CRAN
Communications Regulatory Authority of Namibia
Freedom Plaza, Courtside Building
c/o Fidel Castro & Rev. Michael Scott Street, Windhoek
+264 61 222 666
communications@cran.na
www.cran.na

Request for Sealed Quotations for Goods

Supply and delivery of Award Trophies to CRAN

Procurement Reference No: G/RFQ/CRAN-11/2026

ISSUE DATE: FRIDAY,06 NOVEMBER 2026
CLOSING DATE: THURSDAY, 12 NOVEMBER 2026
CLOSING TIME: 11:00 AM (NAMIBIA TIME)

BIDS MUST BE SUBMITTED IN THE TENDER BOX AT:

RECEPTION, 3RD FLOOR
CRAN OFFICES
FREEDOM PLAZA, COURTSIDE BUILDING
C/O FIDEL CASTRO & REV. MICHAEL SCOTT STREET,
WINDHOEK

Board Members: Mr. Elwis Nashilongo (Chairperson); Ms. Raundjua Hengari (Vice Chairperson); Mr. Joze Van Wyk (Member); Mr. Herman Walter Rutz (Member); Ms. Elzine Mushambi (Member); Mr. Nolan Swarts (Member); Mr. Kavehuurua Tjiuma (Member)
Chief Executive Officer: Mrs. Emilia Nghikembua
Executive: Governance, Risk & Compliance Management: Mr. Tanswell Davies

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Letter of Invitation

Dear Bidder

G/RFQ/CRAN-11/2026

06 November 2026

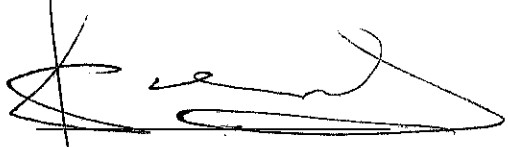
Request for Sealed Quotations for the Supply and delivery *of Award Trophies to CRAN*

The Communications Regulatory Authority of Namibia 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 Mr. Bathromeus Kaasheka, Procurement Officer at PMU@cran.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,
Mr. Patrick Feris

Board Members: Mr. Elwis Nashilongo (Chairperson); Ms. Raundjua Hengari (Vice Chairperson); Mr. Joze Van Wyk (Member); Mr. Herman Walter Ruiz (Member); Ms. Elzine Mushambi (Member); Mr. Nolan Swarts (Member); Mr. Kavehuurua Tjiuma (Member)
Chief Executive Officer: Mrs. Emilia Nghikembua
Executive: Governance, Risk & Compliance Management: Mr. Tanswell Davies

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

(a) to accept or reject any quotation; and

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

(c) to increase or reduce quantities

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 Security/Bid Securing Declaration [Public Entity to select as appropriate];

(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 ***60 working* days** from the date of submission deadline.

4. Eligibility Criteria

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

(a) Submit a valid certified copy of a Company Registration Certificate;

(b) Submit a an original or a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of OathsAct.1963 (Act No. 16 of 1963)), of a valid good Standing Tax Certificate, as certified by the Commissioner of Oath;

(c) Submit an original or a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a valid good Standing Social Security Certificate, as certified by the Commissioner of Oath;

(d) Submit a valid certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), 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 or a valid certified copy of the original document, as certified by the Commissioner of Oath;

(e) Complete, sign and submit signed Bid-securing Declaration.

(f) Complete, sign and submit the 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; and;

5. Bid Security/Bid Securing Declaration

Bidders are required to subscribe to a Bid Securing Declaration for this procurement process. The bidder shall furnish as part of its quotation, a Bid Securing Declaration as per the format contained in Schedule 1 of this document.

6. Delivery

Delivery shall be within (two) 2 weeks after acceptance/issue of Purchase Order. Deviation in delivery period shall be considered if such deviation is reasonable.

6.1. The following tests and inspections will be conducted on the goods at delivery:

- Inspection of outer and inner packaging to make sure it is intact and for signs of damage.
- Inspection of the contents and number of items against the delivery note and invoice.
- Inspection of delivery documents (Delivery note and invoice)
- Inspection for correct specifications

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Communications Regulatory Authority of Namibia (CRAN) with the Bidder's name and contact information at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Communications Regulatory Authority of Namibia (CRAN) Offices at *Freedom Plaza, Courtside Building, 3rd Floor, c/o Fidel Castro & Rev. Michael Scott Street*, Windhoek, Namibia**, not later than **Thursday, 12 November 2026 at 11H00**. Quotations by post or hand delivered should reach **Communications**

Regulatory Authority of Namibia (CRAN) at Offices at CRAN Offices, Freedom Plaza, Courtside Building, 3rd Floor, c/o Fidel Castro & Rev. Michael Scott Street, Windhoek, Namibia, by the same date and time at latest.

Late quotations will be rejected. Quotations received by e-mail will not be considered.

9. Opening of Quotations

Quotations will be opened internally by the Communications Regulatory Authority of Namibia (CRAN) immediately after the closing time referred to in instruction 8 above. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Securing Declaration, will be posted on the website of the Communications Regulatory Authority of Namibia (CRAN) and available

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 price or ownership 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

Quotations shall be fixed in Namibian Dollars and all payments will be made in this currency.

13. Margin of Preference

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

If a bidder qualifies for margins of preference on more than one basis, all such margins of preference must be granted to the bidder and, when considering

CATEGORIES OF BIDDERS	MARGIN OF PREFERENCE	DOCUMENTARY EVIDENCE
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
Micro, Small and Medium Enterprise	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
Previously Disadvantaged Person owned enterprise	2%	• IDs of all shareholders • Founding statement / company registration indicating ownership structure / shareholder certificates. • Declaration indicating percentage of Namibian PDPs ownership.
Suppliers providing environmental protection	1%	• declaration and proof that the bidder meets the requirements set out in the bidding document
Suppliers providing employment to Namibian	1%	• Declaration that the bidder employs 50% or more Namibian citizens
TOTAL	10%	

the bid, the bid price must be reduced with the amount determined in accordance with the formula below:

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

in which formula –

(a) "A" represents the amount to be determined;
(b) "MP" represents the total percentage of all margins of preference granted in respect of the bid; and
(c) "BP" represents the bid price.

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. Notification of Award and Debriefing

The Public Entity 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.

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:	**Communications Regulatory Authority of Namibia (CRAN)**
Procurement Reference Number:	**G/RFQ/CRAN-09/2026**
Subject matter of Procurement:	**Supply and delivery oof *Award Trophies to CRAN***

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.

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 BD.

The validity period of the Quotation is **60 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 items and Price Schedule.

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	

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

Date: .....

Procurement Ref No.: .....

To: Communications Regulatory Authority of Namibia (CRAN

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.*

COMPANY SHAREHOLDING INFORMATION FORM

PROCUREMENT REFERENCE NUMBER: *G/RFQ/CRAN-11/2026*

Name of shareholders and the percentage shares owned:

Name of Shareholde	Namibia (Yes/ No	Previously Disadvantag Namibian (Yes/ No)	Non-Namibian Citizen (Yes/ No) If no Namibian, Sta Nationality	Full time employed b the bidder (Yes/No)	Percentage shares owned woman and youth	Percentage shares
						Total = 100%

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

REQUEST FOR SEALED QUOTATION: Supply and delivery *of Award Trophies to CRAN*
Procurement Ref No. G/RFQ/CRAN-11/2026

INSTRUCTIONS TO THE PUBLIC ENTITY	INSTRUCTIONS TO BIDDERS
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity. *[To be filled by the Public Entity]*	Bidders shall fill-in columns E - I and fill the total E= mark with a *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	I	
Item no.	Description of Goods	Quantity required	Unit of measures	*	Price per unit NAD[1]	Total price without VAT NAD	VAT: NAD	Delivery weeks) (days/ month	Country of Origin
1.	Optical Crystal Peak trophy • See specifications below	40	Each						
2.	Engraving or UV printing of trophies • Print content to be provided by CRAN	40	Each						
					TOTAL				

NAME:	POSITION:	SIGNATURE	DATE
NAME OF BIDDER:	ADDRESS:		

NB: ***Kindly see specification of the above items on page sixteen (16)*** **SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET**

1. If Price quoted is subject to change in rate of exchange at the time of delivery of goods provide details hereunder:

   Currency : ..... Exchange Rate: .....

If no base rate of exchange is given, the price shall be treated as firm in Namibian Dollars for all intent and purpose.

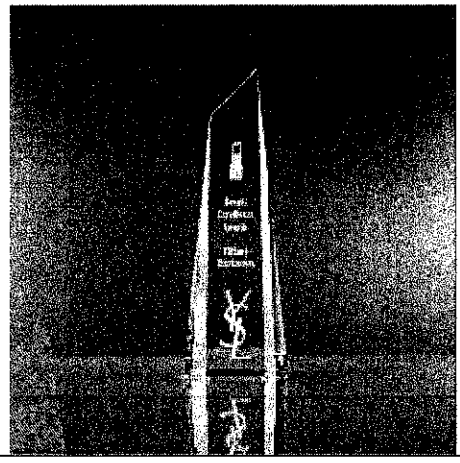
Key notes: **NA**=NOT APPLICABLE, **NQ**=NO QUOTE

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

[the Public Entity shall use this section to specify its Technical Requirements for the goods items, Inspection and examination, and the scope of Related Services, as applicable.]

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: ***G/RFQ/CRAN-11/2026***

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
*A**	*B**	*C*	*D*
1.	Optical Crystal Peak Award Trophy with Clear Rectangular Base, laser engraved, premium polished crystal construction, approximately 250 mm height, supplied in a presentation gift box." 		

[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.]

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** on the website of the Public Entity *(https://www.cran.na/)* except where modified by the Special Conditions below.

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: ***G/RFQ/CRAN-11/2026***

The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser **GCC 1.1(h)**	The purchaser is: **The Communications Regulatory Authority of Namibia (CRAN)**

Subject and GCC clause reference	Special Conditions
Site **GCC 1.1(m)**	The Site/final destination for delivery of the Goods is: The Communications Regulatory Authority of Namibia (CRAN) *Freedom Plaza,* *Courtside Building, 3rd Floor Reception,* *c/o Fidel Castro & Rev. Michael Scott Street,* Windhoek, Namibia
Incoterms Edition **GCC 4.2(b)**	Incoterms shall be governed by the rules prescribed in Incoterms 2020.
Notices **GCC 8.1**	Any notice shall be sent to the following addresses: For the Communications Regulatory Authority of Namibia (CRAN) **Communications Regulatory Authority of Namibia (CRAN)** ***CRAN Offices, Freedom Plaza,*** ***Courtside Building, 3rd Floor,*** ***c/o Fidel Castro & Rev. Michael Scott Street,*** **Windhoek, Namibia** Email: PMU@cran.na For the Supplier, the address and contact name shall be: _____
Disputes **GCC 10.2**	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as per the laws of the Republic of Namibia.
Delivery and Documents **GCC 13.1**	The Goods are to be delivered within **three days** from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) signed delivery note; and Invoice.
Price Adjustment **GCC 15.1**	The price charged for the Goods supplied and the related Services shall **not** be adjustable.

Subject and GCC clause reference	Special Conditions
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 days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price *shall not be"* adjustable to the fluctuation in the rate of exchange.
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) **On Acceptance:** The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice (showing Purchaser's name; the Procurement Reference number, description of payment and total amount, signed in original, stamped or sealed with the company stamp/seal) supported by the Acceptance Certificate issued by the Purchaser.
Performance Security GCC 18.1	(i) No performance security is required
Discharge of Performance Security GCC 18.4	Not Applicable
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be according to the manufacturer's instructions
Insurance GCC 24.1	Not applicable for local suppliers
Transportation GCC 25	The Goods shall be delivered: DAP (Delivery at Place)

Subject and GCC clause reference	Special Conditions
Inspection and Test **GCC 26.1**	The inspection and tests shall be: • Inspection of outer and inner packaging to make sure it is intact and for signs of damage. • Inspection of the contents and number of items against the delivery note and invoice. • Inspection of delivery documents (Delivery note and invoice) • Inspection for correct specifications
Location of Inspection and Tests **GCC 26.2**	The inspections and tests shall be conducted at: **Communications Regulatory Authority of Namibia (CRAN)** ***CRAN Offices, Freedom Plaza,*** ***Courtside Building, 3rd Floor,*** ***c/o Fidel Castro & Rev. Michael Scott Street,*** **Windhoek, Namibia**
Liquidated Damages **GCC 27.1**	Liquidated damages for the whole contract are **5 %** of the final contract price per day.
Warranty **GCC 28.3**	The period of validity of the warranty shall be: one (1) year for all items requested. For the purpose of the Warranty, the place(s) of the final destination(s) shall be: **Communications Regulatory Authority of Namibia (CRAN)** ***CRAN Offices, Freedom Plaza,*** ***Courtside Building, 3rd Floor,*** ***c/o Fidel Castro & Rev. Michael Scott Street,*** **Windhoek, Namibia**

Subject and GCC clause reference	Special Conditions
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: *one year*

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:

a = *[insert value of coefficient]*

b= *[insert value of coefficient]*
c= *[insert value of coefficient]*

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 = *[insert number of weeks]* 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.

SCHEDULE 1
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.: G/RFQ/CRAN-11/2026

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Securing Declaration		
Submit a valid certified company Registration Certificate		
Submit an original or a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a valid good Standing Tax Certificate, as certified by the Commissioner of Oath;		
Submit an original or a certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), of a valid good Standing Social Security Certificate, as certified by the Commissioner of Oath;		
Submit a valid certified copy (certified by a Commissioner of Oath appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963)), 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 or a valid certified copy of the original document, as certified by the Commissioner of Oath		
Submit a written undertaking as contemplated in section 138(2) of the Labour Act, 2007		

Complete the Company Shareholding Information form on page 10		

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.*