



Environmental **Investment** Fund
of **Namibia** | ensuring sustainability

Request for Quotations For Non-Consultancy Services

*Provision of Catering Services to EIF
for a period of 24 months*

Procurement Reference No: NCS/RFQ/EIF-1/2023

D.H.H



**Environmental Investment Fund
of Namibia** | ensuring sustainability

Letter of Invitation

To: The Prospective Bidder

NCS/RFQ/EIF-1/2023

30 January 2024

Dear Prospective Bidder

Provision of Catering Services to EIF for a period of 24 months

The Environmental Investment Fund of Namibia (EIF) invites you to submit your best quote for the services 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. Justina Andreas, Junior Assistant Procurement Officer**, 8933 Heinitzburg Heights, c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek, Windhoek, Namibia Tel +264 61 431 7733/38/45., Email Procurement@eif.org.na.

Request for clarifications should be received within three (3) days prior to the deadline set for submission of bids.

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,

David Hamukwaya

Secretary: Procurement Committee

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Environmental Investment Fund of Namibia (EIF)

The Environmental Investment Fund of Namibia (EIF) reserves the right:

- (a) To accept or reject any quotation; or
- (b) To cancel the quotation process and reject all quotations at any time prior to contract award; or
- (c) Award the contract to multiple service providers

2. Preparation of Quotations

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

- (a) The Quotation Letter in Section II with its annex for Bid Securing Declaration where applicable;
- (b) The Priced Activity Schedule in Section IV;
- (c) The Specifications and Performance Standards Compliance Sheet in Section V; and;
- (d) Complete the Company Shareholding Information form on page 10.

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

4. Eligibility Criteria

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

- (a) Certified copies of either:
 - (i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia;
 - (ii) certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia;
 - (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
 - (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;
- (b) 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;
- (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 **valid original or certified copy of the original document** (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,**
 - (e) Have a written undertaking as contemplated in section 138(2) of the Labour Act, 2007
 - (f) Submit a signed Bid Securing Declaration
 - (g) Bidder must operate a company registered for the provision of similar services.
 - (h) This bid is reserved for SME (submit a valid certified copy or an original SME certificate)
 - (i) Bidder are required to submit three (3) references letters for the provision of catering services to reputable organisations.

5. Bid Securing Declaration

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

6. Services Completion Period

The completion period for services shall be **on the day when services is required** after acceptance/issue of Purchase Order. Deviation in completion period shall not be considered.

7. Documents to be submitted

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

8. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the **Environmental Investment Fund of Namibia (EIF)** with the Bidder's name at the back of the envelope.

9. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at **Environmental Investment Fund of Namibia (EIF), 8933 Heinitsburg Heights, c/o Heinitsburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek, Windhoek,**

Namibia, not later than **Friday, 16 February 2024 at 12H00**. Quotations by post or hand delivered should reach **Environmental Investment Fund of Namibia (EIF), Offices at 8933 Heinitzburg Heights, c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets, Klein Windhoek, Windhoek, Namibia**, by the same date and time at latest. Late quotations will be rejected. Quotations received by e-mail will not be considered.

10. Opening of Quotations

Quotations will be opened internally by the **Environmental Investment Fund of Namibia (EIF)** immediately after the closing time referred to in section 9 above. A record of the Quotation Opening stating the name of the Bidders and the amount, the presence or absence of a Bid-Securing Declaration, the absence and present of mandatory documents reflected in Section 50 (2) (a-e) of the Public Procurement Act, 2015 (Act No. 15 of 2015) will be put on the website of the Environmental Investment Fund of Namibia (EIF) and available to any bidder on request within three working days of the Opening.

11. Evaluation of Quotations

The Environmental Investment Fund of Namibia (EIF) 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 (prices as per menu) to determine the lowest evaluated quotation. **NB: Successful bidders will be required to provide food samples for testing, before the award of contract.**

12. Scope of Services, Specifications and Performance Standards

The Scope of Services and Performance Standards Compliance Sheet detailed in Sections III and V are to be complied with. Bidders may propose alternative for part of the scope substantiating that such alternatives will equally serve the interest of the **Environmental Investment Fund of Namibia (EIF)**. However, evaluation will be carried out as per the defined scope. Alternatives will only be considered from bidders having submitted the lowest evaluated quotation as per the base requirements.

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

13. Prices and Currency of Payment

Prices for the execution of services shall be fixed in Namibian Dollars as quoted. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services, and shall include all duties. The whole cost of performing the services shall be included in the items stated, and the cost of any incidental services shall be deemed to be included in the prices quoted.

14. Margin of Preference

14.1 The applicable margins of preference and their application methodology are as follows (refer to the Code of Good Practice):

Category	Margin of preference	Documentary evidence
MSME	1 percent	-SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership
Women owned enterprise	1 percent	- 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 percent	- IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian youth ownership
PDP owned enterprise	2 percent	- IDs of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificates - declaration indicating the percentage of Namibian PDPs ownership
Service rendered by Namibian citizens	1 percent	-declaration that the bidder employs 50% or more Namibian citizens
TOTAL	7%	

14.2 Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of: Documentary evidence as stated in column three of the table listed in 14.1 above.

15 Award of Contract

The **Environmental Investment Fund of Namibia (EIF)** shall award the contract to five (5) service providers who have qualified to perform the services required, and have submitted the lowest quotation. Award of contract shall be by issue of a Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract and General Conditions of Contract.

When the services are required, one of the five (5) services providers will be contacted to provide the services. The **Environmental Investment Fund of Namibia (EIF)** at its discretion will rotate the award of catering services among the five (5) selected bidders.

16 Performance Security

Not applicable

17 Notification of Award and Debriefing

The **Environmental Investment Fund of Namibia (EIF)** shall after award must 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 of ward on its website within seven (7) days. Furthermore, the **Environmental Investment Fund of Namibia (EIF)** shall attend to all requests for debriefing made in writing within seven days (7) days of the unsuccessful bidders being informed of the award.

SECTION II: QUOTATION LETTER

(To be completed by Bidders)

*[Complete this form with all the requested details and submit it as the first page of your quotation with the Priced Activity Schedule and documents requested above. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. **If your quotation is not authorised, it may be rejected.**]*

Quotation Addressed to :	Environmental Investment Fund of Namibia (EIF)
Procurement Reference Number:	NCS/RFQ/EIF-1/2023
Subject matter of Procurement:	<i>Provision of Catering Services to EIF for a period of 24 months</i>

We offer to provide the services detailed in the Scope of Service, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in this Quotation Exercise and meet the eligibility criteria specified in Section 1: Request for Quotations.

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

We have read and understood the content of the Bid Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein.

The validity period of our Quotation is **90 days** from the date of the bid submission deadline.

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

The services will commence within _____ days from date of issue of Purchase Order/ Letter of Acceptance.

The services will be completed within _____ 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	

Appendix to Quotation Letter

BID SECURING DECLARATION

(Section 45 of Act)

(Regulation 37(1)(b) and 37(5))

Date:

Procurement Ref No.: NCS/RFQ/EIF-1/2023

To: Environmental Investment Fund of Namibia (EIF)

I/We* understand that in terms of section 45 of the Act a public entity must include in the bidding document the requirement for a declaration as an alternative form of bid security.

I/We* accept that under section 45 of the Act, I/we* may be suspended or disqualified in the event of

- (a) a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;
- (b) refusal by a bidder to accept a correction of an error appearing on the face of a bid;
- (c) failure to sign a procurement contract in accordance with the terms and conditions set forth in the bidding document, should I/We* be successful bidder; or
- (d) failure to provide security for the performance of the procurement contract if required to do so by the bidding document.

I/We* understand this bid securing declaration ceases to be valid if I am/We are* not the successful Bidder

Signed:

.....
[insert signature of person whose name and capacity are shown]

Capacity of:

[indicate legal capacity of person(s) signing the Bid Securing Declaration]

Name:

.....
[insert complete name of person signing the Bid Securing Declaration]

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

Dated on _____ day of _____, _____
[insert date of signing]

Corporate Seal (where appropriate)

[Note*: In case of a joint venture, the bid securing declaration must be in the name of all partners to the joint venture that submits the bid.]

***delete if not applicable / appropriate**



Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 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: NCS/RFQ/EIF-1/2023

Name of shareholders and the percentage shares owned:

[illegible]

SECTION III: SCOPE OF SERVICES

The Environmental Investment Fund of Namibia (EIF) requires the services of reputable services provider to provide catering services. The catering provider is expected to deliver catering service as and when required. Provide the crockery and cutlery, excluding the furniture (tables, chairs). The service provider must be able to provide for vegetarian diet. Be responsible for maintaining and cleaning the utilized serving areas upon completion of each event.

The services provider is required to provide catering services upon request for the below but not limited to.

1. Breakfast (buffet /breakfast packs where the bidder will be required to prepare but not limited to sandwiches platter plain or toasted, fresh Croissant, assorted fresh muffins, yoghurt, muesli, all bran, eggs, sausage/bacon, Cold meat (ham, salami, pastrami) etc.)
2. Lunch (buffet /lunch packs where the bidder will be required to prepare **hot dish meals** which include but not limited to chicken, beef, mutton, lamp, fish, roasted veggies, potato wedges, noodles salads, meatballs, greek salads, braai packs, starch)
3. Platters (where the bidder will be required to prepare but not limited Cold meat platter (ham, salami, bacon, peperoni, pastrami, and turkey), fresh fruit platter, vegetarian platter (samosas, wraps, fish bites, creamy, potato croquettes sticky, puffs, vegetables fritter and grilled, mushroom and cheese tart sweet, corn and chive, spinach and vegetarian burger).
4. Beverages which includes but not limited water (still and sparkling) fizzy drinks (includes dietary drinks i.e. coke zero), juices (assorted)
5. Cutlery and crockery to be included

SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/EIF-1/2023

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

Currency of Quotation: _____

Item No	Brief Description of Services	Rate (VAT incl.) for 10 people NAD	Rate (VAT incl.) for 11-20 people NAD	Rate (VAT incl.) for 21 or more	Total Price
1.	Breakfast (Please provide menu indicating all items offered and their prices)				
2.	Lunch (Please provide menu indicating all items offered and their prices)				
3.	Platters (Please provide menu indicating all items offered and their prices)				
4.	Beverages (Please provide menu indicating all items offered and their prices)				
Enter 0% VAT rate if VAT exempt.					Other additional costs
					Subtotal
					VAT @ %
					Total

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

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

SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/EIF-1/2023

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

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1.	Has the bidder provided rates for Breakfast (buffet /breakfast packs where the bidder will be required to prepare but not limited to sandwiches platter plain or toasted, fresh Croissant, assorted fresh muffins, yoghurt, muesli, all bran, eggs, sausage/bacon, Cold meat (ham, salami, pastrami) etc.)?		
2.	Has the bidder provided rates for Lunch (buffet /lunch packs where the bidder will be required to prepare hot dish meals which include but not limited to chicken, beef, mutton, lamp, fish, roasted veggies, potato wedges, noodles salads, meatballs, greek salads, braai packs, starch)?		
3.	Has the bidder provided rates for Platters (where the bidder will be required to prepare but not limited Cold meat platter (ham, salami, bacon, peperoni, pastrami, and turkey), fresh fruit platter, vegetarian platter (samosas, wraps, fish bites, creamy, potato croquettes sticky, puffs, vegetables fritter and grilled, mushroom and cheese tart sweet, corn and chive, spinach and vegetarian burger)?		
4.	Has the bidder provided rates for Beverages which includes but not limited water (still and sparkling) fizzy drinks (includes dietary drinks i.e. coke zero), juices (assorted)?		
5.	Are the cutlery and crockery included?		

Item No	Specifications and Performance Required	Compliance of Specifications and Performance Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
6.	Has the bidder provided menus indicating prices?		

Specifications and Performance Standard Compliance Sheet Authorised By:

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

SECTION VI: CONTRACT AGREEMENT AND GENERAL CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a Purchase Order/Letter of Acceptance and shall be subject to the General Conditions of Contract (GCC) Ref: NCS-LS/RFQ-GCC for procurement of services (lump-sum) available on the website of the Environmental Investment Fund of Namibia (EIF) website (<https://www.eif.org.na/>) except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: NCS/RFQ/EIF-1/2023

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

Subject and GCC Reference	Special Conditions
Definitions GCC 1.1(a)	Adjudicator is Not Applicable for this contract
Definitions GCC 1.1(l)	The Member is: <i>[to be inserted at contract signing]</i>
Definitions GCC 1.1(o)	The Service Provider is: <i>[to be inserted at contract signing]</i>

Notices GCC 1.4	<p>Any notice shall be sent to the following addresses:</p> <p>The Environmental Investment Fund of Namibia (EIF) 8933 Heinitzburg Heights c/o Heinitzburg & Dr. Theo Ben-Gurirab Streets Klein Windhoek Windhoek Namibia Email: Procurement@eif.org.na</p> <p>For the [Service Provider], the address and contact name shall be <i>[to be inserted at contract signing]</i>:</p> <p>_____</p>
Authorised Representatives GCC 1.6	<p>The Authorised Representatives are:</p> <p>For the Public Entity: The Authorized Representative of the Employer is: Mr. Benedict Libanda Chief Executive Officer Environmental Investment Fund of Namibia (EIF) Windhoek, Namibia</p> <p>For the Service Provider <i>[to be inserted at contract signing]</i>:</p> <p>_____</p>
Effectiveness of Contract GCC 2.1	<p>The date on which this Contract shall come into effect to be communicated.</p>
Starting Date GCC 2.2.2	<p>The intended starting date for the commencement of Services shall be on the day of the events after acceptance of purchase order.</p>
Intended Completion Date GCC 2.3	<p>The intended completion date is one (1) day.</p>
Payments of Liquidated Damages GCC 3.10.1	<p>Liquidated damages for the whole contract are 10% per week. The maximum amount of liquidated damages for the whole contract is 10% of the final contract price.</p>
Lack of Performance Penalty GCC 3.10.3	<p>Not Applicable</p>
Performance Security GCC 3.11	<p>(i) No Performance Security is required</p>

Assistance and Exemptions GCC 5.1	Not Applicable
Contract Price GCC 6.2(a)	<ul style="list-style-type: none"> • The amount in local currency is <i>[to be inserted at contract signing]</i>. • The amount payable is as quoted. Prices shall be fixed and inclusive of all taxes.
Terms and Condition of Payment GCC 6.4	The structure of payments shall be: full payment following delivery of the services, issuing of the certificates and submission of an invoice. Pre-payments is prohibited.
Interest on Delayed Payments GCC 6.5	<p>Payment shall be made within 30 days of receipt of the invoice and the relevant documents.</p> <p>The interest rate is .</p>
Price Adjustment GCC 6.6.1	Price adjustment not applicable.
Identifying Defects GCC 7.1	Not applicable
Dispute Settlement GCC 8.2	In cases where no adjudicator has been appointed the disputes shall be subject to the procedures of the laws of Namibia. If any dispute arises between the Employer and the Contractor in connection with or arising out of the Contract, the parties shall seek to resolve any such dispute by amicable agreement. If the parties fail to resolve such dispute by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute may be referred to court by either party.
Dispute Settlement GCC 8.2.3	Not Applicable
Dispute Settlement GCC 8.2.4	The arbitration procedures of Law Society of Namibia will be used (applicable to overseas service provider)
Dispute Settlement GCC 8.2.5	Not Applicable

SCHEDULE 3

(a) 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 = $\frac{\text{Total Cost} - \text{Cost of imported inputs}}{\text{Total Cost}} \times 100$

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

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: NCS/RFQ/EIF-1/2023

Description	Attached (please tick if submitted and cross if not)
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid securing declaration	
Complete the Company Shareholding Information form on page 10.	
(i) certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia; (ii) certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia; (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 (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;	
Have 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	
Have 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	

Have 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	
Written undertaking as contemplated in section 138 (2) of the Labour Act	
Valid certified copy or an original SME certificate	
Three (3) reference letters	

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.