



PROCUREMENT MANAGEMENT UNIT

**Supply, Delivery and Installation of Fencing Materials at the
Hard-Water Softening Mini Desalination Plants/Sites in
//Karas, Ohangwena, Oshikoto, Kavango West, Kavango East
and Zambezi Regions**

Closing date & Time: Friday, 11 July 2025 at 12H00

Business Name: -----

Postal Address: -----

Telephone No: -----

Cell No.: -----

Contact Person: -----

E-Mail Address: -----

VAT Registration No: -----

Region and Site name: -----

Bid Amount: VAT Inclusive (N\$) -----

VAT Inclusive (N\$) -----

VAT Inclusive (N\$) -----

Total Bid Amount: VAT exclusive (N\$) -----

**Environmental Investment Fund of Namibia, 8933 Heinitzburg Heights,
c/o Heinitzburg & Dr. Theo-Ben Gurirab Streets, Klein Windhoek
Windhoek, Namibia. Tel: +264 61 431 7700**

INFORMATION TO THE BIDDERS:

Bidders shall submit the Request for Quotations documents in a sealed envelope, duly marked with the Procurement Reference Number. W/RFQ/ EIF-02/2025. The inner and outer of the envelopes shall bear the Bidder's name and address and to be hand delivered at the Environmental Investment Fund of Namibia on or before **Friday, 11 July 2025 at 12H00 PM**.

NB: Note to Bidders:

- i) Bidders are permitted to submit **only one** bid for the region in which their company is registered or operates. This must be substantiated by submitting a valid business operations fitness certificate issued by a local authority within the respective region. See below sites:
 - 1. //Karas Region (Warmbad Site)
 - 2. Oshana Region (Oshana and Oshana Sites)
 - 3. Oshana Region (Oshana and Oshana Sites)
 - 4. Oshana Region (Oshana and Oshana Sites)
 - 5. Oshana Region (Oshana and Oshana Sites)
 - 6. Oshana Region (Oshana and Oshana Sites)
- ii) Each bidder must clearly indicate on the cover page, the specific region for which they are bidding for, amount for the sites interested in under that region and total bid price (total amount for all sites bided for).
- iii) Bids submitted for more than one region will be deemed non-responsive and disqualified.
- iv) Kindly note that the budget for each site is N\$ 70 000.00.
- v) No bidder should participate (either directly or indirectly, as a joint venture partner or subcontractor) in more than one regional bid.

Letter of Invitation

W/RFQ/ EIF-01/2025

25 June 2025

Dear Prospective Bidder,

Request for Quotations for Supply, Delivery and Installation of Fencing Materials at the Hard-Water Softening Mini Desalination Plants/Sites in /Karas (Warmbad), Ohangwena (Oshongwe and Ohauwanga), Oshikoto (Omeyantalala and Otanaha), Kavango West (Mupini and Mupapama), Kavango East (Vikota and Shughuru) and Zambezi Regions (Ngo1 and Muyako).

The Environmental Investment Fund of Namibia invites you to submit your quotation for the works 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. David Hamukwaya* and emailed to: DHamukwaya@eif.org.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. D.H. Hamukwaya

HEAD: PROCUREMENT MANAGEMENT UNIT

Request for Quotations Document

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Summary Description

This Standard Bidding Document for Procurement of Works is to be used when a pre-qualification process has not taken place before bidding and, therefore, post-qualification applies. A brief description of these documents is given below.

SBD for Procurement of Works

Summary

PART 1 – BIDDING PROCEDURES

Section I. Instructions to Bidders (ITB)

This Section provides relevant information to help Bidders prepare their bids. Information is also provided on the submission, opening, and evaluation of bids and on the award of Contracts.

Section II. Bidding Forms

This Section contains the forms which are to be completed by the Bidder and submitted as part of its Bid.

Section III. Evaluation Criteria

This section contains supplementary evaluation criteria which the Employer may choose to apply to the procurement under consideration.

PART 1 – Bidding Procedures

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Environmental Investment Fund of Namibia reserves the right:

- (a) to split the contract as per the lowest evaluated cost per lot; and
- (b) to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

2. Preparation of Quotations

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

- (a) the Quotation Letter in Section II with its annex and all other annexures (forms) where applicable;
- (b) the Priced Activity Schedule in Section II; and
- (c) the Specifications in Section IV; and
- (d) any other attachment as deemed appropriate

You are advised to carefully read the complete Request for Quotations document, including the Special Conditions of Contract in Section VI, 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 **120** working days from the date of bid submission deadline.

4. Eligibility Criteria

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

- (a) **A certified copy of company Registration Certificate;**
- (b) **A valid original Good Standing/certified copy of Tax Certificate from the Receiver of Revenue (NamRA);**
- (c) **A valid original/certified copy Good Standing Certificate from Social Security Commission;**
- (d) **A valid certified copy of an Affirmative Action Compliance Certificate or in its absence, proof from the Employment Equity Commissioner that the Bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;**

-
- (e) **A duly completed and signed - 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 if it is awarded the contract or part thereof**
- (f) **A valid fitness certificate from the local authority in which the business is registered and/or operating from.**

5. Bid Security/Bid Securing Declaration

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

6. Works Completion Period

The completion period for works shall be 40 days *after* acceptance of contract. Deviation in completion period shall not be accepted

6.1. The following inspections of work will be conducted on sites in the respective regions:

- Check if the installed items are brand new.
- Check if the installed items are damaged.
- Check if the installed items are fully functional.
- Check if the installed items meet the specifications/quality.
- Check if installation is done on time.

7. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Public Entity with the Bidder's name on the outer and inner side of the envelope.

8. Submission of Quotations

The closing date for the quotations is **Friday, 11 July 2025 at 12H00** (Namibian time) **late quotations will be rejected. Electronic submissions/quotations will not be accepted.**

Place of submission is:

The Quotation/Tender Box at

Environmental Investment Fund of Namibia

8933 Heinitzburg Heights

1st Floor, Reception, Windhoek

9. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time. 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 available to any bidder on request within three working days of the opening.

10. Evaluation of Quotations

The Environmental Investment Fund of Namibia shall have the right to request for clarifications in writing during evaluation. Offers that are substantially responsive shall be compared on the basis of evaluated cost, subject to Margin of Preference where applicable, to determine the lowest evaluated quotation.

11. Technical Compliance

Bidders shall submit along with their quotation's documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations.

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

12. 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.

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 the 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 Section VII for an amount of *10%* of the contract price.

15. Notification of Award and Debriefing

The EIF shall after awarding of contract promptly inform all unsuccessful bidders in writing of the name and address of the successful bidder and the contract amount within 5 days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within 5 days of the unsuccessful bidders being informed of the award.

SECTION II: BIDDING FORMS

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. 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: <i>[name of Public Entity]</i>	
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 Sealed Quotations referenced above.

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

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 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 _____ days *[insert number of 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 _____ *[insert number]* days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within _____ *[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./E-mail	

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

Date:[Day/month/year]

Procurement Ref No.:

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

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

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

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

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

Signed:

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

Capacity of:

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

Name:

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

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

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

Corporate Seal (where appropriate)

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



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:

Data Form 4

Schedule of Personnel Offered

The Bidder is to state below the number of each category of personnel who he intends to provide on Site for the execution of the Works and in the case of professional and technical staff the number of years of appropriate experience after qualification. Such staff shall be named and guaranteed. Curriculum Vitae (CVs) must be attached.

PROFESSIONAL AND TECHNICAL	NATIONALITY		EXPERIENCE
	NAMIBIAN	NON-NAMIBIAN	
1. Contractor's Site agent/Foreman Name: Qualifications:			
2. Skilled Fencers/Artisans Name: Qualifications:			
3. Welder Name: Qualifications:			
4. Other – Must be relevant to the work to be undertaken (specify):			
6. Site General Workers			NO OF STAFF
(a) Clerical Staff			
(d) Unskilled Labourers			

Schedule of Work Satisfactorily Completed by Bidder

Bidders must insert in the space provided below and submit with the Bid the following statement, showing a list of work, similar in nature to the work defined in these documents, which they have successfully carried out. Present commitments shall also be listed, indicating the date due for completion. Absence of this statement may prejudice the tender as being submitted by an inexperienced contractor and may be set aside.

FOR WHOM DONE	NATURE OF WORKS	VALUE OF WORKS	SCHEDULE COMPLETION	ACTUAL COMPLETION

Signing Authority

In the cases where the Bidder is a Company, Corporation or Firm, the person whose signature appears below must be duly authorised to do so, whether by Articles of Association, Resolution, Power of Attorney or otherwise.

I/We, the undersigned am/are authorized to enter into the Contract on behalf of:

by virtue of _____

dated _____ a certified copy of which is attached to the Bid Document.

AS WITNESSES:

1. _____
SIGNATURE OF BIDDER *

2. _____
DATE

- Signature to correspond with that on Bidding Form

Example: Letter of Intent from Financial Institution

Letter Head of Financial Institution

Date:

LETTER OF INTENT

This Serves to inform the Environmental Investment Fund of Namibia that the Financial Institution, herein represented by(the undersigned) in his/her capacity as, is willing to issue a Demand Guarantee to the value of N\$ in favour of the Environmental Investment Fund in the event that Bid #### be awarded to

The Demand Guarantee will be in the same wording and format as the one included in the Bid Dossier.

Signed:

SECTION III: Bill of Quantities

“The quantities appearing in the Schedule of Quantities are approximate only and are prepared for the comparison of tenders and award of contract. Payment will be made only for the quantities of work performed in accordance with the contract and it is understood that the scheduled quantities of work to be done and materials to be furnished may each be increased or decreased as herein provided”.

The prices and rates to be inserted in the Schedule of Quantities are to be the full inclusive prices to the Employer for the work described under the several items. Such prices shall cover all costs and expenses that may be required in and for the construction of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the Tender is based.

A price or rate is to be entered against each item in the Schedule of Quantities, whether the quantities are stated or not. An item against which no price is entered will be considered to be covered by the other prices or rates in the Schedule.

NB: SEE DETAILED BILL OF QUANTITIES AS ATTACHED ANNEXURE

SCHEDULE 1:

Priced Activity Schedule

PRICED ACTIVITY SCHEDULE		
NOTE: - name of sites:		
 VAT to be stated explicitly. VAT NUMBER.....		
ITEM	DESCRIPTION	TOTAL COST (N\$)
	TOTAL SCHEDULE OF QUANTITIES	
	ADD 10% CONTIGENCY	
	SUB TOTAL	
	ADD 15% VAT	
TOTAL (VAT INCL.)		N\$

SECTION IV - Evaluation Criteria

This section contains supplementary criteria that the Employer shall use to evaluate bids.

Evaluation Criteria

In addition to the eligibility criteria specified in Clause ITB4 of Section I 'Instruction to Bidders' (ITB) the following margin of preference and evaluation criteria shall apply:

1. Evaluation

In addition to the eligibility criteria listed in ITB 4 the following criteria shall apply:

a) Request for Quotation

- This bid is in terms of Section 32 of **Public Procurement Act, 15 of 2015** and it is limited to the following:
 - Small works through request for quotations for bidders within the respective regions.
- If the estimated value of work does not exceed the prescribed threshold.

b) Range of Bid

- Only bids that fall within a range of 10% below or 10% above the estimated construction cost, including provisional sums, contingencies, escalation and VAT, will be adjudicated.

c) Margin of Preference

- Not Applicable

d) Evaluation Criteria

- Quotations will be evaluated based on eligibility criteria and value for quote. The quote with the lowest value will be selected to execute the work.

e) Financial Evaluation

- The bidder offering the lowest responsive bid will be considered for award.

Stage 1: Eligibility and Legal Evaluation

#	DESCRIPTION	Bidder	
		Yes	No
1.	A valid certified copy by the Namibian Police of the Company Registration Certificate.		
3.	A valid original/Certified Copy of Good Standing Tax Certificate from the Receiver of Revenue (NamRA);		
4.	A valid original/Certified Copy of Good Standing Certificate from Social Security Commission;		
5.	A valid certified copy by the Namibian Police of an Affirmative Action Compliance Certificate or in its absence, proof from the Employment Equity Commissioner that the Bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;		
6.	A duly completed and signed - An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable if it is awarded the contract or part thereof.		
7.	(f) A valid fitness certificate from the authority in which the business is registered and operating from.		
	OVERALL LEGAL AND ADMINISTRATIVE COMPLIANCE		

NB: Any bid found non-compliant to this section will not be evaluated further.

Stage 2: Technical Evaluation

The **Technical Score** will be calculated for each Tender in accordance with the following formula:

$$T_s = (T_F + T_x + T_C + T_M + T_l + T_p)$$

(f) Bank Rating

The Bidder shall submit a Bank rating from a commercial Bank operating in Namibia regarding the Bidder's ability to access credit facilities. The letter must be dated not more than one month prior to the closing date of submission of bids and must mention the name of the project and the amount (Namibian Dollars).

Kindly read below the definitions of the different bank rating codes:

- A- Undoubted for Enquiry
- B- Good for amount quoted
- C- Good for amount quoted if strictly in way of business
- D- Fair trade risk
- E- Figures considered too high
- F- Financial position unknown
- G- Paper occasionally dishonoured
- H- Paper frequently dishonoured.

NOTE: Only bidders who score a minimum bank rating of C - will be considered for Award.

Where the various elements of the equation are defined and derived as follows:

TYPICAL TECHNICAL SCORE TABLE

ITEM	NON-PRICE ATTRIBUTES TECHNICAL / CAPACITY/ PDN ATTRIBUTES	MAX. POINTS	Points Obtained
TF	Financial Resources- Part of Technical		
	Bid Declaration Form (fill Data Form 2)	2.5	
	Bank Rating Letter	2.5	
TX	Relevant Experience (Data Form 6) <ul style="list-style-type: none"> Comply with Experience Requirements (<i>Company experience in fencing or related</i>). 	20	
	<ul style="list-style-type: none"> Similar Projects completed in the past 2 years. (To be supported by two References/Completion Certificates). 	10	
TC	Relevant Competence: Staff (Data Form 4)		
	(Please attach Qualifications and CVs as proof) <ul style="list-style-type: none"> Site Agent/Foreman <ol style="list-style-type: none"> Three years' experience as site manager in similar/related project. 	10	

	<ul style="list-style-type: none"> • Welder and Skilled Fencer <ol style="list-style-type: none"> i. At least a Vocational Training in welding or any related qualification • Site General Workers <ol style="list-style-type: none"> i. Two years' experience on working in a similar/related project. 	10	
TM	Gantt Chart <ul style="list-style-type: none"> • Clearly stating the supply, delivery and installation timelines 	10	
TL	Project Methodology <ul style="list-style-type: none"> • Bidder to give detailed methodology in terms of how the work is going to be carried out. • Provide an indicative Bills of Quantities (BoQ) that outlines all necessary components and costs. 	20	
TP	Bank rating- bidders who has a bank rating between “ A-C ” will obtain 5 marks. Bidders with bank rating “ D ” and below will be marked “0”.	5	
TS	Technical Score	100	

Note: With reference to the Technical Score Table above, Bidders are required to fill in all the relevant Bidding Forms in Section II and to submit certified copies of supporting documentation that will enable the Evaluators to verify (and award points regarding) the above-mentioned attributes. Bidders who achieve a Technical Score of less than 70 will be deemed to be non-compliant and will be disqualified from any further evaluation.

Stage 3: Financial Evaluation

4.1 The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the works shall be selected for award of contract.

SCHEDULE 2

COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT

<u>COST STRUCTURE FOR VALUE ADDED CALCULATION</u>		
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		

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

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

SCHEDULE 3

QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: **W/RFQ/EIF-02/2025**

Description	Tick if attached/Cross if not attached
- Quotation Letter	
- Priced Activity Schedule	
- Bills of Quantities	
- Bid securing declaration	
- certificate of business registration for an entity incorporated or registered under the company or close corporation laws of Namibia; or - certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia; or - 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 - 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	
- A valid fitness certificate from the local authority in which the business is registered and/or operating from.	

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.

Bills of Quantities

