



Kavango East Regional Council

Request for Sealed Quotations for Goods

**Procurement of promotional materials
for the Kavango East Regional
Council**

Procurement Reference No: G/RFQ/KERC/027/57/2024/2025

P.O. Box 2124, Rundu, Tel: 066 - 266000

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KAVANGO EAST REGIONAL COUNCIL

Tel.: 066 – 266000

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Private Bag 2134

Rundu

NAMIBIA

Enquires: Mr. W. D. Nyambe

Letter of Invitation

21/01/2025

TO:

Dear Sir/Madam

Request for Quotations for Procurement of Promotional Materials for the Kavango East Regional Council.

The Kavango East Regional Council invites you to submit your best quote for the items described in detail hereunder.

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

Queries, if any, should be addressed to *Mr. W. D. Nyambe* Tel: 066 – 266026, 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: Procurement Management Unit



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 List of Goods and Price Schedule Section III;
- (b) The Specifications and Compliance Sheet in Section V; and
- (c) 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

One hundred and eighty (180) days from the date of the bid submission deadline.

4. Eligibility Criteria

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

- (a) **Have a valid Company Registration Certificate/Founding Statement**
- (b) **Have a valid original or certified copy of good Standing Tax Certificate**
- (c) **Have a valid or certified copy of good Standing Social Security Certificate**
- (d) **Submit signed Bid Securing Declaration**
- (e) **Have a valid certified copy of Affirmative Compliance Certificate or proof from 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;**
Additional Requirements:
- (f) **Attach certified copy of Identity document for the company owner**
- (g) **Company should submit their bid together with a sample or art work of each item (Sample or art work comes at company own cost)**
- (h) **Reference letter to be attached of similar work done before - three (3) reference letters to be attached. Letters will only be considered VALID if they meet the following criteria:**
 - if on an official referees' letterhead where such similar work was done;
 - include brief description of similar work undertaken;
 - it must be signed, stamped and dated
 - include the relevant contact person with e-mail address and contact number;

(I) Company should operate in the same nature as the bid and should have a factory or an agreement in place with a factory. (Proof should be attached) The bidder must have at least have the capacity to manufacture and brand promotional Materials and indicate if it is done in-house and/or outsourced. If the bidder proposes to sub-contract branding, they must provide details of the sub-contractor that will be rendering that service including their company profile. Proof of ownership/lease of Printing/manufacturing equipment must be provided if Printing is done-in-house or subcontractor agreement/SLA must be provided in the subcontractor's letterhead if it is outsourced.

5. Delivery

Delivery shall be *30 Days* after acceptance/issue of Purchase Order. Deviation in delivery period *shall be considered if such deviation is reasonable*.

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

- Verification of quantity and Quality

6. 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.

7. Submission of Quotations

Quotations should be deposited in the Quotation/Bid Box located at ***Kavango East Regional Council –Headquarters, Maria Mwengere Road, Tutungeni, Office No: 19*** not later than ***29 January 2025 at 11:00 am***. Late quotations will be rejected.

8. Opening of Quotations

Quotations will be opened internally by the Public Entity immediately after the closing time referred to in instruction 8 above.

9. 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.

10. Technical Compliance

Bidders shall submit along with their quotations documents, catalogues and any other literature to substantiate compliance with the required specifications and to qualify deviations if any with respect to Public Entity's requirements.

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

11. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

12. Margin of Preference

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

Not applicable

12.2. Bidders applying for the Margin of Preference shall submit, **upon request**, evidence of:

Not applicable

13. Award of Contract

The Bidder having submitted the lowest evaluated responsive quotation and qualified to supply the goods/items and related services shall be selected for award of contract. Award of contract shall be by issue of a Purchase Order/Letter of Acceptance in accordance with terms and conditions contained in Section VI: Contract Agreement and General Conditions of Contract.

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: <i>[name of Public Entity]</i>	
Procurement Reference Number:	G/RFQ/KERC/027/57/2024/2025
Subject matter of Procurement:	

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications and, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

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

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

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 List of Goods and Price Schedule are fixed and firm and will not be subject to revision or variation, if we are awarded the contract **prior to the expiry** date of the quotation validity.

The delivery period offered from the date of issue of Purchaser Order/ Letter of Acceptance is as shown in the List of Goods items and Price Schedule.

Quotation Authorised by:

Name of Bidder		Company's Address and seal	
Contact Person			
Name of Person Authorising the Quotation:		Position:	Signature:
Date		Phone No./Fax	

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

Date:
[Day|month|year]

Procurement Ref No.:

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 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*

SECTION III: LIST OF GOODS AND PRICE SCHEDULE

QUOTATION FOR: Procurement of branded Promotional Materials - Procurement Ref No. G/RFQ/KERC/027/57/2024/2025

INSTRUCTIONS TO THE PUBLIC ENTITY				INSTRUCTIONS TO BIDDERS					
At time of preparation of the RFQ, Columns A to D shall be filled in by the Public Entity.				Bidders shall fill-in columns E - I and fill the total E= mark with a *if an equivalent is quoted F= Rate per unit G=Total price for one item (C x F) • If an equivalent is quoted, please attach to your quote appropriate technical information & specification • Bidders shall fill in and sign the bottom section of this page					
A Item no.	B Description of Goods Procurement of branded Promotional Materials	C Quantity required	D Unit of measures	E *	F Price per unit NAD ¹	G Total price without VAT NAD	H VAT: NAD	I Delivery weeks) (days/month	Country of Origin
1	Custom Patio Umbrella	7	Each						
2	Portable Literature Stand Aluminum w/Five Pockets	7	Each						
3	Newspaper Racks with 3 Shelves for Tabloid	7	Each						
4	Legend Double-Sided Straight Banner Wall	2	Each						
5	Legend Sharkfin Double-Sided Flying Banner Skin	2	Each						
6	Legend Arcfin Single-Sided Flying Banner (Set of 2)	2	Each						
7	Legend Arcfin Double-Sided Flying Banner	2	Each						
8	Champion Pull-Up Banner Double-Sided incl Kit	2	Each						
9	Legend Pop-Up Banner – 2m x 1m	2	Each						
10	Ovation Pull-Up Banner	2	Each						
11	Legend Telescopic Single-Sided Flying Banner (Set Of 2)	2	Each						
12	Budget Pull Up Banner – 780mm x 2000mm	2	Each						
13	Ovation Gazebo 6m x 3m	1	Each						
14	Ovation Gazebo 4.5m x 3m	1	Each						
15	Ovation Gazebo 3m x 3m	1	Each						
16	Championship Cooler	110	Each						

17	Picnic Chair Backpack Cooler	110	Each						
18	Name Badge – Magnet Clip	110	Each						
19	Graffiti Document Bag	100	Each						
20	Venice Conference Bag	100	Each						
21	Elleven sports bag	5	Each						
22	Fishing jacket	30	Each						
23	US Basic Ladies & Men's Boston Golf Shirt	110	Each						
24	US Basic Mens Delta Golf Shirt	110	Each						
25	Ladies & Men's Harvard Heavyweight Hooded Sweater	110	Each						
26	BRT Econo Tracksuit	110	Each						
27	Safari Wide Brim Hat	100	Each						
28	wheelie laptop trolley bag	50	Each						
29	compact laptop trolley backpack	50	Each						
30	Solo Draft Corporate Backpack	110	Each						
31	Satin lanyard with lobster clip	1000	Each						
32	Satin lanyard with snap clip	1000	Each						
33	Sheen key holder	100	Each						
34	Trench key holder	100	Each						
35	Catalina Bottle Opener Key holder	100	Each						
36	Fitwise Silicone Adult Wristband	1000	Each						
37	Wristband	1000	Each						
38	Alex Varga Salinger A5 soft cover notebook	100	Each						
39	Advantage A4 Diary	100	Each						
40	Executive-Diary-A5-Black	30	Each						
41	Executive-Diary-A4-Black	30	Each						
42	Year Planner	100	Each						
43	Folder	100	Each						
44	Clock Stationary Holder	30	Each						
45	Omega Ball Pen	1000	Each						
46	Vega Memory Stick	500	Each						
			TOTAL						
NAME:		POSITION:		SIGNATURE		DATE			
NAME OF BIDDER:		ADDRESS:							

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

Currency: Exchange Rate:

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

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

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

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

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: **G/RFQ/KERC/027/57/2024/2025**

Item No	Technical Specification Required	Compliance of Specification Offered	Details of Non-Compliance/ Deviation (if applicable)
A*	B*	C	D
1	Custom Patio Umbrella Umbrella stand with support stand Full colour cutom printed umprella Display /dimension: 106.3"W X94.5" H X 106.3"D Display construction: anti-rust powder coated aluminum frame with 8 aluminium ribsand 1.5"diameter pole Graphic Materials: Dye Sub Tent Fabric Graphic Finishing: Hemmed & Sewen		
	Portable Literature Stand Aluminum w/Five Pockets Overall Width x Depth 17.4" x 17.5" Bag or Case Width x Height x Depth 17.3" x 5.0" x 12.3" Weight 10.0lbs Placement Type Floor Standing Color Silver Set Height Range, Lowest & Highest, (inches) 46.8, 52.5, 58.0 Number of Pockets 5 Pocket Width x Height x Depth 10.3" x 13.0" x 0.75" Bag or Case Weight 2.0lbs Material Aluminum, Acrylic, Polypropylene Features: Double-Sided, Portable, Adjustable Height, Multi-Tiered Case Type Soft Sided Pocket Type Multi-Pocket Weight Capacity Per Tier 4.4lbs		

	Newspaper Racks with 3 Shelves for Tabloids Overall Width X Height x Depth 12.3" x 43.0" x 16.0" Material: Wire Features: Multi-Tiered Pocket Type: Multi-Pocket Header Width X Height 11.0" x 4.3" Placement Type: Floor Standing Color Black Number of Tiers 3		
	Portable Counter Overall Width x Height x Depth 39.4" x 39.4" x 19.6" Bag or Case Width x Height x Depth 39.5" x 20.0" x 6.0" Material Steel, Aluminum, MDF (Medium Density Fiberboard) Orientation Portrait, Landscape Color Black Maximum Device Width 7.4" Mount or Enclosure Width x Height x Depth 8.1" x 11.6" x 1.0" Home Button Hidden Viewable Width x Height 6.3" x 8.0" Weight 61.5lbs Placement Type: Floor Standing Features: Curved, Rotating, Tilting, Hook & Loop-Receptive, Portable, Lockable, Enclosed Storage Pocket Hardware Colour: Black		
	Legend Double-Sided Straight Banner Wall Material: Skin – Polyester Frame – Aluminium Bag – Polyester Oxford Product Size: Skin – 1.52m (w) x 2.25m 4.45m (w) x 2.25m (l) Branding Options: Digital Display		
	Legend Curved Banner Wall Material: Skin – Polyester Frame – Aluminium Bag – Polyester Oxford Sizes: Skin – 1.45m (w) x 2.25m (l) 4.2m (w) x 2.25m (l) Branding Options: Digital Display		
	Legend Sharkfin Double-Sided Flying Banner Material: Skin – Polyester Warp-Knit Frame – Aluminum Bag – Polyester Oxford		

	Accessories – Fibreglass & Steel Product Size: 4m Branding Options: Digital Display		
	Legend Arcfin Double-Sided Flying Banner Material: Skin – Polyester Warp-Knit Frame – Aluminum Bag – Polyester Oxford Accessories – Fibre & Steel Sizes: 4m Branding Options: Digital Display		
	Legend Arcfin Single-Sided Flying Banner (Set of 2) Material: Skin – Polyester Warp-Knit Frame – Aluminum Bag – Polyester Oxford Accessories – Fibre & Steel Product Size: 4m Branding Options: Digital Display		
	Champion Pull-Up Banner Double-Sided incl Kit Material: Skin – PVC Frame – Aluminium Bag – Polyester Oxford Kit – PP Type: Layflat Fabric Branding Options: Digital Display		
	Legend Pop-Up Banner – 2m x 1m Material: Skin – Polyester Frame – Fibre Rod Carry Bag – Polyester Oxford Product Size: Skin – 1.98m (w) x 0.3cm (l) Frame – 2m (w) x 1m (l) x 0.4m (h) Carry Bag – 85cm (dia) Branding Options: Digital Display		
	Ovation Pull-Up Banner Material: Skin – PVC Frame – Aluminium Bag – Polyester Oxford Type: Skin – Layflat 0.85m x 2m Fabric 0.85m x 2m Branding Options: Digital Display		
	Legend Telescopic Flying Banner Skin (Set Of 2) Material: Polyester Warp-Knit Product Size: 4m Branding Options: Digital Display		
	Budget Pull up Banner – 780mm x 2000mm Material: Aluminum & 220mic PVC Size: Open – 78cm (w) x 200cm (h) Branding Options: Full Colour		

	Ovation Gazebo 4.5m x 3m variations: No Skin 1 Short Full-Wall Skin 1 Long Full-Wall Skin 2 Short Half-Wall Skins 2 Short Full-Wall Skins 1 Short Half-Wall Skin – 1 Long Full-Wall Skin 1 Long Full-Wall Skin – 1 Short Full-Wall Skin 2 Long Full-Wall Skins 1 Long Full-Wall Skin – 2 Short Half-Wall Skins Branding Options: Digital Display		
	Ovation Gazebo 3m x 3m Material: Skin – Water Resistant Polyester & 600D Frame – Aluminium Bag – Polyester Oxford Toolkit – Rubber, Wood, Nylon & Steel Size: Frame – 3m (w) x 3m (l) Bag – 158cm (l) x 28cm (w) x 28cm (h) Branding Options: Digital Display		
	Ovation Gazebo 6m x 3m Material: Skin – Water Resistant Polyester & 600D Frame – Aluminium Bag – Polyester Oxford Toolkit – Rubber, Wood, Nylon & Steel Size: Frame – 6m (w) x 3m (l) Bag – 158cm (l) x 28cm (w) x 43cm (h) Branding Options: Digital Display		
	Championship Cooler – 24-Can Material: 600D Fabric & PEVA Lining Size: 34cm (w) x 26.5cm (l) x 25cm (h) Capacity: 23L / 24 Cans Branding Options: Digital Direct Transfer, Screen Print		
	Picnic Chair Backpack Cooler Material: 420D & 600D, PEVA Lining Product Size: 35.5cm x 45cm x 31cm Branding Options: Screen Print, Heat Press		
	Name Badge – Magnet Clip Material: Metal Magnet & Dome Badge Product Size: 60mm x 20mm, 65mm		

	x 25mm, 70mm x 30mm Branding Options: Dome Sticker		
	Graffiti Document Bag Material: 300D Product Size: 37cm (w) x 1cm (d) x 29cm (h) Branding Options: Digital Direct Transfer,		
	Venice Conference Bag Material: 600D Nylon Product Size: 40cm x 30cm x 9cm Branding Option: Screen Printing		
	Elleven Sports Bag Material: Dobby Nylon & Scuba Trim Product Size: 49cm (w) x 28cm (l) x 29cm (h) Branding Options: Digital Direct Transfer		
	Fishing Jacket Material: 210g 100% Cotton Twill Fabric Product Size: S – 5XL Branding Options: Embroidery, Heat Press, Screen Print		
	US Basic Ladies & Men's Boston Golf Shirt Material: 180g/m ² 100% Combed Cotton Pique Knit Product Size: S – 5XL Branding Options: Screen Print, Embroidery, Digital Transfer Clothing A5 & A6		
	US Basic Mens Delta Golf Shirt Material: 180g/m ² Polycotton Product Size: (h) x (l) x (w) Sizes: S-5XL Branding Options: Digital Transfer, Embroidery and Screen Print		
	Ladies & Men's Harvard Heavyweight Hooded Sweater Material: 280g/m ² 60% Cotton, 40% Polyester, Brushed Fleece Sizes: S – 4XL Branding Options: Digital Transfer A4, A5 & A6, Embroidery, Screen Print		
	BRT Econo Tracksuit Material: 200g 100% Polyester Product Size: XS – 5XL Branding Options: Embroidery, Heat Press, Screen Print		
	Safari Wide Brim Hat Material: 65% Cotton 35% Polyester Size: 90mm x 50mm – Available in L,		

	M, One Size, S Branding Options: Embroidery		
	Wheelie Laptop Trolley Bag Branding Included: 1 Colour Silkscreen Print Branding Methods: Silk Screening Material: 1680D Oxford Cloth Size: 42 (w) x 38 (h) x 21 (d)		
	Compact Laptop Trolley Backpack Material: 1680 Denier & PU Product Size: 35.5cm (w) x 38.5cm (l) x 17cm (d) Capacity: 17? Branding Options: Doming		
	Solo Draft Corporate Backpack Made of - Nylon <ul style="list-style-type: none"> • Fully padded 15.6-inch laptop compartment • Internal tablet pocket • Multiple front pockets • Mesh side pockets • Internal organiser • Padded back • Padded backpack straps for added comfort • Ultra-lightweight Product dimensions: 48cm x 33cm x 16cm		
	Satin Lanyard with Lobster Clip Material: Satin Product Size: 90cm (l) x 2cm (w) Branding Options: Sublimation Minimum Order Quantity: 250 Units		
	Satin Lanyard with Snap clip Material: Satin Product Size: 90cm (l) x 2cm (w) Branding Options: Sublimation Minimum Order Quantity: 250 Units		
	Sheen Keyholder Material: Zinc Alloy & Polished Nickel Plating Product Size: 5.5cm (l) x 3.5cm (w) x 0.7cm (h) Branding Options: Laser Engrave		
	Trench Keyholder Material: Stainless Steel With Anodised Finish Product Size: 5.5cm (l) x 3.3cm (w) x 0.7cm (h)		

	Branding Options: Laser Engrave		
	Catalina Bottle Opener Keyholder Material: Wood, Rubber & Stainless Steel Product Size: 3.9cm (w) x 6.8cm (l) x 0.8cm (h) Branding Options: Laser Engraving		
	Fitwise Silicone Adult Wristband Material: Silicone Product Size: 1.2cm (w) Branding Options: Screen Print (SA) – 1 Colour		
	Alex Varga Salinger A5 Soft Cover Notebook Size: 21.3 (l) x 14.2 (w) x 1.1 (h) cm Material: luxury PU & paper Branding Options Belly Band A5 (BB) Debossing (BOS) Digital Direct Transfer (DDT) Direct to Product for Notebooks (DNB) Laser Engraving (LC) Screen Print (SA)		
	Advantage A4 Diary -2025- Navy Blue Size: 26.5 (l) x 21.6 (w) x 2.4 (h) cm Material: thermo PU & paper Branding Options Debossing (BOS) Direct to Product for Notebooks (DNB) Price Includes 1-Position		
	Executive Diary A5 – Navy Blue 2025 Material: Koskin Product Size: 14.5cm (w) x 21cm (l) Capacity: A5 Branding Options: Silk Screen, Foiling, Debossing, Full Colour Print, Pspec Branding		
	Executive-Diary-A4- Navy Blue 2025 Material: Koskin Product Size: 21cm (w) x 29cm (l) Capacity: A4 Branding Options: Silk Screen, Foiling, Debossing, Full Colour Print, Pspec Branding		
	Folder Size – 13 inches' x 9.5 inches		

	Paper – 350 gsm art card, matt lamination Pocket – inner both side pocket Color – four (4) colors Lamination – cover and back matt lamination with spot Design – 100 percent system design using graphic software Printing – 100 per cent off set		
	Clock Stationary Holder Material: Plastic Size: 9.5cm (w) x 11.5cm (h) Branding Options: Pad Print		
	Omega Ball Pen Barrel: rubberized aluminum Clip: metal Tip: ABS With black German ink Branding Options Laser Engraving (LA)		
	Vega Memory Stick Material: Zinc Alloy Product Size: USB – 4cm (l) x 1.3cm (w) x 0.5cm (h) Microfibre Pouch – 6cm (l) x 5cm (w) Capacity: 16GB Branding Options: Pad Print, Laser Engraving		

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

*** Columns A and B to be completed by Public Entity.**

Specifications and Compliance Sheet Authorised By:

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

SCHEDULE 3**QUOTATION CHECKLIST SCHEDULE****Procurement Reference No.: G/RFQ/KERC/027/57/2024/2025**

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Copy of company registration/founding statement		
Original or certified copy of good standing tax certificate		
Original or certified copy of good standing Social Security certificate		
Valid certified copy of Affirmative Action Compliance Certificate		
certified copy of Identity document for the company owner		
Reference letters (3) of similar work done before		
Subcontractor/SLA agreement or distributor letter (not applicable to Manufacturing & branding companies)		
A sample or artwork of each quoted items		

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.