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REPUBLIC OF NAMIBIA  
OFFICE OF THE PRIME MINISTER

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# **Request for Quotations For Non-Consultancy Services Lump-Sum**

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**Renewal of Virtualized Hosting Environment Support.**

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**Procurement Reference No: NCS/RFQ/02 – 55/2025**

*Private Bag 13338, Windhoek, Tel: 061 205 6237 & fax 061 257 529,  
[Nguvitjita.Meeja@opm.gov.na](mailto:Nguvitjita.Meeja@opm.gov.na), Date: 28 October 2025*



REPUBLIC OF NAMIBIA  
OFFICE OF THE PRIME MINISTER

Tel: (061)287 9111  
Fax: (061) 224 910

Private Bag 13338  
Windhoek

Letter of Invitation

Procurement Reference Number: NCS/RFQ/02-55/2025

28 October 2025

Dear Sirs/Madams

**Request for Quotations for Renewal of Virtualized Hosting Environment Support.**

The **Office of the Prime Minister** 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 **Mr. Nguvitjita Meeja**, at 061 205 6237.

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,

  
Brian Mungunda

Secretary: Procurement Committee

Date: 28/10/2025

## **SECTION I: INSTRUCTIONS TO BIDDERS**

### **1. Rights of Public Entity**

The **Office of the Prime Minister** 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.

### **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) 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 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 days** from the date of bid submission deadline.

### **4. Eligibility Criteria**

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

- (a) **A valid certificate of good Standing with the Receiver of Revenue;**
- (b) **A valid certificate of good Standing with the Social Security Commission or, in the case where a company has no employees, confirmation letter from the Social Security Commission;**
- (c) **As required by the Affirmative Action (Employment) Act, 1998 (Act No.29 of 1998);**
  - (i) **a valid affirmative action compliance certificate issued under section 41 of that Act;**
  - (ii) **an exemption issued under section 42 of that Act; or**
  - (iii) **a proof from the Employment Equity Commissioner that the bidder or supplier is not a relevant employer as defined in that Act;**
- (d) **Duly completed and signed Bid-securing Declaration;**
- (e) **Duly completed and signed written undertaking as contemplated in section 138 (2) of the Labour Act, 2007;**
- (f) **A valid -**
  - (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,

- (g) Detailed quotation on company letterhead
- (h) Bidders business principles should be in line with the service/product being bid for.

A bidder or supplier who is a sole proprietor only needs to comply with the provisions of paragraph (a) to (d).”

**NB: Please note that a valid original document; or a valid certified copy of an original document, as certified by a Commissioner of Oath appointed in terms of the Justice of the Peace and Commissioners of Oaths Act, (1963) (Act No. 16 of 1963) as amended will also be accepted.**

#### **5. Bid Security/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 **2 Weeks** after acceptance/issue of Purchase Order. Deviation in completion period **shall only be considered if such deviation is reasonable.**

#### **7. Documents to be submitted**

Bidders shall submit along with their quotation’s documents giving company’s profile, past experience and evidence of similar services provided together with customers 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 Public Entity 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 **Office of the Prime Minister, C/O of Goethe Street, Brendan Simbwaye Square (Block B), Ground Floor Room Nr. 022**, not later than **07 November 2025 at 11h00**. Quotations by post or hand should reach the abovementioned address by the same date and time. **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 Public Entity 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 Security/Bid-Securing Declaration will be put on the website of the Public Entity and available to any bidder on request within three working days of the Opening.

#### 11. 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 evaluated cost to determine the lowest evaluated quotation.

#### 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 Office of the Prime Minister. 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.**

#### 14. Margin of Preference

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

CATEGORY	MARGIN OF PREFERENCE	DOCUMENTARY EVIDENCE
<b>Manufacturer</b>	<b>2 %</b>	-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
<b>MSME</b>	<b>1%</b>	SME registration certificate -Declaration indicating the percentage of Namibian MSME ownership.
<b>Women owned enterprise</b>	<b>1%</b>	- IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian female ownership

<b>Youth owned enterprise</b>	<b>2%</b>	IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificate - declaration indicating the percentage of Namibian Youth ownership
<b>PDP owned enterprise</b>	<b>2%</b>	IDs of all shareholders -Founding statement/company registration indicating ownership structure/shareholder certificates - declaration indicating the percentage of Namibian PDPs ownership
<b>Supplier promoting Environmental protection</b>	<b>1%</b>	- Declaration and proof that the bidder meets the requirements set out in the bidding document.
<b>Service rendered by Namibian citizens</b>	<b>1%</b>	- declaration that the bidder employs 50% or more Namibian
<b>TOTAL</b>	<b>10%</b>	

#### 15. Award of Contract

**The Bidder having submitted the lowest evaluated responsive quotation and qualified to perform the 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 and General Conditions of Contract

#### 16. Performance Security

**Performance Security is not applicable.**

#### 17. Notification of Award and Debriefing

The Public Entity 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 Public Entity 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 :	<b>Office of the Prime Minister</b>
Procurement Reference Number:	<b>NCS/RFQ/02-55/2025</b>
Subject matter of Procurement:	<b>Renewal of Virtualized Hosting Environment Support</b>

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 \_\_\_\_\_ 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.

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			
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:** .....[Day|month|year].....

**Procurement Ref No.:** .....

**To:** .....

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.*

### SECTION III: SCOPE OF SERVICES

Renewal of the Virtual Hosting Infrastructure subscription licenses.

### SECTION IV: PRICED ACTIVITY SCHEDULE

Procurement Reference Number: NCS/RFQ/02 – 55/2025

Currency of Quotation:

Item No	Product Code (SKU)	Brief Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
A*		B*	C*	D*	E	F
1	CON-SNT-HX240M5L	SNTC 8X5XNBD Cisco HyperFlex HX240C M5 LFF	7			
2	CON-SNT-HXFI6454	SNTC 8X5XNBD UCS Fabric Interconnect 6454	2			
3	HXDP-M5-SW-MY	HX Data Platform M5 multi-year subscription for terms 13-60	1			
4	SVS-DCM-SUPT-BAS	Basic Support for DCM	1			
5	HXDP-MS-DC-AD-R	HyperFlex data Platform M5 Datacenter Advantages (RENEW ONLY)	7			
					<b>Other additional costs</b>	
					<b>Subtotal</b>	
					<b>VAT @</b> %	
					<b>Total</b>	

*Enter 0% VAT rate if VAT exempt.*

\* 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 :			

## SECTION V: SPECIFICATIONS AND PERFORMANCE STANDARD COMPLIANCE SHEET

Procurement Reference Number: NCS/RFQ/02 – 55/2025

[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.]

### SPECIFICATIONS FOR RENEWAL OF VIRTUALIZED HOSTING ENVIRONMENT SUPPORT (CISCO HYPERFLEX HCI).

PRODUCT CODE(SKU)	ITEM	SERVICE DURATION (Months)	QTY	Comply		
				Yes	No	Deviation (If Any)
CON-SNT-HX240M5L	SNTC 8X5XNBD Cisco HyperFlex HX240C M5 LFF	12	7			
CON-SNT-HXFI6454	SNTC 8X5XNBD UCS Fabric Interconnect 6454	12	2			
<i>HXDP-M5-SW-MY</i>	HX Data Platform M5 multi-year subscription for terms 13-60	12	1			
SVS-DCM-SUPT-BAS	Basic Support for DCM	12	1			
HXDP-MS-DC-AD-R	HyperFlex data Platform M5 Datacenter Advantages (RENEW ONLY)	12	7			

**Specifications and Performance Standard Compliance Sheet Authorised By:**

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

## **SPECIAL TENDER CONDITIONS**

- 2.1. All hardware and software tendered for should be delivered by the successful Bidder accompanied by their respective original documentation, including manuals and software media.
- 2.2. Bidders should indicate whether they are the manufacturers or accredited representatives in the Republic of Namibia for a manufacturer, or the direct importers (i.e. importing directly from the manufacturer) of items/models/brand-names tendered for. Bidders who are not the manufacturers or accredited representatives of the manufacturers or direct importers should submit with their tender for each item/model/brand-name tendered for, a firm commitment from their supplier that they are the authorised distributor of that particular item/model/brand-name.
- 2.3. All specifications listed are to minimum requirements. Deviations from minimum specifications and additional components should be clearly stated, motivated and explained in writing and should form part of the tender.
- 2.4. All delivered equipment and related software shall meet the minimum specifications. The hardware to be delivered shall be made available to an official of the Department: Public Service E-Government Management for inspection.
- 2.5. All delivered equipment and related software shall meet the minimum specifications. OMAs/RCs together with at least two (2) IT personnel shall inspect all the delivered equipment and related software to ensure that they comply with tender specifications. All non-compliant equipment and related software shall not be accepted.
- 2.6. All delivered equipment must be brand new; refurbished or second-hand equipment shall not be accepted.
- 2.7. Disk drive specifications have to be met without any compression software.
- 2.8. All equipment should be covered by a full part and labour warranty for three years after installation and commissioning, if not stated otherwise in the specifications.
- 2.9. Bidders shall include full technical specifications of the equipment offered, covering at least all features specified below. Statements claiming compliance with tender specifications, but not substantiated by manufacturer specifications, are not deemed sufficient for this purpose. The Procurement Unit reserves the right to disqualify any tender on the grounds of technical information not being provided with the tender before the closure of the tender.
- 2.10. All equipment and software offered shall constitute functional and operational units linked to the existing network. In particular, all required interfaces, cabling, and installation costs shall be included in the tender.
- 2.11. These conditions and specifications are in addition to and are to be read together with the Regulations of the Procurement Unit and with instructions issued by the Board.
- 2.12. OMAs/RCs acquiring proprietary off the Shelf Software (e.g. Microsoft, Sophos, etc.) through Tender shall ensure that:
  - a) Products are procured from a Certified Partner or authorised re-seller;
- 2.13. Prices offered should be confirmed and approved by the manufacturer of the product.

2.14. Bidders should include a Manufacturer's Authorization Form (MAF) from the manufacturer that certifies the channel partner is authorized by the manufacturer to resell or distribute their products and services.

## 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 Public Entity (*insert website address*) except where modified by the Special Conditions below.

## SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **NCS/RFQ/02-55/2025**

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
<b>Definitions</b> GCC 1.1(a)	Adjudicator is Not Applicable for this contract
<b>Definitions</b> GCC 1.1(l)	The Member is: <i>[to be inserted at contract signing]</i>
<b>Definitions</b> GCC 1.1(o)	The Service Provider is: <i>[to be inserted at contract signing]</i>
<b>Notices</b> GCC 1.4	<p>Any notice shall be sent to the following addresses:</p> <p>For the <b>Office of the Prime Minister</b>, the address and the contact name shall be: <b>Mr. Nguvitjita Meeja (061 205 6237)</b> or <b>Mr. Eliazer Handjaba (061 205 6239)</b></p> <p>For the [Service Provider], the address and contact name shall be <i>[to be inserted at contract signing]</i>:</p> <p>_____</p>
<b>Authorised Representatives</b> GCC 1.6	<p>The Authorised Representatives are:</p> <p>For the Public Entity: _____</p> <p>For the Service Provider <i>[to be inserted at contract signing]</i>:</p> <p>_____</p>
<b>Effectiveness of Contract</b> GCC 2.1	<p>The date on which this Contract shall come into effect is</p> <p>_____</p>

<b>Starting Date</b> <b>GCC 2.2.2</b>	The intended starting date for the commencement of Services is _____
<b>Intended Completion Date</b> <b>GCC 2.3</b>	The intended completion date is _____.
<b>Prohibition</b> <b>GCC 3.2.3(c)</b>	List of Activities: _____.
<b>Service Provider's Actions Requiring Public Entity's Prior approval</b> <b>GCC 3.7(c)</b>	The other actions are _____.
<b>Documents Prepared by Service Provider to be the Property of the Public Entity</b> <b>GCC 3.9</b>	Restrictions on the use of documents prepared by the Service Provider are: _____
<b>Payments of Liquidated Damages</b> <b>GCC 3.10.1</b>	Liquidated damages for the whole contract are <b>1% per week</b> . The maximum amount of liquidated damages for the whole contract is <b>5%</b> of the final contract price.
<b>Lack of Performance Penalty</b> <b>GCC 3.10.3</b>	The percentage _____ to be used for the calculation of lack of Performance Penalty(ies) is _____. ( <i>Where applicable</i> )
<b>Performance Security</b> <b>GCC 3.11</b>	(i) No Performance Security is required*or (ii) A Performance Security in the form of a Bank Guarantee representing [ <i>insert percentage</i> ] of the final contract price shall be required.*  * Delete as appropriate

<b>Assistance and Exemptions</b> <b>GCC 5.1</b>	The assistance and exemptions provided to the Service Provider are <i>(where applicable)</i> : _____
<b>Contract Price</b> <b>GCC 6.2(a)</b>	The amount in local currency is _____.
<b>Terms and Condition of Payment</b> <b>GCC 6.4</b>	Insert the payment terms in line with the GCC.
<b>Interest on Delayed Payments</b> <b>GCC 6.5</b>	Payment shall be made within 30 days of receipt of the invoice and the relevant documents, and within _____ days in the case of the final payment.  The interest rate is _____.
<b>Price Adjustment</b> <b>GCC 6.6.1</b>	<b>Price adjustment <i>not</i> applicable.</b>
<b>Identifying Defects</b> <b>GCC 7.1</b>	The following inspections shall be carried out: _____  The defect liability period is: _____
<b>Dispute Settlement</b> <b>GCC 8.2</b>	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.
<b>Dispute Settlement</b> <b>GCC 8.2.3</b>	Not Applicable
<b>Dispute Settlement</b> <b>GCC 8.2.4</b>	The arbitration procedures of _____ will be used (applicable to overseas service provider)
<b>Dispute Settlement</b> <b>GCC 8.2.5</b>	Not Applicable

**SCHEDULE 3**

**(a) COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT**

<b>COST STRUCTURE FOR VALUE ADDED CALCULATION PER PRODUCT</b>		
	<b>N\$</b>	<b>N\$</b>
<b>Raw Materials, Accessories &amp; Components</b>		
• Imported (CIF)	.....	
• Local (VAT & Excise Duty Fee)	.....	.....
<b>Labour Cost</b>		
• Direct Labour	.....	.
• Clerical Wages	.....	.
• Salaries to Management	.....	.....
<b>Utilities</b>		
• Electricity	.....	
• Water	.....	
• Telephone	.....	.....
<b>Depreciation</b>	.....	
<b>Interest on Loans</b>	.....	
<b>Rent</b>	.....	.....
<b>Other (please specify)</b>		
• .....	.....	
• .....	.....	
• .....	.....	.....
<b>TOTAL COST</b>		

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

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

**SCHEDULE 4****QUOTATION CHECKLIST SCHEDULE**

PROCUREMENT REFERENCE NO.: NCS/RFQ/02-55/2025

<b>Description</b>	<b>Attached (please tick if submitted and cross if not)</b>
Quotation Letter	
Priced Activity Schedule	
Specification and Compliance Sheet	
Bid Security/Bid securing declaration	
Company profile, past experience and references where similar services have been provided	
Insert any other	

**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.