taking over of the Works and the remaining shall be released after the Defect Liability Period subject to the Contractor making good all

Initial:

GCC Clause Reference	Particular Conditions
	defects.* * Delete as appropriate
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are <i>[0.10%]</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>. <i>[Usually liquidated damages are set between 0.05 per cent and 0.10 per cent per day, and the total amount is not to exceed between 5 per cent and 10 per cent of the Contract Price. Alternatively, the daily rate could reflect the actual prejudice that the procuring entity may claim to suffer as direct cost, where applicable or a nominal value taking into consideration the size of the building, nature of construction and the incidence due to non-availability of the building as from the intended completion date. If Sectional Completion and Damages per Section have been agreed, the latter should be specified here.]</i>
Advance Payment GCC 48.1	(i) No advance payment shall be made* or
Performance Security GCC 49.1	(i) No Performance Security is required*or
GCC 56.1	“As built” drawings or operating and maintenance manuals are not 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>[5%]</i>

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SCHEDULE 2: PERFORMANCE SECURITY (BANK GUARANTEE)

.....*Bank's Name and Address of Issuing Branch or Office*.....

Beneficiary:*Name and Address of Public Entity*
.....

Date:.....

PERFORMANCE GUARANTEE No.:.....

We have been informed that*name of the Contractor*.....
(hereinafter called "the Contractor") has entered into Contract No.....*reference number of the*
Contract..... dated..... with you, for the execution of *name of*
Contract and brief description of Works(hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance security is required.

At the request of the Contractor, we *name of Bank* hereby
irrevocably undertake to pay you any sum or sums not exceeding in total an amount of
amount in figures (amount in words)..... such sum being payable in the
types and proportions of currencies in which the Contract Price is payable, upon receipt by us of
your first demand in writing accompanied by a written statement stating that the Contractor is in
breach of its obligation(s) under the Contract, without your needing to prove or to show grounds
for your demand or the sum specified therein.

This guarantee shall expire not later than twenty eight days from the date of issuance of the
Certificate of Completion/Acceptance Certificate, calculated based on a copy of such Certificate
which shall be provided to us, or on the.....day of
....., whichever occurs first. Consequently, any demand for payment under this guarantee
must be received by us at this office on or before that date.

.....*Seal of bank and Signature(s)*.....

Initial:

SCHEDULE 4: QUOTATION CHECKLIST SCHEDULE

[Public Entity to update this Checklist to ensure that it contains the documents required from Bidders for the specific procurement]

Procurement Reference No.:

Description	Attached (please tick if submitted and cross if not)
Quotation letter	
Priced Activity Schedules	
Specification and Compliance Sheet	
Bid Security(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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