



NAMIBIA TRAINING AUTHORITY



# Request for Sealed Quotations

**SUPPLY AND DELIVERY OF ELECTRICAL  
TRAINING/TOOLS FOR THE TRAINEES AT  
OKAKARARA VOCATIONAL TRAINING CENTRE**

**Reference: G/RFQ/OVTC- 12/2025**

Name of Bidder: \_\_\_\_\_

Total Bid price \_\_\_\_\_

**Closing date: 22 May 2025, Time 15h00**

**NB! ONLY THE LOWEST BIDDER TO SPECIFICATIONS WILL BE  
RECOMMENDED**

Initial \_\_\_\_\_



NAMIBIA TRAINING AUTHORITY



08 May 2025

## Letter of Invitation

Dear Potential Bidders

Procurement Reference Number: G/RFQ/OVTC- 12/2025

Dear Sir/Madam

### Request for Sealed Quotations for Supply and Delivery of the Electrical Training/Tools for Trainees at Okakarara Vocational Training Centre

The Okakarara Vocational Training Centre requests 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.

For enquiries, please contact the following people:

1. Enquiries: Ms. Paulina Mumbala Tel: 067-317 069, email: pmumbala@ovtc.edu.na

Please prepare and submit your quotation **by 22 May 2025, Time 15h00**

, in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

  
MR GIFT KERII  
HEAD OF FINANCE AND ADMINISTRATION  
OKAKARARA VOCATIONAL TRAINING CENTRE



## SECTION I: INSTRUCTIONS TO BIDDERS

### 1. Rights of Public Entity

Okakarara VTC reserves the right:

- (a) to split the contract as per the lowest evaluated cost per item, and
- (b) to accept or reject any quotation or
- (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
- (b) the List of Goods and Price Schedule Section III;
- (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. All pages must be initialled and use of correction fluid is strictly prohibited.**

### 3. Validity of Quotations

The Quotation validity period shall be 60 days from the date of submission deadline.

### 4. Eligibility Criteria

To be eligible to participate in this Quotation exercise, you should please tick below, to indicate whether each of the following documents are attached:

|    | Document name / title  | Please tick |
|----|--|-------------|
| 1. | <b>Certified copy or Original of a valid Tax Certificate</b> , issued by NAMRA.  |             |
| 2. | <b>Certified copy of a valid Affirmative Action Compliance Certificate</b> , proof from the <b>Employment Equity Commissioner</b> that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Act 29 of 1998, as amended)                                  |             |
| 3. | <b>Copy of a valid Good Standing Certificate with the Social Security Commission.</b>  |             |
| 4. | <b>Certified Copy of the Close Corporation Certificate</b> (issued in terms of Act 26 of 1988) or <b>Founding Statement or any other relevant Company Registration Certificate</b> . These Certificates should clearly indicate the goods/services that the Supplier/Bidder is registered to render. |             |
| 5  | <b>Certified copy of a valid Certificate of Registration as an SME</b> , issued by the Ministry of Industrialisation and Trade (only applicable to bids reserved for MSMEs).   |             |
| 6. | <b>A written undertaking</b> issued in terms of Section 138 of the Labour Act, 2007 (Act No. 11 of 2007), read in conjunction with Section 50 (2) (d) of the Public Procurement Act, 2015 (Act No. 15 of 2015).  |             |
| 8  | Each page should be fully completed, initialled and the principal business of the company should be in line with this bid ( <b>supply of textbooks</b> ).  |             |



|    |   |  |
|----|---|--|
|    |   |  |
| 8  | Provide proof of experience of supplying similar goods to reputable Entities (at least three with traceable references). OVTC reserves the right to contact issuers of reference letters to confirm work done, in accordance with Section 52 (1) of the Public Procurement Act, 2015. |  |
| 9  | Bidder's declaration confirming that they have no outstanding and/or delayed supply of goods or services to OVTC.   |  |
| 10 | The lowest responsive bidders will be considered for award and quoted bid prices should be inclusive of all other related costs.  |  |

## 5. Delivery

Delivery/services shall be **ONE (1) week**/s after the issuing of the Purchase Order. A penalty of 1% per week shall be instituted on late delivery.

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

- Check if it is correct delivery as specified on the request for quotation
- If delivery is on time
- If delivery note is attached

## 6. Sealing and Marking of Quotations

Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number, addressed to the Okakarara VTC, with the Bidder's name and contact information at the back of the envelope.

## 7. Submission of Quotations

Quotations should be emailed deposited in the Quotation/Bid Box located at Okakarara Vocational Training Centre – Finance and Administration building, John Tjituu Street, later than **Thursday, 22 May 2025, Time 15h00**

## 8. Opening of Quotations

Quotations will be opened internally by the Centre immediately after the closing time referred to in instruction 7 above. A record of the Quotation Opening stating the name of the bidders and the amount quoted, will be posted on the website of the Ministry and available to any bidder on request within three working days of the Opening.

## 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.

In terms of Section 71.3 of the Public Procurement Act, Act 15 of 2015, Margin of Preference shall apply as follows:

“

**10. 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 if any with respect to the Ministry'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 remain fixed for the duration of the period and quoted in Namibian Dollars. The Ministry shall not consider price increases due to exchange rates; therefore, bidders are advised to make their own projections.

**12. 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 in accordance with terms and conditions contained in Section VI: General Conditions of Contract and Contract Agreement.

**13. Notification of Award and Debriefing**

The Public Entity shall after award of contract 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 on its website within seven days. Furthermore, the Ministry shall attend to all requests for debriefing made in writing within 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 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:        | <b>Emailed, Couriered or hand delivered to Finance and Administration building, OVTC</b> |
| Subject matter of Procurement: | <b>Request for Sealed Quotations for the Training Materials for OVTC</b>                 |

We offer to supply the items listed in the attached List of Goods and Price Schedule as per the defined specifications, except for the qualified deviations [Bidder may delete this phrase in case of no deviation] 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 **90 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 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:                  |
| Date:                                     | Signature: | Phone No./Fax:             |

## **BID SECURING DECLARATION**

**(Section 45 of Act) (Regulation 37(5) and 56(2))**

**Date:** .....

**To:** Okakarara Vocational Training Centre

**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: LIST OF GOODS AND PRICE SCHEDULE

### QUOTATION FOR:

Supply and Delivery of Electrical Training Materials Academic year 2025

#### Lot 1-Level 1 New tools for 2025 Intake and current tool boxes update

| INSTRUCTIONS TO THE PUBLIC BODY |   | INSTRUCTIONS TO BIDDERS  |      |                           |                            |                 |
|---------------------------------|---|--|------|---------------------------|----------------------------|-----------------|
|                                 |   | Bidders shall fill-in columns E to F                             |      |                           |                            |                 |
|                                 |   | • Bidders shall fill in and sign the bottom section of this page |      |                           |                            |                 |
| A                               | B   | C  | D    | E                         |                            | F               |
| Item #                          | Description                                       | Qty  | UOM  | Unit Price N\$ (Excl.VAT) | Total price N\$ (Excl.VAT) | Delivery Period |
| 1                               | Auto range multimeter top tronic                  | 8  | Each |                           |                            |                 |
| 2                               | Steel ruler 300mm                                 | 25   | Each |                           |                            |                 |
| 3                               | Flat file 20mm                                    | 6  | Each |                           |                            |                 |
| 4                               | Senior hacksaw                                    | 6  | Each |                           |                            |                 |
| 5                               | Junior hacksaw                                    | 11   | Each |                           |                            |                 |
| 6                               | Ball peen hammer wood handle                      | 6  | Each |                           |                            |                 |
| 7                               | Cable knife                                       | 7  | Each |                           |                            |                 |
| 8                               | 5M measuring tape                                 | 6  | Each |                           |                            |                 |
| 9                               | Combination plier 160mm                           | 6  | Each |                           |                            |                 |
| 10                              | Long nose plier 200mm insulated                   | 6  | Each |                           |                            |                 |
| 11                              | Water pump plier 300mm insulate                   | 6  | Each |                           |                            |                 |
| 12                              | Round nose plier 140mm insulate                   | 6  | Each |                           |                            |                 |
| 13                              | Screwdriver set, insulated ,Flat + Phillips 6 pcs | 7  | Each |                           |                            |                 |
| 14                              | Side cutter 160mm insulated                       | 6  | Each |                           |                            |                 |
| 15                              | Shifting spanner 300mm length                     | 12   | Each |                           |                            |                 |
| 16                              | Sharp point bradawl                               | 6  | Each |                           |                            |                 |
| 17                              | Automatic wire stripper capacity                  | 6  | Each |                           |                            |                 |
| 18                              | Tubular box spanner                               | 6  | Each |                           |                            |                 |
| 19                              | Tin snip straight length                          | 17   | Each |                           |                            |                 |
| 20                              | Vice grip, curve jaws, length 250mm               | 6  | Each |                           |                            |                 |
| 21                              | Bending spring for PVC 20mm pipes                 | 6  | Each |                           |                            |                 |
| 22                              | Fish tape 30 meters plastic                       | 6  | Each |                           |                            |                 |
| 23                              | Tool trunk sheet metal incl sliding top tray      | 6  | Each |                           |                            |                 |
| 24                              | Pad lock VIRO or CISA                             | 6  | Each |                           |                            |                 |
| 25                              | Working gloves                                    | 6  | Each |                           |                            |                 |
| 26                              | Safety goggles plastic                            | 6  | Each |                           |                            |                 |

|                        |                                     |   |      |                 |  |  |
|------------------------|-------------------------------------|---|------|-----------------|--|--|
| 27                     | Pipe reamer inside and outside 36mm | 6 | Each |                 |  |  |
| 28                     | PVC pipe cutter                     | 6 | Each |                 |  |  |
|                        | <b>Sub Total</b>                    |   |      |                 |  |  |
|                        | <b>VAT 15%</b>                      |   |      |                 |  |  |
|                        | <b>Grand Total</b>                  |   |      |                 |  |  |
| <b>NAME OF BIDDER:</b> |                                     |   |      | <b>ADDRESS:</b> |  |  |
|                        |                                     |   |      |                 |  |  |

The price shall be treated as firm in Namibian Dollars for all intent and purpose.  
Key notes: NA=NOT APPLICABLE, NQ=NO QUOTE

## Supply and Delivery of Electrical Training Materials Academic year 2025

### Lot 2-Level 1 Intake tools

| tem #                  | Description                         | Qty | UOM  | Unit Price N\$<br>(Excl.VAT) | Total price N\$<br>(Excl.VAT) | Delivery<br>Period |
|------------------------|-------------------------------------|-----|------|------------------------------|-------------------------------|--------------------|
| 1                      | Digital multimeter top tronic       | 20  | Each |                              |                               |                    |
| 2                      | Flat file 2 <sup>nd</sup> cut 200mm | 20  | Each |                              |                               |                    |
| 3                      | Complete senior hack saw            | 20  | Each |                              |                               |                    |
| 4                      | Insulated cable knife               | 20  | Each |                              |                               |                    |
| 5                      | Ross measuring tape                 | 20  | Each |                              |                               |                    |
| 6                      | Combination plier                   | 20  | Each |                              |                               |                    |
| 7                      | Water pump plier                    | 20  | Each |                              |                               |                    |
| 8                      | Screwdriver set insulated           | 20  | Each |                              |                               |                    |
| 9                      | Shifting spanner                    | 40  | Each |                              |                               |                    |
| 10                     | Tube spanner                        | 20  | Each |                              |                               |                    |
| 11                     | Side cutter plier                   | 20  | Each |                              |                               |                    |
| 12                     | 20mm bending spring                 | 20  | Each |                              |                               |                    |
| 13                     | Hellerman fish tape rolle           | 20  | Each |                              |                               |                    |
| 14                     | Tool trunk empty sheet              | 20  | Each |                              |                               |                    |
| 15                     | Ninja gloves                        | 20  | Each |                              |                               |                    |
| 16                     | Black safety black goggles          | 20  | Each |                              |                               |                    |
| 17                     | Pipe reamer                         | 20  | Each |                              |                               |                    |
| <b>Sub Total</b>       |                                     |     |      |                              |                               |                    |
| <b>VAT 15%</b>         |                                     |     |      |                              |                               |                    |
| <b>Grand Total</b>     |                                     |     |      |                              |                               |                    |
| <b>NAME OF BIDDER:</b> |                                     |     |      | <b>ADDRESS:</b>              |                               |                    |
|                        |                                     |     |      |                              |                               |                    |

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

### Lot 1

#### Level 1 New tools for 2025 Intake and current tool boxes update

| Item No | Description                                       | Specifications           | Comply YES/NO | DEVIATION (IF ANY) |
|---------|---|--------------------------|---------------|--------------------|
| 1       | Auto range multimeter top tronic                  | TBM251                   |               |                    |
| 2       | Steel ruler                                       | 300mm                    |               |                    |
| 3       | Flat file   | 200mm                    |               |                    |
| 4       | Senior hacksaw                                    |                          |               |                    |
| 5       | Junior hacksaw                                    |                          |               |                    |
| 6       | Ball peen hammer wood handle                      | 100Gr                    |               |                    |
| 7       | Cable knife insulated                             | VDE 1000V                |               |                    |
| 8       | 5M measuring tape                                 | 5M                       |               |                    |
| 9       | Combination plier 160mm                           | 160mm insulated          |               |                    |
| 10      | Long nose plier 200mm insulated                   | 200mm insulated          |               |                    |
| 11      | Water pump plier 300mm insulate                   | 300mm insulated          |               |                    |
| 12      | Round nose plier 140mm insulate                   | 140 mm insulated         |               |                    |
| 13      | Screwdriver set, insulated ,Flat + Phillips 6 pcs | Flat + Phillips 6 pcs    |               |                    |
| 14      | Side cutter insulated                             | 160mm insulated          |               |                    |
| 15      | Shifting spanner 300mm length                     | 300mm length             |               |                    |
| 16      | Sharp point bradawl                               |                          |               |                    |
| 17      | Automatic wire stripper capacity                  | 0.5-6mm ,160mm length    |               |                    |
| 18      | Tubular box spanner                               | 10 x 11mm                |               |                    |
| 19      | Tin snip straight length                          | 250mm                    |               |                    |
| 20      | Vice grip, curve jaws,                            | Length 250mm             |               |                    |
| 21      | Bending spring for PVC 20mm pipes                 | PVC 20mm pipes           |               |                    |
| 22      | Fish tape 30 meters plastic                       | 30 meters plastic        |               |                    |
| 23      | Tool trunk sheet metal incl sliding top tray      | L700mm x W335mm x H270mm |               |                    |
| 24      | Pad lock VIRO or CISA                             | VIRO or CISA             |               |                    |
| 25      | Working gloves                                    | Leather gloves           |               |                    |
| 26      | Safety goggles                                    | plastic                  |               |                    |
| 27      | Pipe reamer inside and outside 36mm               | 36mm                     |               |                    |
| 28      | PVC pipe cutter                                   | 20mm PVC pipes           |               |                    |
|         |   |                          |               |                    |

## Lot 2

### Level 1 Intake tools

| Item No | Description                         | Specifications            | Comply YES/NO | DEVIATION (IF ANY) |
|---------|-------------------------------------|---------------------------|---------------|--------------------|
| 1       | Digital multimeter top tronic       | TBM 252                   |               |                    |
| 2       | Flat file 2 <sup>nd</sup> cut 200mm | 200mm                     |               |                    |
| 3       | Complete senior hack saw            | 300mm                     |               |                    |
| 4       | Insulated cable knife               | VDE1000V                  |               |                    |
| 5       | Ross measuring tape                 | 5m                        |               |                    |
| 6       | Combination plier                   | VDE 1000V                 |               |                    |
| 7       | Water pump plier                    | VDE 1000V                 |               |                    |
| 8       | Screwdriver set insulated           | VDE 1000V                 |               |                    |
| 9       | Shifting spanner                    | 300mm                     |               |                    |
| 10      | Tube spanner                        | 11-10mm                   |               |                    |
| 11      | Side cutter plier                   | 160mm insulated VDE 1000V |               |                    |
| 12      | 20mm bending spring                 | 20mm                      |               |                    |
| 13      | Hellerman fish tape rolle           | 30m nylon                 |               |                    |
| 14      | Tool trunk empty sheet              | 710 x 375x295mm           |               |                    |
| 15      | Ninja gloves                        | 5cm CUFF                  |               |                    |
| 16      | Black safety googles                | Black                     |               |                    |
| 17      | Pipe reamer                         | 3-40mm                    |               |                    |

## PERFORMANCE REQUIREMENTS

Bidders should complete columns C and D with the specification of the goods offered. Attach detailed technical literature as stated in the requirements. Authorise the specification offered in the signature block below.

### 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 and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods (Ref. **G/RFQ-GCC**) (available at public entities physical address/website: Insert Public Entity address/website) except where modified by the Special Conditions below.

### SECTION VI: CONTRACT AGREEMENT

Any resulting contract shall be placed by means of a Purchase Order and shall be subject to the General Conditions of Contract (GCC) for the Procurement of Goods except where modified by the Special Conditions below.

## SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

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

| Subject and GCC clause reference | Special Conditions   |
|----------------------------------|--|
| Site<br>GCC 1.1(m)               | The Site/final destination for delivery of the Services: <b>OKAKARARA VOCATIONAL TRAINING CENTRE, JOHN TJIKUA STREET</b> |
| Incoterms Edition<br>GCC 4.2(b)  | Incoterms shall be governed by the rules prescribed in Incoterms 2010.   |

| Subject and GCC clause reference                 | Special Conditions  |
|--|---|
| <b>Notices</b><br><b>GCC 8.1</b>                 | Any notice shall be sent to the following addresses:<br>For the Ministry, the address and the contact's name shall be:<br>Private Bag 13198, Windhoek<br>Attention:<br>For the Supplier, the address and contact name shall be:<br><br><br>                     |
| <b>Delivery and Documents</b><br><b>GCC 13.1</b> | The Goods are to be delivered within TWO (2) week/s from the date of the Purchase Order. The bidder to ensure that goods are received undamaged. The documents to be furnished by the Supplier are:<br>(a) signed delivery note; and first Invoice for payment. |
| <b>Terms of Payment</b><br><b>GCC 16.1</b>       | The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice.   |
| <b>Terms of Payment</b><br><b>GCC 16.3</b>       | Payments shall be made not later than (30) days after submission of an invoice and its certification by the Purchaser.  |
| <b>Terms of Payment</b><br><b>GCC 16.4</b>       | The currency of payment shall be the currency of order specified in the List of Goods, Price Schedule and Product details in the Statement of Requirements.   |
| <b>Performance Security</b><br><b>GCC 18</b>     | (i) No performance security is required   |
| <b>Packing</b><br><b>GCC 23.2</b>                | The packing, marking and documentation within and outside the packages shall be: product name, quantities   |
| <b>Insurance</b><br><b>GCC 24</b>                | The bidder bears the cost of insurance  |
| <b>Transportation</b><br><b>GCC 25</b>           | The Goods shall be delivered: Delivery Duty Paid  |
| <b>Inspection and Tests</b><br><b>GCC 26.</b>    | Testing and commissioning of goods shall be at the supplier's expense   |
| <b>Liquidated Damages</b><br><b>GCC 27</b>       | Liquidated damages for the whole contract are 1% per week. The maximum number of liquidated damages for the whole contract is 5% of the final contract price.   |
| <b>Warranty</b><br><b>GCC 28.3</b>               | For item 1, the minimum period of warranty/shelf life shall be ____<br>For item 2, the minimum period of warranty/shelf life shall be ____<br>For item 3, the minimum period of warranty/shelf life shall be ____   |



### SCHEDULE 3: QUOTATION CHECKLIST SCHEDULE

Supplier Name: \_\_\_\_\_

| Description                             | Attached | Not Attached |
|---|----------|--------------|
| A Signed and Completed Quotation Letter |          |              |
| List of Goods and Price Schedule        |          |              |
| Specification and Compliance Sheet      |          |              |
| Evidences for conformity of Goods       |          |              |
| Expression of Interest Document         |          |              |
| Mandatory Documentations                |          |              |

**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.