NATIONAL COUNCIL

OFFICE OF THE SECRETARY

Request for Sealed Quotations
For Services

PROVISION OF RECORDING AND TRANSCRIPTION SERVICES FROM 23 NOVEMBER 2026- 09 DECEMBER 2026

Procurement Reference No: NCS/RFQ/11-10/2026/2027

Bidder's Name:		
Contact Details:	**TEL:**	
	EMAIL:	
Total quote	**Amount exclusive of vat** **N$**_____	**Amount inclusive of vat** **N$**_____

Parliament Building, Private Bag 13371, Windhoek, Namibia, Tel. (061) 202 8000/202 8111, Fax (061) 226 121

LS

NATIONAL COUNCIL

OFFICE OF THE SECRETARY

Letter of Invitation

TO : PROSPECTIVE BIDDERS

05 November 2026

Procurement Reference Number: NCS/RFQ/11-10/2026/2027

Dear Sirs/Madam

PROVISION OF RECORDING AND TRANSCRIPTION SERVICES FROM 23 NOVEMBER 2026- 09 DECEMBER 2026

The Parliament -National 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 Ms. Lea Shigwedha at Tel No 061 202 8072 or pmu.nc@parliament.na.

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

Yours faithfully,

HEAD OF PROCUREMENT MANAGEMENT UNIT
05-11-2026
PARLIAMENT: NATIONAL COUNCIL

.....

Ms. J. Steyn

Head of Procurement Management Unit

LS

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The National Council reserves the right:

(a) to split the contract as per the lowest evaluated cost per item, or

(b) to accept or reject any quotation; and

(c) to cancel the quotation process and reject all quotations at any time prior to contract award.

2. Preparation of Quotations

You are requested to quote for the items mentioned in Section III by completing, signing and returning:

(a) The Quotation Letter in Section II with its annex for Bid Securing Declaration

(b) the List of Goods and Price Schedule Section III;

(c) the Specifications and Compliance Sheet in Section V; and

(d) any other attachment deemed appropriate.

You are advised to carefully read the complete Request for Sealed Quotations document, including the Special Conditions of Contract in Section VII, before preparing your quotation. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction.

3. Validity of Quotations

The Quotation validity period shall be sixty (60) 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 company Registration certificate specifying shareholders, or valid certified copy of an original document as certified by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (Act No 16 of 1963) of a full company registration document. The company registration document must also clearly indicate ownership.

(b) have an original valid good Standing Tax Certificate or valid certified copy of an original document as certified by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (Act No 16 of 1963); Certificate must be valid for the period specified in the Standard Bidding Document after the bid submission deadline;

(c) have an original valid good standing Social Security Certificate or valid copy Certified by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (Act No 16 of 1963)/A printout of valid electronic or online document issued in terms of the Electronic Transaction Act, 2019 (Act No 4 of 2019), subject to the authentication or validation of such printout by a public entity during the bid evaluation process, in accordance with authentication or validation guidelines of the issuing authority. Certificate must be valid for the period specified in the Standard Bidding Document after the bid submission deadline;

LS

(d) have a valid certified Affirmative Action Compliance Certificate, as certified by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (Act No 16 of 1963), 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; Certificate must be valid for the period specified in the Standard Bidding Document after the bid submission deadline;

(e) have a written undertaking as contemplated in section 138(2) of the Labour Act, 2007;

(f) have a valid certified certificate indicating SME Status (for Bids reserved for SMEs);

(g) Submit certified identity copies of the shareholders NOT for Company Directors.

(h) Submit a signed Bid Securing Declaration; and

(i) The principle business should be in line with the nature of service required.

(j) Complete all spaces provided and initial each page of the standard bidding document by such a person(s) legally authorised to sign on behalf of the company;

(k) Take note to stamp all pages where it is indicated that a stamp is required in addition to the signatories;

(l) Submit at least one (1) reference letters or proof of purchase order with delivery note for the provision of recording and transcription services not older than five (5) years.

(m) The bidder must submit a **quotation on its company letter head with the banking details clearly visible on the quote** in addition to Section III List of Goods and Price Schedule. A bank confirmation is also acceptable for the bank details

(n) A bidder who is under declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of deadline for bid submission or thereafter, shall be disqualified.

5. Delivery

Delivery shall be five (05) working days after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted /shall only be considered if such deviation is reasonable.

6. Sealing and Marking of Quotations

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

7. Submission of Quotations

Quotations should be deposited in the Quotation Bid Box located at **National Council, Ground Floor not later than Thursday, 12 November 2026, at 10h00**. Quotations by post or hand delivered should reach Parliament- National Council, Private Bag 13371, Windhoek by the same date and time. Late quotations will be rejected.

8. Opening of Quotations

Quotations will be opened internally by the National Council immediately after the closing time referred to in instruction 7 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.

LS

9. Evaluation of Quotations

The National Council shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of price or ownership cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

10. 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.

11. Prices and Currency of Payment

Prices shall be fixed in Namibia Dollars and all payments will be made in this currency.

12. Margin of Preference

1.1. The applicable margins of preference and their application methodology are as follows: N/A

1.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: N/A

13. 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.

14. Performance Security

The successful bidder shall upon acceptance of its offer submit a Performance Security as per the format contained in the Schedule for an amount of 10% of the contract price. N/A

15. Notification of Award and Debriefing

The National 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 (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (7) days of the unsuccessful bidders being informed of the award.

LS

SECTION II: QUOTATION LETTER

Quotation addressed to:	National Council
Procurement Reference Number:	**NCS/RFQ/11-10/2026/2027**
Subject matter of Procurement:	**PROVISION OF RECORDING AND TRANSCRIPTION SERVICES FROM 23 NOVEMBER 2026- 09 DECEMBER 2026**

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 Security/Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead [*forfeiture of the security amount / disqualification on the grounds mentioned in the BDS]*

The validity period of our Quotation is **sixty (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.

The services will commence within _____ *[to insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within _____ *[to insert number]* 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	

LS

Appendix to Quotation Letter

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

Date: .....

Procurement Ref No.: NCS/RFQ/11-10/2026/2027
To: Parliament-National Council

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: .....
Capacity of:

Name: .....
Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on _____ day of _____, _____

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.]

LS

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:.....

LS

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.*

LS

SECTION III: SCOPE OF SERVICES

This RFQ document, General Conditions of the Contract, specifications and bidders submitted documents shall constitute the performance of the contract.

BACKGROUND

The National Council, in the course of executing its duties and fulfilling its legislative mandate make regular use of recording and transcription services. Therefore, National Council requires National Council is seeking the services of reputable service providers for the provision of recording and transcription related services to National Council from 23 November 2026 – 09 December 2026

SCOPE OF WORK

Recording and accurate verbatim transcription of the proceedings of National Council Sessions
Transcription per page : Price per page for verbatim transcripts
Requirements of the transcripts: • Accurate transcripts; • Accuracy of the records in terms of the content and correct spelling of the names of the Members and Presiding Members' title, for Chairperson, Vice-Chairperson etc.; • All speakers should be correctly identified by their names when on the floor; • Transcripts for each day must start on the new page (transcripts for the following day must not continue on the same page where the transcripts of the previous day ended); • The date of each sitting day must appear on the top of the left side of each page; • The transcripts must be typed in MS Word; • Font size is 12.5; • Writing style is Times New Roman; • Single line spacing (1.0) in black; • All pages must be numbered; • Text must be normal numbering; • Text must be typed in single column; • All audio clips of the proceedings of the specific National Council's Session, must be delivered on one (1) CD to Hansard Office for record keeping within seven (7) working days after the completion of the session; • The service provider must be stationed at the premises of the National Council during the times and sitting days of the Council for easy accessibility by National Council staff namely Table and Hansard Officers; and • Speeches for Members must be provided on daily basis for authentication and the transcripts must be typed in the following order: • Writing Style is Times New Roman; • Font size is 12; and • Spacing is 1.5.
The surnames of the Members or titles of the Chairperson/Presiding Members in the text must be written in capital letters and be underlined, for example, MR ABCD or CHAIRPERSON or MS ABCD.

LS

The complete transcripts of the Council proceedings must be emailed to National Council - Hansard Office to the following underneath email addresses:
h.nyeemwatya@parliament.na

LS

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: _____

[Complete the unit and total prices for each item listed below in Namibian dollars. Authorize the prices quoted in the signature block below. The table shown hereunder may be re-designed and customized as per the type of services required].

Currency of Quotation: _____

Item No	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*	B*	C*	D*	E	F
1	**RECORDING AND TRANSCRIPTION SERVICES FOR NATIONAL COUNCIL CHAMBER SESSION FROM 23 November 2026 – 09 December 2026**				
2	Recording of Chamber proceedings per day (23 Nov – 09 Dec 2026)	11 days	Per day		
3	***Transcription per page***: Price per page for verbatim transcripts	1	Per page		
4	Audio clips to be delivered/send to Hansard office for record keeping in one (1) CD	1	Each		
5	***Kindly see section V for specifications for Recording and Transcription***				
			Subtotal Excl Vat		
	Enter 0% VAT rate if VAT exempt.		**VAT @ %**		
			Total incl vat		

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

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

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

LS

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **NCS/RFQ/11-10/2026/2027**

Item No	Technical Specification Required	Quantity	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C*	Yes	No
1.	***Recording per day***: Recording and accurate verbatim transcription of the proceedings of National Council sessions			
2	Recording and accurate verbatim transcription of the Proceedings of the National Council Session for eleven (11) sitting days on Monday 23 November to Wednesday 09 December 2026. Sitting days are Mondays to Thursdays from 09h30 to 13h00 or beyond			
3.	***Transcription per page*** : Price per page for verbatim transcripts			
4.	Requirements of the transcripts: • Accurate transcripts; • Accuracy of the records in terms of the content and correct spelling of the names of the Members and Presiding Members' title, for Chairperson, Vice-Chairperson etc.; • All speakers should be correctly identified by their names when on the floor. • Transcripts for each day must start on the new page (transcripts for the following day must not continue on the same page where the transcripts of the previous day ended); • The date of each sitting day must appear on the top of the left side of each page; • The transcripts must be typed in MS Word;			

LS

	• Font size is 12.5; • Writing style is Times New Roman; • Single line spacing (1.0) in black; • All pages must be numbered; • Text must be normal numbering; • Text must be typed in single column; • All audio clips of the proceedings of the specific National Council's Session, must be delivered in CD to Hansard Office for record keeping within seven (7) working days after the completion of the session; • The service provider must be stationed at the premises of the National Council during the times and sitting days of the Council for easy accessibility by National Council staff namely Table and Hansard Officers; and • Speeches for Members must be provided on daily basis for authentication and the transcripts must be typed in the following order: • Writing Style is Times New Roman; • Font size is 12; and • Spacing is 1.5.			
5.	The surnames of the Members or titles of the Chairperson/Presiding Members in the text must be written in capital letters and be underlined, for example, MR ABCD or CHAIRPERSON or MS ABCD			
6.	The complete transcripts of the Council proceedings must be emailed to National Council - Hansard Office to the following underneath email addresses: h.nyeemwatya@parliament.na			

LS

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-TB/RFQ-GCC for procurement of services (time based) available on the website of the Public Entity except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/11-10/2026/2027**

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1 (h)	The purchaser is: Parliament- National Council
Site GCC 1.1(m)	The Site/final destination for delivery of the Goods is Parliament-National Council, Parliament Building, 14 Love Street, Windhoek
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: The Accounting Officer – National Council, Parliament- National Council, Private Bag 13371, Windhoek For the Supplier, the address and contact name shall be;
Settlement of Dispute GCC 10.2	Arbitration proceedings shall be conducted in accordance to the following rules: The rules of procedure for arbitration proceedings pursuant to GCC Clause 10.2 shall be as follows: In the case of a dispute between the Purchaser and a Supplier who is a national of Namibia, the dispute shall be referred to adjudication or arbitration in accordance with the laws of Namibia.
Delivery and Documents GCC 13.1	The Goods are to be delivered within five (05) days from the date of Purchase Order or Letter of Acceptance. The shipping and other documents to be furnished by the Supplier are: (a) signed delivery note;

LS

Subject and GCC clause reference	Special Conditions
Price Adjustment GCC15.1	The Price **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	The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of Requirements.
Payment Method 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. An interest rate of *2%* is payable to the supplier by the purchaser for each month payment is delayed until payment has been made in full.
Performance Security GCC 18.1	No performance security is required.
Discharge of Performance Security GCC 18.4	The performance security will be discharged no later than: N/A
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: _N/A_____
Insurance GCC 24	Where goods are ordered from overseas Suppliers, insert percentage and type of insurance required for transportation. N/A
Subject and GCC clause reference	**Special Conditions**
Transportation GCC 25	The Goods shall be delivered: in accordance with the incoterm 2010 CIF and CIP.

LS

Subject and GCC clause reference	Special Conditions
Inspection and Tests GCC 26.	The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Goods and Related Services. After installation the supplier will hand over the goods to the purchase and explain all related warranties
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract is 2% of the final contract per week. The maximum amount of liquidated damages for the whole contract is 8 % of the final contract price.
Warranty GCC 28.3	For item 1, the minimum period of warranty/shelf life shall be one year For item 2, the minimum period of warranty/shelf life shall be one year
Repair and replacement GCC 28.5	The period for repair and replacement of defects shall be: 30 days

Attachment: Price Adjustment Formula

If in accordance with GCC 15.1, prices shall be adjustable, the following method shall be used to calculate the price adjustment:

15.2 Prices payable to the Supplier, as stated in the Contract, shall be subject to adjustment during performance of the Contract to reflect changes in the cost of labor and material components in accordance with the formula:

$$P_1 = P_0 \left[a + \frac{bL_1}{L_0} + \frac{cM_1}{M_0}\right] - P_0$$

$$a+b+c = 1$$

in which:

P_1 = adjustment amount payable to the Supplier.
P_0 = Contract Price (base price).
a = fixed element representing profits and overheads included in the Contract Price and generally in the range of five (5) to fifteen (15) percent.
b = estimated percentage of labor component in the Contract Price.
c = estimated percentage of material component in the Contract Price.
L_0, L_1 = labor indices applicable to the appropriate industry in the country of origin on the base date and date for adjustment, respectively.
M_0, M_1 = material indices for the major raw material on the base date and date for adjustment, respectively, in the country of origin.

The coefficients a, b, and c as specified by the Purchaser are as follows:

LS

a = N$..... .
b= N$.....
c= N$.....

The Bidder shall indicate the source of the indices and the base date indices in its bid.

Base date = thirty (30) days prior to the deadline for submission of the bids.

Date of adjustment = ...number of weeks prior to date of shipment (representing the mid-point of the period of manufacture).

The above price adjustment formula shall be invoked by either party subject to the following further conditions:

(a) No price adjustment shall be allowed beyond the original delivery dates unless specifically stated in the extension letter. As a rule, no price adjustment shall be allowed for periods of delay for which the Supplier is entirely responsible. The Purchaser will, however, be entitled to any decrease in the prices of the Goods and Services subject to adjustment.

(b) If the currency in which the Contract Price P_0 is expressed is different from the currency of origin of the labor and material indices, a correction factor will be applied to avoid incorrect adjustments of the Contract Price. The correction factor shall correspond to the ratio of exchange rates between the two currencies on the base date and the date for adjustment as defined above.

(c) No price adjustment shall be payable on the portion of the Contract Price paid to the Supplier as advance payment.

LS

SCHEDULE 2

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT		
	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		

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

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

LS

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/RFQ/11-10/2026/2027

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Evidences for conformity of Goods		
Valid mandatory documents		

SCHEDULE 3: QUOTATION CHECKLIST SCHEDULE

Description	Attached	Not Attached
Eligibility Criteria, to be eligible to participate in this exercise, you should:		
(a) Have a valid company Registration Certificate;		
(b) have an original valid good standing Tax Certificate or valid certified copy of an original document as certified by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (Act No 16 of 1963;		
(c) have an original valid good Standing Social Security Certificate or valid copy Certified by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioner of Oaths Act, 1963 (Act No 16 of 1963)/A printout of valid electronic or online document issued in terms of the Electronic Transaction Act, 2019 (Act No 4 of 2019), subject to the authentication or validation of such printout by a public entity during the bid evaluation process, in accordance with authentication or validation guidelines of the issuing authority.		
(d) have a valid 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 certified identity copies of the shareholders NOT for Company Directors		

LS

(f) The bidder must submit a **quotation on its company letter head with the banking details clearly visible on the quote** in addition to Section III List of Goods and Price Schedule. A bank confirmation is also acceptable for the bank details.		
(g) have a valid certified certificate indicating SME Status (for Bids reserved for SMEs);		

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.

LS