



Request for Sealed Quotations for Goods

*[The Supply and Delivery of a Sedan to Namibia Special Risks Insurance
Association Limited (NASRIA LTD)]*



Procurement Reference No: *[G/RFQ/NASRIA-02/2024]*

[Independence Avenue 333 Namlex chambers, 061229207, procurement@nasria.com.na]



Letter of Invitation

[Name and Address of Bidder]

[G/RFQ/NASRIA-02/224]

[23 /01/2025]

Dear Sirs,

Request for Quotations for Supply of *[The Supply and Delivery of a Sedan to Namibia Special Risks Insurance Association Limited (NASRIA LTD)]*

The Namibia Special Risks Insurance Association Limited 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 *[Deolinda Fernandes 0612229207]*
Procurement@nasria.com.na].

Please prepare and submit your quotation in accordance with the instructions given or inform the undersigned if you will not be submitting a quotation.

Yours faithfully,

Deolinda Fernandes

SECTION I: INSTRUCTIONS TO BIDDERS

1. Rights of Public Entity

The NASRIA LTD 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 Security/Bid Securing Declaration [Public Entity to select as appropriate]*;
- (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.

3. Validity of Quotations

The Quotation validity period shall be 90 days from the date of submission deadline.

4. Eligibility Criteria

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

- (a) have a valid company Registration Certificate;
- (b) have an original valid good Standing Tax Certificate;
- (c) have an original valid good Standing Social Security Certificate;
- (d) have a valid certified copy of Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998;
- (E) Submit signed Bid-securing Declaration.
- (F) An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and;
- (G) Proof of dealership Country Wide
- (H) clear colour photos with clear description of the vehicle

5. Bid Security/Bid Securing Declaration

Bidders are required to *submit a Bid Security/subscribe to a Bid Securing Declaration* for this procurement process. The Bidder shall furnish as part of its quotation, a Bid Security as per the format contained in Appendix to Quotation Letter of this document for *an amount of NAD10 000.00 OR 2% [insert percentage within the following range: 0.05% - 2% of the quoted price] valid up to 90 days [validity period of bid security must be 90days beyond the quotation validity period]*

[NASRIA LMD shall insert amount/percentage of bid security and validity period, if a Bid Security is applicable].

6. Delivery

Delivery shall be 3 days after acceptance/issue of Purchase Order. Deviation in delivery period shall not be accepted. NASRIA to select as appropriate.

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

Exterior Inspection:

1. Body and Paintwork:

- Check for any scratches, dents, or marks.
- Ensure the paint finish is uniform and free from defects.

2. Lights and Indicators:

- Test all lights, including headlights, tail lights, brake lights, and indicators.
- Ensure they are functioning correctly.

3. Windows and Windshields:

- Inspect for any cracks or scratches.
- Ensure windows open and close smoothly.

4. Doors and Hinges:

- Open and close all doors, including the bonnet and boot.
- Ensure they operate smoothly and lock securely.

5. Tires and Wheels:

- Check that all tires are new and have adequate tread.
- Ensure they are inflated to the manufacturer's recommended pressure.
- Inspect the spare tire and wheel.

Interior Inspection:

6. Seats and Upholstery:

- Check for any damage, scratches, or marks.
- Ensure the seats are clean and in good condition.

7. *Dashboard and Controls:*

- *Test all controls, including the air conditioner, radio, CD player, and USB port.*
- *Ensure the multimedia infotainment system is functioning correctly.*

8. *Functionality of Compartments:*

- *Ensure the glove box and other compartments open and close properly.*

9. *Safety Features:*

- *Check the seat belts for proper operation.*
- *Ensure airbags are installed and functional.*

Mechanical and Electrical Inspection:

10. *Engine Bay:*

- *Inspect for cleanliness and ensure it is free of dirt, rust, and oil spills.*
- *Check for any damaged or broken parts.*

11. *Fluid Levels:*

- *Check the levels of engine oil, coolant, brake fluid, and windshield washer fluid.*

12. *Battery:*

- *Ensure the battery is properly installed and terminals are clean.*

13. *Tracking Device:*

- *Verify the installation of the vehicle tracking device.*
- *Test the functionality of the tracker to ensure it is working correctly.*

14. *Test Drive:*

- *Take the vehicle for a test drive to check for any unusual sounds or vibrations.*
- *Ensure the ignition and gears work smoothly.*

15. *Brakes:*

- *Test the brakes for responsiveness and any unusual noises.*

16. *Steering:*

- *Ensure the steering is smooth and responsive.*

17. *Suspension:*

- *Check for any unusual noises or issues with the suspension.*

Documentation:

18. *Vehicle Registration:*

- *Ensure you receive the vehicle registration documents.*

19. *Insurance:*

- *Verify that the vehicle is insured.*
- *Warranty and Service Plan:*
- *Confirm the details of the warranty and service plan.*

20. Owner's Manual:

- *Ensure you receive the owner's manual and any other relevant documentation.*

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 *[Independence Avenue no. 333 Namlex Chambers or not later than [31/01/2025 at 12:00 noon]*. Hand delivered quotations should reach *[NASRIA office 5th floor, Namlex Chambers]* by the same date and time at latest. Late quotations will be rejected.

Quotations received by e-mail or post will not be considered.

9. Opening of Quotations

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

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.

12. Prices and Currency of Payment

Prices shall be fixed in Namibian Dollars.

13. Margin of Preference

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

- **[Local Suppliers:** A margin of preference of 10% will be applied to bids from suppliers who are registered and operating within Namibia.
- **SMEs:** A margin of preference of 5% will be applied to bids from Small and Medium Enterprises (SMEs) registered in Namibia.
- **Namibian Manufactured Goods:** A margin of preference of 15% will be applied to bids offering goods manufactured in Namibia

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

- **Local Suppliers:** *Proof of registration and operation within Namibia, such as a valid company registration certificate and a physical address within Namibia.*
- **SMEs:** *A valid certificate indicating SME status issued by the relevant Namibian authority.*
- **Namibian Manufactured Goods:** *Documentation proving that the goods are manufactured in Namibia, such as a certificate of origin or a manufacturing license.*

14. 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.

15. 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 (7) days. Furthermore, the Public Entity shall attend to all requests for debriefing made in writing within seven (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:	NASRIA LTD
Procurement Reference Number:	G/RFQ/NASRIA –02/2024
Subject matter of Procurement:	The Supply and Delivery of a Sedan to Namibia Special Risks Insurance Association Limited (NASRIA LTD)

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.

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 to *[forfeiture of the security amount / disqualification on the grounds mentioned in the BD]*.

The validity period of the Quotation is _____ days *[insert number of 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	

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.:

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

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

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

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

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

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

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

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

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

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

Corporate Seal (where appropriate)

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

***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:

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: [to be completed by Public Entity]..... Procurement Ref No.
.....

Sales Team is required to be able to execute the function without difficulties to reach the target market which includes but are not limited to clients, brokers, insurers, and agents. The department seeks to have a smaller vehicle (sedan) which is light on fuel, easy with parking, including a service plan to eliminate extra expenses.

SCOPE

The items to be procured are as follows:

- *Model 2025*
- *Vehicle Colour - Glacier White*
- *Vehicle Trim Leather*
- *Automatic*
- *Service plan:45 000km/3 years*
- *Paint protection*
- *Safety Film*
- *Fitment cost to be included*
- *Licencing and registration of vehicle to be included*
- *Sedan*
- *Dealership country wide*
- *Big boot*
- *Air conditioner*
- *Radio and CD player USB port*
- *Parts are available country wide*
- *1.8l Engine*
- *Multimedia infotainment System*
- *5year/100 000km warranty*
- *Smart Entry/key less entry*
- *Vehicle Tracking device*

Indicate Price including VAT on the quotations

SECTION IV: SPECIFICATIONS AND PERFORMANCE REQUIREMENTS

This section is crucial as it outlines the detailed technical requirements for the goods, the inspection and examination procedures, and the scope of related services. Here's how you can structure it:

1. Technical Requirements for the Goods:

- **Vehicle Make and Model:** 2025 Sedan
- **Color:** Glacier White
- **Trim:** Leather
- **Transmission:** Automatic
- **Engine Type:** 1.8L Petrol/Diesel
- **Additional Features:**
 - Air Conditioning
 - ABS (Anti-lock Braking System)
 - Power Steering
 - Radio and CD Player with USB Port
 - Multimedia Infotainment System
 - Smart Entry/Keyless Entry
 - Vehicle Tracking Device
 - Paint Protection
 - Safety Film
 - Big Boot
 - Service Plan: 5 years
 - Warranty: 5 years/100,000 km

2. Inspection and Examination:

- **Exterior Inspection:**
 - Check for any scratches, dents, or marks on the body and paintwork.
 - Test all lights, including headlights, tail lights, brake lights, and indicators.
 - Inspect windows and windshields for cracks or scratches.
 - Ensure doors, bonnet, and boot open and close smoothly.
 - Check tires for adequate tread and proper inflation.
- **Interior Inspection:**
 - Check seats and upholstery for damage or marks.
 - Test all dashboard controls, including air conditioning, radio, and USB port.
 - Ensure the multimedia infotainment system is functioning correctly.
 - Verify the operation of safety features like seat belts and airbags.
- **Mechanical and Electrical Inspection:**
 - Inspect the engine bay for cleanliness and any damaged parts.
 - Check fluid levels (engine oil, coolant, brake fluid, windshield washer fluid).

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- Ensure the battery is properly installed and terminals are clean.
- Verify the installation and functionality of the vehicle tracking device.
- **Test Drive:**

- Check for any unusual sounds or vibrations during the drive.
- Test the brakes for responsiveness.
- Ensure the steering is smooth and responsive.
- Check the suspension for any unusual noises.

3. Scope of Related Services:

- **Delivery:**

- The vehicle must be delivered within [insert number of days/weeks] from the date of the purchase order.
- Delivery should include all necessary documentation, such as the vehicle registration, insurance, and owner's manual.

- **After-Sales Service:**

- The supplier must provide details of the warranty and service plan.
- Ensure availability of parts and service centres countrywide.
- Provide support for the vehicle tracking device, including installation and troubleshooting.

- **Training:**

- If applicable, the supplier should provide training on the use of the vehicle's features, including the multimedia infotainment system and tracking device.

SECTION V: SPECIFICATIONS AND COMPLIANCE SHEET

Procurement Reference Number: G/RFQ/NASRIA-02/224

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>
	Vehicle Make and Model: 2025 Sedan		
2.	Color: Glacier White		
3.	Trim: Leather		
4.	Transmission: Automatic		
5.	Engine Type: 1.8L Petrol/Diesel		
6.	Air Conditioning		
7.	ABS (Anti-lock Braking System)		
8.	Power Steering		
9.	Radio and CD Player with USB Port		
10.	Multimedia Infotainment System		
11.	Smart Entry/key less entry		
12.	<i>Vehicle Tracking device</i>		
13.	<i>Paint Protection</i>		
14.	5year/100 000km warranty		
15	Safety Film		

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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>
16.	<i>Big Boot</i>		
17.	<i>Service Plan: 5 years</i>		

Instructions for Bidders:

- *Bidders should complete columns C and D with the specification of the goods offered.*
- *State “comply” or “not comply” in column C.*
- *Provide details of any non-compliance or deviation in column D.*
- *Attach detailed technical literature if required.*
- *Authorize the specification offered in the signature block below.*
- *Columns A and B to be completed by NASRIA.*

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 Goods - Ref. **G/RFQ-GCC** on the website of the Public Entity (www.nasria.com.na) except where modified by the Special Conditions below.

SECTION VI: 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 Goods except were modified by the Special Conditions below.

SECTION VIII: SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: G/RFQ/NASRIA-02/224 The clause numbers given in the first column correspond to the relevant clause number of the GCC.

Subject and GCC clause reference	Special Conditions
Purchaser GCC 1.1(h)	The purchaser is: <i>[Namibia Special Risks Insurance Association Namibia Limited]</i>
Site GCC 1.1(m)	The final destination for delivery of the Goods is Independence Avenue No 333 Namlex Chambers, 5 th Floor.
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the [NASRIA], the address and the contact name shall be: Deolinda Fernandes, Namlex Chambers Floor no 5 or Procurement@nasria.com.na For the Supplier, the address and contact name shall be: _____

Subject and GCC clause reference	Special Conditions
Disputes GCC 10.2	The rules of procedures for arbitration proceedings pursuant to GCC 10.2 shall be as follows: The arbitration proceedings shall be governed by Namibian law. The arbitration shall be conducted by an independent and impartial arbitrator or arbitration panel agreed upon by both parties. The venue for the arbitration proceedings shall be in Namibia, at a location agreed upon by both parties.
Delivery and Documents GCC 13.1	The Goods are to be delivered within 5 days from the date of Purchase Order or Letter of Acceptance. The documents to be furnished by the Supplier are: (a) Signed delivery note (b) Vehicle registration documents (c) Insurance documents (d) Warranty and service plan details (e) Owner's manual and any other relevant documentation (f) Certificate of origin (if applicable) (g) Compliance certificates for any additional features (e.g., vehicle tracking device)
Price Adjustment GCC 15.1	The price charge for the Goods supplied and the related Services performed <i>shall not</i> be adjustable.
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 13.1
Terms of Payment GCC 16.3	Payments shall be made not later than (30) thirty days after submission of an invoice and its certification by the Purchaser.
Terms of Payment GCC 16.4 (a)	The price <i>shall not be</i>” adjustable to the fluctuation in the rate of exchange.

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Subject and GCC clause reference	Special Conditions
Payment Period GCC 16.5	The method and conditions of payments to be made to the Supplier under this Contract shall be as follows: i) On Acceptance: The Contract Price of goods received shall be paid no later than thirty (30) days of receipt of the Goods upon submission of an invoice Purchaser's name ii) Procurement Reference number iii) Description of payment iv) Total amount v) Signature in original vi) Company stamp/seal supported by the Acceptance Certificate issued by the Purchaser. vii) An interest rate of [0.5%] is payable to the supplier by the purchaser for each day payment is delayed until payment has been made in full.
Performance Security GCC 18.1	(i) No performance security is required*
Discharge of Performance Security GCC 18.4	The performance security will be discharged and returned to the supplier not later than [30 of days] following completion date.
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: The vehicle shall be securely packed to prevent any damage during transportation. Protective materials such as bubble wrap, foam, or other cushioning materials shall be used to safeguard the vehicle's exterior and interior components.
Insurance GCC 24.1	<i>The Supplier should have poor workmanship cover in place in case of vehicle damage while being serviced.</i>
Transportation GCC 25	The Goods shall be delivered: To NASRIA by Road
Inspection and Test GCC 26.1	The inspection and tests shall be as per No. 6 delivery on the bid document.

Subject and GCC clause reference	Special Conditions
Location of Inspection and Tests GCC 26.2	The inspections and tests shall be conducted at: <i>[dealerships premisses]</i>
Liquidated Damages GCC 27.1	Liquidated damages for the whole contract are 0.5% per day. The maximum amount of liquidated damages for the whole contract is 5% of the final contract price.
Warranty GCC 28.3	The period of validity of the warranty shall be: 5 year(s) For the purpose of the Warranty, the place(s) of the final destination(s) shall be: NASRIA Ltd, Windhoek, Namibia For item 1, the minimum period of warranty/shelf life shall be 1: 5 years/100,000 km For item 2, the minimum period of warranty/shelf life shall be2: 3 years/45,000 km For item 3, the minimum period of warranty/shelf life shall be3: 2 years/30,000 km
Repair and Replacement GCC 28.5	The period for repair or replacement shall be: 14 working day(s)

Procurement Reference No.:

Description	Attached	Not Attached
Quotation Letter		
List of Goods and Price Schedule		
Specification and Compliance Sheet		
Bid Security / Bid Securing Declaration		
Evidence of Goods		
An undertaking on the part of the Bidder that the salaries and wages payable to its personnel in respect of this proposal are compliant to the relevant laws, Remuneration Order, and Award, where applicable and that it will abide to sub-clause 4.6 of the General conditions of Contract if it is awarded the contract or part thereof; and		
Proof of dealership Country Wide		
<i>Catalogues clear colour photos with clear description of the vehicle</i>		
<i>Clear Quotation and Price of Vehicle including VAT</i>		

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.