



Kavango East Regional Council

Request for Sealed Quotations for Works

**SUPPLY, DELIVERY AND INSTALLATION (REVAMPING) OF THE KAVANGO
EAST REGIONAL COUNCIL SIGN BOARDS.**

REFERENCE NUMBER: *W/RFQ/KERC-/101/59/2024/2025*

Procurement Reference No: *W/RFQ/KERC-/101/59/2024/2025*

Kavango East Regional Council, Private Bag 2124, Rundu, Tel: 066 266000

Fax No: 066 255396

Name of Bidder: _____

Contact Number of Bidder: _____

E-mail Address of Bidder: _____

Authorized Representative: _____

Contract Amount: N\$ _____



Kavango East Regional Council, Private Bag 2124, Rundu, Tel: 066-266012/32, Fax: 066-255396

Letter of Invitation

Procurement Reference No: W/RFQ/KERC-/101/59/2024/2025

21 January 2025

Dear Sir/Madam,

**SUBJECT: SUPPLY, DELIVERY AND INSTALLATION (REVAMPING) OF THE
KAVANGO EAST REGIONAL COUNCIL SIGN BOARDS.**

PROCUREMENT REFERENCE NUMBER: W/RFQ/KERC-/101/59/2024/2025

The Procurement Management Unit of the Kavango East Regional Council is hereby invites you to submit your best quote for the work described hereunder.

Any resulting contact shall be subject to the terms and conditions referred to in the document.

Queries, if any, should be addressed to **Mr. Wilfred Nyambe. Tel: 066 – 266026 (Administrative), Jonas K. Toloshi (Engineer, KERC) Tel: 066 266 000, Kavango East Regional Council.**

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. Jona M. Kangumbe

Head of Procurement Management Unit



22/01/2025

Date

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The Kavango East Regional Council reserves the right:

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

2. Preparation of Quotations

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

- (a) the Quotation Letter in Section II with its annex for Bid Securing Declaration where applicable;
- (b) the Priced Activity Schedule/ BOQ in Section IV;
- (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 180 days from date of bid submission deadline

4. Eligibility Criteria

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

- (a) Have a certified valid Company Registration Certificate;**
- (b) Have an original valid Good Standing Tax Certificate;**
- (c) Have an original valid or certified valid copy of Good Standing Social Security Certificate;**
- (d) Have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that the bidder is not a relevant employer, or certified copy of exemption issued in terms of Section 42 of the Affirmative Act, 1998;**
- (e) Submit a signed Bid Securing Declaration**
- (f) Attach at least three (3) certified copies of practical Completion Certificates of the previously related completed works.**

- **NB: if the work was subcontracted, attach the practical completion certificate of the main contractor and a reference/agreement letter from the main contractor that you were subcontracted.**

(g) Submit work Program indicating duration and deliverable milestones

The following form part of the eligibility criteria:

- **Document to be filled completed with black ink**
- **All pages must be initialled.**
- **All correction must be initialled.**
- **No eraser (Tippex) to be used.**
- **No correction to the original Bill of Quantities is allowed.**
- **Use of Government envelop will lead to disqualification.**

5. Bid Securing Declaration

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

6. Works Completion Period

The completion period for works shall be three (3) Calendar Months after acceptance and issue of Purchase Order. Deviation in completion period shall be considered if such deviation is reasonable.

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 and contact information at the back of the envelope.

8. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at *Kavango East Regional Council Office number 19* not later than *Wednesday, 29 January 2025-at 11h00*. Quotations by post or hand delivered should reach *Kavango East Regional Council* 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 Public Entity. A record of the Quotation Opening stating the name of the bidders, the amount quoted, the presence or absence of a Bid Security/Bid Securing Declaration, will be posted on the website of the Public Entity and available to any bidder on request within fourteen (14) calendar days of the Opening.

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

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

Prices shall be fixed in Namibian Dollars. 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 in the items stated, and the cost of any incidental works shall be deemed to be included in the prices quoted.

13. Margin of Preference

Not applicable

14. 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 Section VI: Contract Agreement and General Conditions of Contract.

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:	
Procurement Reference Number:	W/RFQ/KERC-/101/59/2024/2025
Subject matter of Procurement:	

We offer to execute works detailed in the Statement of Requirements, 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 by the Ethical 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 Securing Declaration (BSD) attached hereto and subscribe fully to the terms and conditions contained therein. We further understand that this subscription could lead to disqualification on the grounds mentioned in the BSD.

The validity period of the Quotation is 180 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 3 days from date of issue of Purchase Order/ Letter of Acceptance.

Works will be completed within 90 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:[Day|month|year].

Procurement Ref No.: *W/RFQ/KERC-/101/59/2024/2025*

To: **Kavango East Regional Council**

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

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

- (a) **a modification or withdrawal of a bid after the deadline for submission of bids during the period of validity;**
- (b) **refusal by a bidder to accept a correction of an error appearing on the face of a bid;**
- (c) **failure to sign a procurement contract by the terms and conditions outlined 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 the person whose name and capacity are shown]

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

Name:
[insert complete name of the 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:
The location where work will be done, goods/services will be delivered:
.....
.....

3. UNDERTAKING

I, owner/representative
of

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 by 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: STATEMENT OF REQUIREMENTS

A. SCOPE OF WORKS, SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

SEE ANNEXTURE 1 ATTACHED

A COMPULSORY SITE VISIT TO BE HELD AS FOLLOWS:

DATE: 29 JANUARY 2025

TIME: 10H00

VENUE: KAVANGO EAST REGIONAL COUNCIL HQ BOARDROOM

CONTACT PERSON: MR. WILFRED NYAMBE

CONTACT DETAILS: 066-266026/0811432557

wnyambe@kavangorc.gov.na

A1. Bidders Work- Civil/Structural Refer to Drawings and BOQ

B. DRAWINGS

B1. Bidders Work (Civil/Structural) Annexures 1,2 & 3.

SECTION IV: PRICED ACTIVITY SCHEDULE/BILLS OF QUANTITY

Procurement Reference Number: W/RFQ/KERC-/101/59/2024/2025

The quantities shown below are approximate, and subject to re-measurement for payment purposes.

Item No	Brief Description of Works	Quantity	Unit of Measure	Unit Price NS	Total Price NS
1.	Design, Supply, delivery and installation of 3D LED Acrylic Sign Board (Glow sign Board – Main Entrance Gate).	1	Job		
2.	Design, supply, delivery and installation of Monument Pylon/Totem Sign Board with 3D LED Backlit Lighting.	1	Job		
3.	Civil Work for Installation of Pylon Board	1	Job		
		Subtotal			
				Net installation cost	
				VAT @ 15 %	
				Total	

Priced Activity Schedule Authorised by:

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

Bill of Quantities Notes

1. The quantities in these Bill of Quantities are provisional and shall be measured as executed and paid for according to prices in the Bill of Quantities and any unexpended amounts shall be deducted from the amount of the contract sum.
2. The quantities in these Bill of Quantities are not to be used for ordering materials.
3. The Bill of Quantities form part of and must be read in conjunction with the specifications, which document contains the full description of the works to be done and material and equipment to be used and unless otherwise described in the Bill of Quantities, reference should be made to the specification for the full meaning or description of work to be done and materials and equipment to be used in this service.
4. No alteration, erasure or addition is to be made in the text of the Bill of Quantities.
5. Should any alteration, or erasure be made, it will not be recognized but the original wording of the Bill of Quantities will be adhered to.
6. The priced Bill of Quantities of the successful tenderer will be checked and the Client reserves the right to call for an adjustment to any individual price and to rectify the discrepancy.
7. Variations in the scope and extent of the work included in the Bill shall be allowed to meet the employer's requirements and shall be measured and cost at rates entered in the Bill, where appropriate, and shall form additions to or deductions from the total of the Bill.
8. Any items or variations for which rates have not been included in the Bill of Quantities shall be agreed and priced as non-scheduled items by the provisions of the contract.
9. The rules covering the extent and costing of the variation shall be those provided for in the General Conditions of Contract.
10. Unless a separate rate for the supply and the installation of any item is specifically called for, the supply and installation cost of any item shall be fully included in the unit price.
11. The description of each item shall, unless otherwise stated herein, be held to include making, conveying and delivering, unloading, storing, unpacking, hoisting, waste, patterns, models and templates, plant, temporary works, return of packing, establishment charges, profit and all other obligations arising out of the conditions of the contract.
12. All fittings and accessories always include the connections thereto.
13. All measurements are nett unless otherwise stated, and Bidders must allow in their rates for wastage.
14. All provisional sums shall be expended as directed by the Engineer and any balance remaining shall be deducted from the amount of the contract sum.

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: *W/RFQ/KERC-/101/59/2024/2025*

Bidders should complete columns C and D with the specification of the works, services and goods offered. Also state “comply” or “not comply” and give details of any non-compliance/deviation to the specification required. Attach detailed technical literature where necessary. Authorise the specification offered in the signature block below.

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
<i>A*</i>	<i>B*</i>	<i>C</i>	<i>D</i>
	Please refer to Sections III and IV above		
1.	See attached specification on Table 1.1 & attached Annexures 1,2 &3.		

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 Works - Ref. **W/RFQ-GCC** on the website of the Public Entity www.mof.gov.na/procurement-policy-unit except where modified by the Special Conditions below.

SECTION VII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: **W/RFQ/KERC-/101/59/2024/2025**

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

Subject and GCC clause reference	Special Conditions
Employer GCC 1.1 (r)	Kavango East Regional Council
Intended Completion Date GCC	Within three (3) months after signing the contract
Project Manager GCC 1.1 (r)	The Chief Regional Officer
Site GCC 1.1(aa)	Kavango East Regional Council Head Quarter, Maria Mwengere Road, Rundu.
Start Date GCC 1.1 (dd)	Within 14 days after Letter of Acceptance/Purchase Order
The Works GCC 1.1 (hh)	Completion of the design and installation work of signboards for the Kavango East Regional Council
Interpretation GCC 2.2	The project will be completed in the following sections: Not Applicable _____
Interpretation GCC 2.3	The following additional documents shall form part of the contract: Not Applicable _____
Language and Law GCC 3.1	The language of the contract is English The law of Namibia applies to the contract
Project Manager's Decision 4.1	The project manager shall obtain specific approval from the employer before carrying out any of his duties under the Contract which in the Project Manager's opinion will cause the amount finally due under the Contract to exceed the Contract Price or will give entitlement to extension of time. This requirement shall be waived in an emergency affecting safety of personnel or the Works or adjacent property.
Delegation GCC 5.1	The Project Manager may delegate his/her duties.

Subject and GCC clause reference	Special Conditions
<p>Notices GCC 6</p>	<p>Any notice shall be sent to the following addresses: For the Employer, the address shall be as given on page 2 of this Bidding Document and the contact name shall be: Contact: Mr. Jonas M. Kangumbe</p> <p>Kavango East Regional Councils. Private Bag 2124 Maria Mwengere Road, RUNDU Namibia</p> <p>For the Contractor, the address and contact name shall be as given on the first page of the Purchase Order/ Letter of Acceptance and the contact name shall be:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Subject and GCC clause reference	Special Conditions
Insurance GCC 13.1.	<p>Except for the cover mentioned in (d)(i) hereunder, the other insurance covers shall be in the joint names of the Contractor and the Employer and the minimum insurance amounts shall be:</p> <p>(a) for the Works, Plant and Materials: <i>(for the full amount of the works including removal of debris, professional fee etc...)</i></p> <p>(b) for loss or damage to Equipment: <i>(for the replacement value of the equipment that the contractor intends to use on site until the taking over by the Employer.</i></p> <p>(c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract <i>for an amount representing the value of the properties that are exposed to the action of the contractor in the execution of the works. It will extend to the property of the Public Body as well).</i></p> <p>(d) for personal injury or death:</p> <p>(i) of the Contractor's employees: <i>[The Contractor shall take an adequate insurance cover for its employees for any claim arising in the execution of the works].</i></p> <p>(ii) of other people: <i>[This cover shall be for an adequate amount for Third Party extended to the Employer and its representatives].</i></p> <p>(e) for loss or damage to materials on-site and for which payment have been included in the Interim Payment Certificate, where applicable.</p> <p>The Contractor shall choose to take the insurance covers indicated above as separate covers or a combination of the Contractor's All Risks coupled with the Employer's liability and First Loss Burglary, after approval of the Employer. All insurance covers shall be of nil or the minimum possible deductibles at sole expense of the contractor.</p>
Site Data GCC 14.1	Kavango East Regional Council Headquarters
Possession of the Site GCC 20.1	Within 14 days of Purchase Order/Letter of Acceptance
Procedure for Disputes GCC 24	No adjudicator shall be appointed under the contract and arbitration shall not apply. If any dispute arises between the Employer and 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 disputes by amicable agreement, within 14 days after one party has notified the other in writing of the dispute, then the dispute shall be referred to court by either party.
Program GCC 25.1	The Contractor shall submit for approval Program for the Works within 14 days from the date of the Letter of Acceptance or issue of Purchase Order Agreement.

Subject and GCC clause reference	Special Conditions
GCC 25.3	Program updates shall be required
Defects Liability Period GCC 33.1	The Defects Liability Period is: 1 year
Payment Certificates GCC 39.7	Payment shall be made as per progress of works <i>with</i> payment for materials on site.
Payments GCC 40	The amount certified by the Project Manager shall be paid in full within 30 days of receipt by the Employer of an invoice, supported by: <ul style="list-style-type: none"> (a) the payment certificate; (b) a certificate of Completion of the Works (c) attach relevant Bills of Quantity executed
Adverse Weather Conditions GCC 41.1 (1)	Raining days
Price Adjustment GCC 44	The contract is not subject to price adjustment.
Retention GCC 45	(i) 10% of the amount shall be retained from any payment. Half of the retention money will be released after formal taking over of the Works and the remaining shall be released after the defect Liability Period subject to the Contractor making good all defects.
Liquidated Damages GCC 46.1	The liquidated damages for the whole of the Works are 0.07 percent of the Contract amount per day. The maximum amount of liquidated damages for the whole of the Works is 10 per cent of the Contract Price .
Advance Payment GCC 48.1	No advance payment shall be made
GCC 56.1	“As built” drawings or operating and maintenance manuals are required
GCC 59.1	The percentage to apply to the value of work not completed, representing the Employer’s additional cost for completing the Works is: 10%.

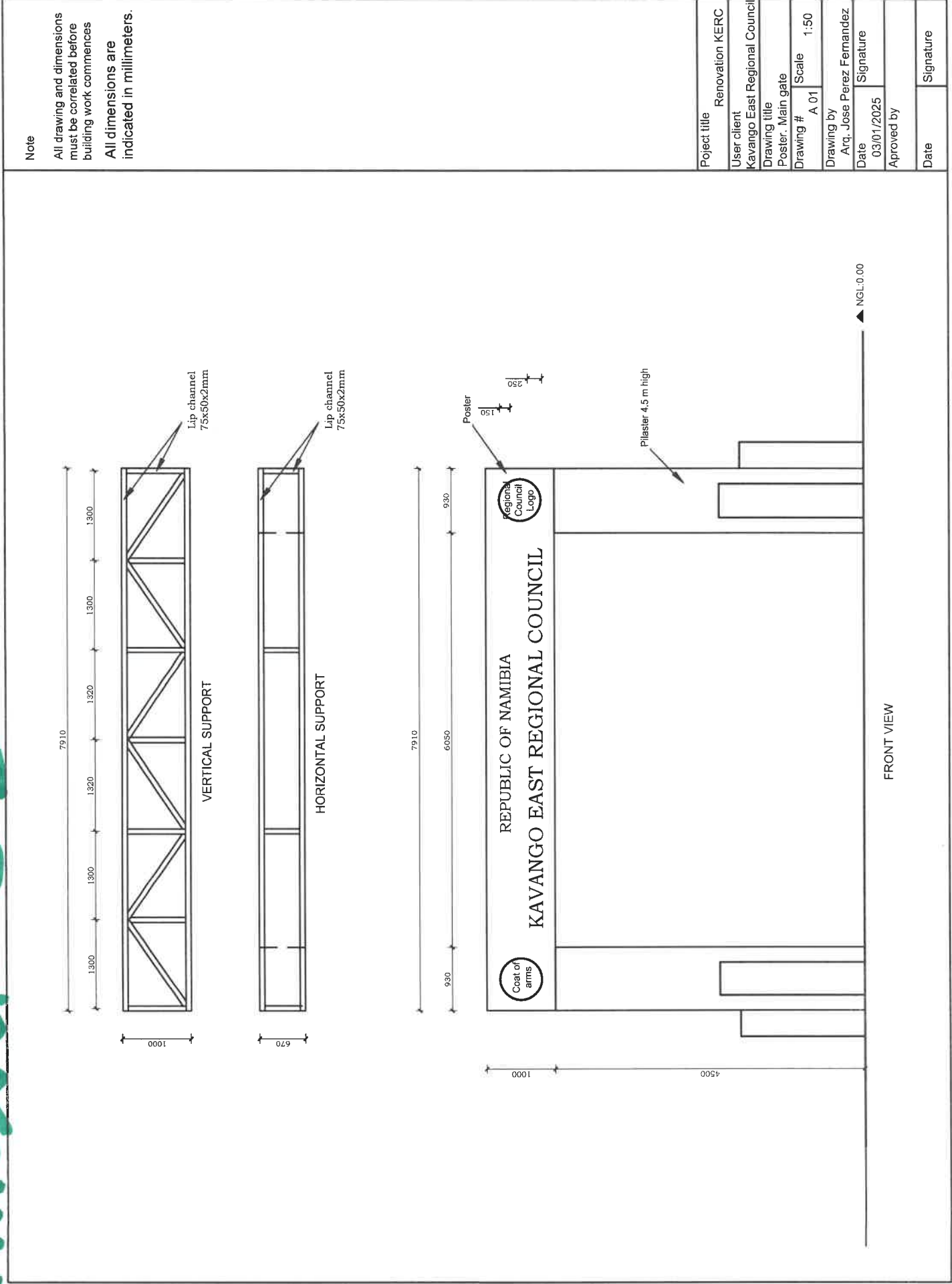
QUOTATION CHECKLIST SCHEDULE

Procurement Reference No.: *W/RFQ/KERC-/101/59/2024/2025*

Description	Attached	Not Attached
Quotation Letter		
Priced Activity Schedules		
Specification and Compliance Sheet		
3 X Reference Letters for supply, delivery and installation of signage in the past three year with contact details.		
Certified copy of Company Registration Certificate		
Original valid or certified copy of good Standing Tax Certificate		
Original valid or certified copy of good standing Social Security Certificate		
Valid certified copy of Affirmative Action Compliance Certificate		
Signed Bid Securing Declaration		
Certified copy of Identity Documents of the Company Owners		

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 bid 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.*

Annexure 1



Anexo 2

Front Elevation Dimensions:

- Total Width: 2000mm
- Total Height: 2500mm
- Logo Area: 1300mm wide, 1000mm high
- Text Area: 1000mm wide, 1000mm high
- Contact Area: 1000mm wide, 500mm high

Side Elevation Dimensions:

- Total Depth: 200mm

Sign Content:

KAVANGO EAST REGIONAL COUNCIL

Private bag 2124 RUNDU
Tel: 066 000
Fax: 066 378
www.kavangorc.gov.na

Vision
To collectively plan, coordinate, implement, monitor and sustain socio economic development to ensure maximum utilization of resources

Mision
To be a Regional Council of excellence in delivering quality and equitable services to all inhabitants and investors for sustainable socio economic development



KAVANGO EAST REGIONAL COUNCIL

MISSION
To ensure the effective delivery of services to the people of the region.

VISION
To be a leading provider of services to the people of the region.

CONTACT
Private Bag 2124 Rundu
Tel: 066 266000
Fax: 066 265378
www.kavangocouncil.gov.na

TABLE 1.1

QUANTITY	CONTENT ON SIGNAGE	DIMENSIONS	SPECIFICATIONS	TYPE OF MATERIALS	PLACING
5	KERC Sign Board <ol style="list-style-type: none"> 1. Coat of arms. 2. Welcome to Kavango East Regional Council. 3. Council logo 4. Council website 5. Facebook handle 	See attached annexures 1,2 & 3	<ul style="list-style-type: none"> • Premium, lit, 3D + Logo board. • Logos & letters in Council colours. • Standalone letters that get directly fixed on smooth surfaces. • Drill fitting for the individual letters • Back drill needed for looping the wires. • Council logo and letters must be mounted on a base frame made of acrylic/AC. • Signboards must have lights on the inside • Standalone Logo/letters are lit. • Logo/letters are in 3D. 	<ol style="list-style-type: none"> 1.High-grade cast Acrylic sheets. 2.Aluminium 3.composite sheets 4.Vinyl rolls must match the KERC brand colours. 5.Wood plastic composite sheets. 6.LEDs 7.laser cutters and CNC routers 	Letters Mounted on a Square/Rectangular Base Box
6	KERC Totem/Pylon sign <ol style="list-style-type: none"> 1. Corner sign 2. Council Logo 3. Mission statement 4. Vision statement 	See attached annexures 1, 2 & 3	<ul style="list-style-type: none"> • Premium, lit, 3D + Logo board. • Logos & letters in Council colours. 	<ol style="list-style-type: none"> 1.High-grade cast Acrylic sheets. 2.Aluminium 3.composite sheets 	Letters Mounted on a Square/Rectangular Base Box

TABLE 1.1 Add

	5. Postal address 6. Social media handles. <ul style="list-style-type: none"> • Website • Facebook • Twitter /X • Instagram • YouTube • Tick - tock • Whats App number – • +26481 1432557 		<ul style="list-style-type: none"> • Standalone letters that get directly fixed on smooth surfaces. • Drill fitting for the individual letters • Back drill needed for looping the wires. • Council logo and letters must be mounted on a base frame made of acrylic/AC. • Signboards must have lights on the inside. • Standalone Logo/letters are lit. • Logo/letters are in 3D. 	4. Vinyl rolls must match the KERCC brand colours. 5. Wood plastic composite sheets. 6. LEDs 7. laser cutters and CNC routers	
1	1. Civil work for installation of pylon work				